

Student Handbook



2016-2017

Central Elementary

Pierce City R-VI School District

Board of Education
David Jones – President
Greg Drollinger – Vice President
Debbie Hogan – Secretary
Bryan Stellwagen – Treasurer
Larry Zebert, Member
Michelle Eck, Member
Carl Yonker, Member
Mike Blinzler, Member

**CENTRAL ELEMENTARY
FACULTY AND STAFF
2016-2017**

Administration Russ Moreland, Superintendent Kristi Marion, Elementary Principal	Transportation Harold Clanton
Office Staff Mendi Drollinger, Elementary Secretary	Food Service Becky Brown Betty Moss Sue Turner Debbie Banks Teresa McAdoo
Counseling Services Travis VanHorn, Elementary Counselor	Health Services Sarah Elbert, School Nurse
Curriculum/Instructional Coach Jennifer Eaton	Building Maintenance Tena Abramovitz Matt Frey

Preschool Lisa Hall Kim Hankins	Kindergarten Sara Parrigon Laura May
First Grade Staci Daspit Kelley Hagebusch Heather Rice	Second Grade Erin Ekstam Jill Evey Kim Iman
Third Grade Julie Garner Abby Hanson Melissa Morgan	Fourth Grade Mishelle Aust Linda Brottlund Jessica Thacker
Music Amy Gooding	Art Laura Still
Special Services Jenifer Graves, Process Coordinator April Jones Gretta Guerin Kristi Merritt, Data Specialist	Speech and Language Tiffani Harter Emily Wood
Physical Education Jerri Jasumback	Paraprofessionals Jan Peckham Michelle Cody Jill Kaiser Sarah Lawyer Kristin Sharples Jackie Velten
Library and Gifted Brooke Shaver	Technology Crystal Shockley
Parents as Teachers Carol Jones	ELL/RT Angie Vincent

FORWARD

This handbook has been prepared for your convenience by the administration of Pierce City. The rules, regulations, procedures and articles outlined in this handbook have been established to create the best possible atmosphere for the education of all students. They are based on respect for the rights of others and the individual responsibility of each student to perform his/her job in the best way possible. Your good use of the information provided herein will be to your advantage and will also help your school continue to maintain the standards we have all come to expect. It should be pointed out that although this book attempts to be all-inclusive, not all rules, regulations, and policies necessary for the effective operation of any school system could be included in any handbook.

WELCOME

The Board of Education and staff welcome you as a student at Pierce City School. We urge you to take advantage of the many educational opportunities offered, and we hope that you enjoy your school year. The knowledge, skills, and attitudes that you acquire while attending Pierce City School will help you throughout the rest of your life. We encourage you to strive for intellectual, physical and social development. It is our hope that this handbook will be helpful in acquainting you with the different areas of school life. Parents and students should study the handbook carefully and then work closely with the school staff as the school program is planned from year to year

MISSION STATEMENT

The mission of the Pierce City R-VI School District is to provide an excellent academic, physical, social/moral, and vocational experience for every student in a safe orderly environment.

CENTRAL VISION STATEMENT

A B Cs to our Future

Achievement – Central Elementary holds high expectations for student achievement based on effective curricula designed to stimulate learning, motivate, and prepare students for both present and future success.

Behavior – Central Elementary holds high expectations for student and staff behavior by providing a nurturing and safe environment conducive to learning. Our students and staff will be respectful, safe, and responsible role-models who grow to be productive compassionate citizens.

Commitment – Central Elementary holds high expectations for teacher commitment to working collaboratively to ensure the success of all students. Our teachers will commit to a positive attitude, lead our students to succeed, and never give up.

PROFESSIONAL LEARNING COMMUNITIES (PLC)

The **fundamental assumptions of a PLC:**

- (1) We can make a difference: Our schools can be more effective.
- (2) Improving our people is the key to improving our schools.
- (3) Significant school improvement will impact teaching and learning.

Three Big Ideas:

Focus on Learning;
Collaboration;
Focus on Results

Four Key Questions:

- (1) What should students know and be able to do as a result of this course, class, or grade level?
- (2) How will we know that the students are not learning?
- (3) How do we respond when students do not learn?
- (4) How do we respond when students learn more?

What does a school look like when it is a PLC?

The daily work of the school is driven by common purpose, shared vision and collective commitments.

There are high expectations regarding student achievement.

The learning of each student is monitored on a timely basis using common core curriculum and common assessments aligned with state standards.

School structures support student learning and provide additional time and support for students who initially do not achieve

intended outcomes.

Job-embedded professional development leads to the collective identification of, reflection about, and implementation of “best practices” for improved student achievement.

Staff members work collaboratively in processes that foster continuous improvement in all indicators of student achievement.

The use of data promotes action and a focus on results.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

Central faculty made the decision a few years ago to make a positive change toward addressing behavior. Through professional development and commitment to this practice, we continually work to teach behavioral expectations and implement best-evidenced based interventions and support. We believe that it is imperative that we teach behavioral expectations in the same manner as any core curriculum subject. We have implemented several positive practices to support positive behavior. Central’s focus is to be Respectful, Safe, and Responsible.

Students in Kindergarten through Fourth Grade may attend a theatrical performance at Crowder College or MSSU as a celebration of our Positive Behavior Intervention Support program at school. The students work hard to be *Respectful, Safe, and Responsible* throughout the year and to recognize that effort we celebrate with a special trip to the theater for all students. This provides our students with an opportunity to practice appropriate audience etiquette. A celebration is held each semester for students that demonstrate being *Respectful, Safe, and Responsible* on a daily basis throughout the school year. Past celebrations included an ice cream party, a sock hop, and a popcorn/movie party.

ASBESTOS INSPECTION

See file in superintendent’s office for asbestos inspection.

COMPULSORY ATTENDANCE AGE

Any child between the ages of five and seven who is enrolled in the Pierce City R-VI School District shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child. Any child who is a resident of the school district and who is between the ages of seven and seventeen years shall attend a day school, public or private, as specified in state law. The Board of Education shall abide by the compulsory attendance laws of Missouri by requiring district resident children between the ages of seven and sixteen years to attend school full time, with the exception of those students who may be excused from full time attendance by the superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the superintendent on the merits of the individual student's application.

SCHOOL ADMISSION

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five and twenty-one years. All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health and other eligibility prerequisites as established by Board policies, rules and regulation and by state law. Students who are entering kindergarten are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance. Students entering the school district who have not previously presented a certified birth certificate will be required to present such proof. To be admitted to kindergarten in the Pierce City R-VI School District, a child must be five (5) years old by August 1st. All students must furnish an up-to-date immunization record prior to enrollment.

At the beginning of school each year an updated enrollment form must be completed and returned to the office to be kept on file. Students identified in need of immunization up-dates must have proof of required immunization completion on file in the office prior to the first day of school in order to attend.

SCHOOL DAY

Students are not allowed to be in the Central Elementary School building before 7:30 a.m. or after 3:45 p.m., unless involved in a supervised school activity. Students are considered tardy after 8:05 am.

For students riding the bus, the school day starts when the student boards the bus and ends when the student returns home on the bus. Students will not be let off at unauthorized stops either going to or from school. When students arrive at school on the bus, they will not be allowed to leave campus prior to school starting.

For students who walk, the school day begins when the student leaves home with the intent of coming to school. Their day ends when they arrive back at home or are turned over to the care of their legal guardian or parent.

SCHOOL CLOSINGS

In case of inclement weather or other emergencies, parents and students should listen to local media for notification of school closings. If the closing of school becomes necessary, all area radio and TV stations will be notified early in the morning. Parents/Guardians will also be notified through our school messenger system.

- Local media will also be notified if school is forced to dismiss early due to inclement weather or other emergency situations.
- The school messenger system will be activated and all parents who have provided current phone numbers will be notified.

SPECIAL EDUCATION

The school district provides special education and related services to children ages 3 to 21. Any questions regarding special education and related services should be directed to the district coordinator.

TRANSFER STUDENTS

All resident students of the Pierce City R-VI School District who are enrolling in school for the first time shall provide proof of residence. School district personnel may require an affidavit specifying the individual who has legal guardianship of a child. The Board believes that the grade placement and class assignment for a student should reflect the grade level and/or program of study, which is appropriate to academic, social and emotional, needs. Students entering the Pierce City R-VI School District by transfer from other public school outside the school district or from private or parochial schools shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or on the basis of other factors, which the principal and the staff of the school believe would make such adjustments more academically appropriate. Any new student requesting special services in school must have the necessary documentation to verify the need for special services.

Students who apply for admission to the district schools on the basis of prior accredited schooling outside of the district shall be placed initially on the grade level they have reached. The principal shall determine subsequently whether the grade placement is appropriate for the individual. Students who apply for admission to the district schools on the basis of prior non-accredited schooling shall be admitted in accordance with Board policy.

TRANSFER OF STUDENT

Students transferring **from** Central Elementary to another school should notify the office as soon as possible. The following must happen in order to complete the transfer request to another school:

- All school-owned books and equipment must be turned in to the teachers involved
- All charges and fines must be paid
- On the last day in attendance at Central Elementary, the student must obtain clearance from the office that these requirements have been met.
- The district will transfer student records, including discipline records, to another school district where the student is seeking to enroll upon receiving a transfer request from the district in which the student is transferring.

STUDENT RECORDS (Board policy JO-AF1)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in

which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Educational concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.
5. The district has determined that the following student information is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. **If a parent, guardian, person acting as a student's parent in the absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days receiving this handbook of the information they do not want released.** The following information may be released without parental consent:

Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status; participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof; weight and height of members of athletic teams; date of attendance; degrees; honors and awards received; artwork or course work displayed by the district; most recent previous school attended; and photographs including photographs and video tapes, digital images, and recorded sound (unless such sounds, video tapes, digital images would be considered harmful or an invasion of privacy) of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

PUPIL RIGHTS AMENDMENT

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These are outlined in Board Policy JHDA.

CHECK OUT PROCEDURE AND SECURITY

Students are allowed to check out through the principal's office by being signed out by their parent/guardian or designated responsible adult (verified on registration form). Anyone other than parent/guardian must have an accompanying note and or verification by phone contact from the office BEFORE the student leaves the school campus. **PLEASE DO NOT ENTER THE BUILDING AND GO DIRECTLY TO A CLASSROOM FOR A CHILD.** Students will be called from class via the intercom system

The Pierce City R-VI School District is legally responsible for the safety of our students during the school day. Therefore, requests for early dismissal will be validated to assure that students are released only for proper reasons, and only to authorized persons. Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or his or her designee. In keeping with these precautions, the following procedures will be adhered to:

- (a) the building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- (b) telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- (c) children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record

Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders. The safety of your child(ren) at school is very important to all of us. In trying to maintain the security of our building, we ask when picking up your children that you please enter through the main front doors and wait for them in the front foyer; your child will be called from class via the intercom system. Your cooperation in this matter is very important.

VISITORS

Visitor passes will not be issued to anyone whose presence may interfere with the goals of Central Elementary School. Students from other schools will not be issued a pass. Parents who wish to speak with a teacher will need to telephone the office and make an appointment to visit with the teacher during planning/conference time. Parents will not be allowed to drop in classrooms.

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. Misbehaving on a school bus is a cause for bus suspension. Parents are bound by law, in this situation, to provide transportation to and from school during the time of suspension. If a student rides a bus on which he/she is not assigned, special permission must be given by the office. Written permission from a parent or guardian will be

required.

For safety reasons, no one other than school personnel will be allowed to take a student off of a bus once the buses are loaded. Should a parent need their child off of the bus, they must tell a teacher on duty and the teacher will get the child off the bus.

LOST AND FOUND

Students are responsible for the care of their own personal property. They should also be considerate of property belonging to others. If articles belonging to others are found, turn them into the office. If you lose anything, inquire at the office. There is a lost and found rack in the hall across from the cafeteria. **Do not bring valuable articles to school.**

SCHOOL MEAL PROGRAM

Efforts are made daily in the school cafeteria to offer students a pleasing variety of nutritious foods as economically as possible. Central Elementary will provide a prepared lunch and breakfast for those students who wish to participate in the school lunch program. The regular classroom teachers will collect lunch money in envelopes. Envelopes will be provided for each child. Please send exact amount of cash for each child (or make out a separate check for each child) for his/her teacher.

No cost and reduced cost meals are available to eligible students, as determined by appropriate school officials based on guidelines established under the national school lunch program. The free and reduced priced meals are identical to the regular priced meals. Every family shall receive the criteria for determining a student's need and the procedures for securing "no cost" and "reduced-cost" lunches for students.

Students may bring their own lunches from home. Glass containers and pop are not allowed in lunches. **Students with a negative balance of \$10.00 or more will be provided an alternate lunch until the account becomes current.**

GUIDANCE SERVICES

The comprehensive guidance and counseling program is an integral part of a school district's total educational program. It is developmental by design and includes sequential activities organized and implemented by school counsellors with the active support of parents/guardians, teachers, administrators, and the community. As a developmental program, it addresses the needs of all students by facilitating their academic and career development, personal/social development, by helping create positive and safe learning climates in schools, as well as helping students feel connected to school and to at least one caring adult. At the same time, the program assists students as they face issues and resolve problems that prevent their healthy development.

CHILD ABUSE REPORTING

The Pierce City Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law. The building principal will make the superintendent aware that a report is made and will keep him/her aware of the status of the case.

LIBRARY

In order to gain maximum and proper benefit from our library facilities, the following regulations pertain to its usage:

1. Quiet and orderly environment at all times.
2. Items remain in the library unless properly checked out. Fines are assessed for overdue and damaged material.
3. Most books are due two weeks after being checked out.

ADMINISTERING MEDICINES TO STUDENTS

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be

at school to administer the medication the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

PRESCRIPTION DRUGS

1. The medication shall be in the original container labeled with the physician's prescription. If it is necessary for a student to take a daily prescription medicine, an annual request with the parent signature must be provided.
2. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication.
3. **Students are not allowed to carry medication with them at school.** If it is medically necessary for a student to carry certain medication (i.e. an asthmatic's bronchodilator), a request with the parent and physician's signature must be provided. The student will then be allowed to keep the specified medicine with them to facilitate use. In such instance the district does not assume any responsibility for the medication or the student's use of it.
4. **All medication that is to be given at school must be hand carried by a parent or guardian to and from school.**

NONPRESCRIPTION DRUGS

1. Oral medication that is non-prescriptive may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent.
2. Students are not to carry medication with them at school.
3. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication.
4. **All medication that is to be given at school must be hand carried by a parent or guardian to and from school.**

PROCEDURE FOR DISPENSING MEDICINE

The school nurse and/or principal's designee will follow the procedures listed below regarding the dispensing of personal medication:

1. Inform appropriate school personnel of the medication.
2. Keep a record of the medication administered.
3. Keep medication in a locked cabinet.
4. Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

COMMUNICABLE DISEASES

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

The Pierce City Board of Education recognizes its responsibilities to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue to attend school, and to be treated in a nondiscriminatory manner.

Students with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

PHYSICAL/MEDICAL RESTRICTIONS

When a student has been placed on physical/medical restrictions by a physician, he/she must have a written physician's release for participation in PE or any physical activity including recess.

STUDENT ALCOHOL AND DRUG ABUSE

The board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Pierce City R-VI School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school sponsored or school approved activity, event or function,

such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all nonprescription medication, will be cleared with the school nurse or respective principal or superintendent before being taken.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and or staff to be in violation of this policy, shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements 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 in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

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

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary education or the United States Department of Education. In cooperation with the Department of Elementary and Secondary Education, the district shall conduct a biennial review of such a program to determine its effectiveness, to implement if necessary.

Adopted: October 15, 1990

Legal refs: 167.171, 195.010, RSMo.

ATTENDANCE GUIDELINES

Regular and punctual attendance is expected of each student enrolled in the school district. Research indicates a good attendance record has a direct relationship to grades, citizenship and success in school.

It is recognized that occasional absence from school may be necessary under certain circumstances. However, every effort should be made by students, parent/guardian, and teachers and administrators to keep absences and tardiness to a minimum.

The entire process of education requires regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose. **Excessive absenteeism may result in student retention and/or mandated summer school.**

- At 5 absences, parents will receive a letter from the office.
- At 6 absences a second letter will be sent to the parents. A phone call will also be made in order to encourage a conference to address the absences. Parents will also be reminded that excessive absences could result in retention, mandated summer school and/or a report being submitted to the Children's Division.
- After the 7th absences a report will be made and a copy of all correspondence forwarded to the Children's Division.
- Should absences continue, students in grades 3-4 will be required to attend the *Eagle Pride Reserve*, a one hour after-school assistance program in which the child will work on missed academic work. These students also risk the possibility of retention and/or mandated summer school. The Children's Division will be kept abreast of the continued absences.
- Once a student's absences accumulate to more than 7 absences, a doctor's note may be required for each additional absence.

DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and his/her parent/guardian, within the following guidelines:

1. **Dress and grooming will not disrupt the teaching/learning process or *cause undue attention to an individual student.***
2. Hair of unnatural color (ex. blue, green, purple, etc.) is not permitted.
3. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
4. All students must wear shoes, boots or other types of footwear.

5. Clothing with obscene language or pictures, tobacco, or alcoholic advertisements may not be worn. Excessively torn jeans or jeans torn in inappropriate places will not be permitted
6. Shirts and blouses must come all the way to the waist; no bare midriffs, halter tops, spaghetti straps.
7. Mini-skirts, spandex-type outer garments and inappropriately cut-up jeans are not permitted.
8. Class activities that present a concern for student safety may require the student to adjust hair and or clothing during the class period, in the interest of maintaining safety standards.
9. Hats, caps, chains, gang related attire, or bandanas are not to be worn.
10. Additional dress regulations may be imposed upon students participating in certain activities.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Students may be asked to contact parents for a change of clothing for the day. Clothing or accessory items which may disrupt the educational environment i.e., items which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words will be subject to the discipline code. We believe that it is the responsibility of students and parents/guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school situation. Central Elementary expects all students to dress in appropriate attire for school.

TEXTBOOK DISTRIBUTION PROCEDURE

Textbooks are owned by the school and are used until they are either in poor physical condition or the material has become obsolete. Students are to write their names in the textbooks immediately upon receiving them. No assignments, comments, or diagrams are to be written in the books by the students. The following regulations apply to the distribution of textbooks.

1. Teachers are requested to number all new and bound texts and stamp Central Elementary School on the inside of the front cover.
2. Teachers are requested to label the condition of the text as it is issued new, good, or fair.
3. Students will be charged as follows for lost books:
 - a. New books.....school purchase price
 - b. 2nd year books.....2/3 purchase price
 - c. 3rd year books.....1/2 purchase price
 - d. Over 3 years.....\$6.00

CARE OF SCHOOL PROPERTY

A good way to show respect and consideration for other people in your school is to help keep the building and grounds as clean as possible. Do your best to help take care of the classrooms, halls and restrooms as well as the school grounds (including the playground equipment), so that we can maintain the safe environment you deserve. A Board of Education ruling says, "Any pupil guilty of willfully defacing or injuring school property shall pay for the damages caused thereby." Desks and playground equipment are school property and should be treated with care.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooters, sling shots, knives, hardballs, etc., if brought to school as playthings, are undesirable and will be confiscated and not returned. Parents are requested to help children understand the necessity for such regulations. Students are not permitted to use "walk-man" type radios, cell phones, pagers, MP3 players or walkie-talkies during school hours. Students are not allowed to bring containers of soda.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Central Elementary have the right to feel safe at school, to attend class, to have the opportunity to learn, and to be accepted as they are. Students at Central Elementary are RESPONSIBLE for:

1. Attending school and class every day.
2. Arriving at school and classes on time and being seated when class begins.
3. Having books and materials in class and participating in activities.
4. Treating students and adults with respect.
5. Taking care of school property.
6. Being friendly and helpful to guests in the building.
7. Wearing appropriate clothing.
8. Keeping the building clean by putting trash in wastebaskets and consuming food and beverages in the cafeteria.

NONDISCRIMINATION

The Pierce City district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Pierce City R-VI School District is an equal opportunity employer. As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law. For information on filing a grievance please refer to Board Policy AC.

SAFE SCHOOLS ACT

According to the Safe Schools Act of 1996, the school must establish a clear written discipline policy. This policy must define "acts of violence" and any other acts that constitute a serious violation of that policy. Acts of violence or violent behavior may be defined as: exertion of physical force by a student with intent to do bodily harm to another person while on school property, a school bus or a school activity. Administrators are required to report these acts to the proper authorities. Students are also prohibited from use or possession of weapons at school. Items defined in section 571.010 Mo. State include: blackjack, concealable firearm, explosive weapon (fireworks), firearm, firearm silencer, gas gun, knife, switchblade, knuckles, machine gun, rifle, shotgun, spring gun, projectile weapon, pepper mace, plastic guns, chains, and throwing stars. The term weapon may also include other weapons in addition to those listed above. The weapon provision requires policy to mandate suspension for a period of not less than one (1) year (365 calendar days) or expulsion of student who is determined to have brought a weapon to school in violation of district policy. No student will be readmitted or enrolled if the student has been adjudicated to have committed an act which if committed by an adult would be one of the following: first or second degree murder, first degree assault, forcible rape or sodomy or first degree robbery, distribution of drugs to a minor, first degree arson and kidnapping as a class A felony.

STUDENT DISCIPLINE

Pierce City R-VI School District students have the responsibility to maintain behavior that fosters a constructive learning environment. We believe that instruction can only occur in an environment that is conducive to learning. Quality instruction requires orderly procedures and discipline. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

Creating such an environment requires the cooperation of the parents/guardians, students, and all employees of the school system. It is important that each person affiliated with the school understand the importance of a consistent set of behavior standards in order that a positive environment can be established and maintained. It is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action. When unacceptable behavior does occur, disciplinary action will be administered on an individual basis. A safe and orderly environment will be maintained at all times.

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 to provide written notice to parents delivered by the student, through the mail, or by direct telephone contact.

Students with continued, blatant disregard for school rules/guidelines may be denied the opportunity to attend the end-of-year field trip.

FRIDAY SCHOOL

In the event a student is unwilling to abide by school rules, refrain from disruption, consistently complete and turn in homework or conduct him/herself in a reasonable manner (as deemed appropriate by school officials) the student will be assigned Friday School. Students may be assigned Friday School following three ODRs or can be assigned Friday School immediately if the offense so justifies.

FRIDAY SCHOOL RULES

1. Hours are 3:45 P.M.-7:45 P.M.
2. To be served at the designated location.
3. Failure to attend will result in a two (2) day out-of-school suspension.
4. Students MUST arrive on time. Students arriving late will not be allowed to enter and will be suspended for two days. The detention will start according to the supervisors watch. Therefore, it is suggested that the student arrive five (5) minutes ahead of schedule.
5. Student MUST work on school related materials or appropriate reading materials.

6. No TALKING
7. No SLEEPING.
8. One restroom break. (5 minutes)
9. One warning will be issued in case of an infraction. Second reprimand will result in immediate dismissal, which will result in a two (2) day out-of-school suspension.

SUSPENSION

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled.

Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibilities of the child to attend school regularly and to comply with the lawful policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendations of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent of designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

CODE OF CONDUCT

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, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of 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 and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

1. **Arson** - Starting a fire or causing an explosion with the intention to damage property or buildings.
 - First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, a documentation in student's discipline record.
 - Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
2. **Assault** - Hitting, striking and/or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
 - First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.
 - Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and documentation in student's discipline record.

Attempting to kill or cause serious physical injury to another.

 - First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
3. **Bullying**- In order to promote a safe learning environment for all students, the Pierce City R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by 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. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

4. **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.
5. **Cell Phone Policy/Electronic Devices** - Cell phones/Electronic Devices are discouraged.
 - First Offense: The phone will be held in the office and a parent/guardian must pick it up.
 - Subsequent Offense: The phone will be held in the office, a parent must pick it up and a Friday School will be issued.
6. **Dishonesty** - Any act of lying, whether verbal or written, including forgery.
 - First Offense: Nullification of forged document, principal/student conference, detention, 1-180 days of out-of-

school suspension.

- Subsequent Offense: Nullification of forged document, detention, 1-180 day suspension, or expulsion.

7. Disparaging or Demeaning Language - Use of words or actions, verbal, written or symbolic meant to harass or injure another person, i.e., threats of violence or defamation of a person's race, religion, and gender or ethnic origin. Constitutionally protected speech will not be punished.

- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-School suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

8. Disrespectful or Disruptive Conduct or Speech - Disrespectful, verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at staff member.

- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

9. Drugs/Alcohol - Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

- First Offense: 11 – 180 days out-of-school suspension, notification to law enforcement officials and documentation in student's discipline record.
- Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, or unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

- First Offense: 1-180 days out-of-school suspension.
- Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

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

- First Offense: 1–180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: 11-180 days out-of-school suspension or expulsions.

10. Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value.

- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

●

11. False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

12. Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

- First Offense: 1-180 days out-of-school suspension
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion

- 14. Public Display of Affection** - Physical contact which is inappropriate for the school setting including, but not limited to, kissing and groping..
- First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record.
 - Subsequent Offense: In-School suspension, 1- 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
- 15. Sexual Harassment** - Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
- First Offense: Detention, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
 - Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record
- 16. Technology Misconduct** -Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of other to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.
- Violation other than those listed in "a" or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.
- First Offense: Restitution. Principal/student conference, loss of user privileges, detention, or 1-180 days of out-of-school suspension.
 - Subsequent Offense: Restitution, loss of user privileges, detention, or 1-180 days of out-of school suspension or expulsion.
- 17. Theft** – Theft, attempted theft or knowing possession of stolen property.
- First Offense: Return of or restitution for property. In-school suspension, 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.
 - Subsequent Offense: Return of or restitution for property, 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- 18. Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that creates a reasonable fear of physical injury or property damage.
- First Offense: Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offense: 1-180 day out-of-school suspension, or expulsion.
- 19. Tobacco** - Possession of any tobacco products on school grounds, bus or at any school activity.
- First Offense: Confiscation of tobacco product. Principal/Student conference or in-school suspension, or 1-3 days out-of-school suspension.
 - Subsequent Offense: Confiscation of tobacco product. In-School suspension or 1-10 days out-of school suspension.
- Use of any tobacco products on school grounds, bus or at any school activity.
- First Offense: Confiscation of tobacco product and 1-3 days in-school suspension.
 - Subsequent Offense: Confiscation of tobacco product and 1-10 days out-of school suspension.
- 20. Truancy** – Absence from school without the knowledge and consent of parent/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.
- First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.
 - Subsequent Offense: 3-10 days in-school suspension.
- 21. Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
- First Offense: Principal/student conference, detention, or 1-180 days out-of-school suspension.
 - Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
- 22. Vandalism** – Willful damage or the attempt to cause damage to real or personal property belonging to the school staff or students.
- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law

enforcement officials, and possible documentation in student's discipline record.

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

23. Weapons - Possession or use of any instrument or devise, other than those defined in 18 U.S.C. 921 or 571.010 RSMo, which is customarily used for attack or defense against another person; any instrument or devise used to inflict physical injury to another person.

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

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or devise defined in 571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

- First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

Any offense, which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

SEXUAL HARASSMENT

Central Elementary School is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

READING

Success in Reading is ultimately the most important skill a child must have in order to begin the lifelong journey of learning. There are many small skills that are combined to make the process of Reading come together. At Central, teachers continually consider how we can best meet the Reading needs of each child. In that endeavor, each year we have the opportunity to review our current practices and how we can improve. We know that our "best" involves everyone in the building. The expertise of all professionals brings together the best researched strategies, the best procedures; the best of what we know professionally. That, in turn, guarantees that your child receives our best in helping him/her learn to read with great success. It does not mean that we all learn at the same pace, using the same strategies or with the same learning styles.

Our Kindergarten through fourth grade reading curriculum involves a tiered approach. During our ninety minute uninterrupted Reading block, students may move between classrooms at their grade level to receive more direct, intensive and explicit instruction based on what various assessments and professional judgment indicates each child needs. As a student's needs change he/she will move to another group to receive the most appropriate instruction; always based on learning needs. There will be continual progress monitoring to help us accurately assess each student's progress. Should a student encounter a stumbling block along the way, he/she may receive further instruction outside the ninety minute block. At that time, the student will receive an additional thirty minutes of intensive intervention. Parents will be informed if a child indicates a need for additional intervention outside the Reading block. If ever, at any time, parents have questions or concerns regarding the progress of your child, you are encouraged to contact your child's teacher and discuss those concerns.

PROGRESS REPORTS and GRADE CARDS

Progress reports and grade cards will be sent to parents approximately every four to five weeks throughout the school year. These notices are to advise parents of progress toward meeting grade-appropriate standards in all subjects.

GRADING SYSTEM

Individual letter grades (A,B,C,D,F) are no longer used with elementary children. Each quarter teachers will prepare a report for parents to provide information on the progress being made by each child. Central uses a numerical system to denote progress on individual objectives. Please keep in mind that the goals for each quarter may change. For example, students may be expected to complete 20 math facts in 2 minutes at the end of the first quarter. However, the goal for the second quarter may be 25 math facts instead of 20.

- 4 Academic excellence
- 3 Meeting the standard
- 2 Progressing toward the standard
- 1 Area of concern
- N No evidence (or not enough evidence)

Kindergarten students are assessed using the following symbols.

- Area of concern
- / Progressing toward standard
- + Meeting the standard

Participation classes of art, music, and physical education are reported with an S (satisfactory), S- (needs improvement), or U (unsatisfactory) grade.

PROMOTION, ACCELERATION AND RETENTION OF STUDENTS

The Pierce City R-VI School District is committed to the continuous development of students enrolled in the district's schools and for a student's achievement of the skills for the current grade assignment, to pass to the next grade level. Students will normally progress annually from grade to grade. Retention may be considered when in the judgment of the professional staff; the student has met the objective criteria qualifying that individual student for retention. Parents/Guardians will receive prior notification and an explanation of the criteria used for retention. However, the final decision will rest with the school administration. The law does not apply to students receiving special education services. In evaluating student achievement, each teacher will make use of all available information including results of teacher-made tests, other measures of skill and content mastery, standardized-test results, teacher observation of student performance and attendance. The principal will direct and aid teachers in evaluations, and will review grade assignments in order to ensure uniformity of evaluation standards.

According to SB 319 school districts must assess and determine the grade-level reading ability of students in grade 3 and students in grades 4-6 who transfer in during the year. This determination must be made within 45 days of the end of the school year. This assessment is not required for students who have already been determined to be reading at or above grade level. School districts must develop an individualized "Reading Improvement Plan," to be implemented during grade 4, for any third-grader who was determined to be reading below second-grade level. The reading plan MUST include, at a minimum, "30 hours of additional reading instruction or practice outside the regular school day during the fourth-grade year." Such instruction may be provided during the summer before grade 4 or during the regular school term. The bill mandates retention in grade 4 for any students who are still reading below 3rd grade level at the end of summer school.

EMERGENCY DRILLS

Fire drills will be held to acquaint students and teachers with an orderly evacuation of the building. The fire signal is that of a long buzzing sound. When you hear this sound, stop what you are doing and leave the room in a single file, walking rapidly to the exit directed by the teacher. Generally speaking you should follow adjacent walls to avoid cross traffic. Proceed to a point about seventy-five (75) feet from the building, where the class will assemble as a group. Return to the building ONLY when the all-clear signal is given.

Storm drills will also be held to acquaint personnel with "take cover" procedures. The tornado signal is that of a long bell ringing sound. When you hear this sound, stop what you are doing and leave the room in a single file, walking rapidly to the exit directed by the teacher and proceed to the Storm Shelter. Avoid locations near windows and doors. **Stay out of the gymnasium!** Students will remain in the storm shelter until the all-clear signal is given.

Lock-down is an announcement over the intercom system. When this is heard all students are to remain in the classroom or go into the nearest classroom and the teacher is to lock all doors and windows until further instructions are given.

Building and campus maps outlining these emergency procedures are displayed in each classroom. Please notice and become acquainted with the maps.

SPECIAL OCCASIONS

There are days during the year when the entire student body will be involved in certain school activities. Parents will be notified of assemblies and special occasions involving large portions of the student body.

Classroom parties will be at Halloween, Christmas, Valentine's Day, and Easter. Student birthday treat time is at 3:20 pm and must be arranged in advance with the regular classroom teacher. **Birthday party invitations are not allowed to be distributed at school.**

TECHNOLOGY USAGE

The Pierce City R-VI School District recognizes the educational and professional value of electronic-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district technology resources. Development of student's personal responsibility is itself an expected benefit of the district technology program.

DEFINITIONS

For the purposes of this policy and related regulation, procedures and forms, the following terms are defined:

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, school Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

TECHNOLOGY ADMINISTRATION

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy as needed.

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulation and procedures.

USER IDENTIFICATION AND NETWORK SECURITY

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

Use of the district's technology resources, is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulation, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

USER AGREEMENT AND PRIVACY

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have legal expectation of privacy in any electronic communication or other activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents in his or her User Agreement to interception of or access to all communication accessed, sent, received or stored using district technology.

CONTENT FILTERING AND MONITORING

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because

the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive material using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will sever a legitimate educational purpose or otherwise benefit the district.

CLOSED FORUM

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district's web page may include the district's address, telephone number and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprint of the school and that are designed to impart particular knowledge or skills to students, participants and audiences are considered curricular publications. All curricular publications are subject to reasonable proper restraint, editing and deletion on behalf of the school district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

TECHNOLOGY USAGE (Technology Safety)

STUDENT USERS

No student will be given access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use district technology by the superintendent or designee.

PRIVACY

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from the user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

VIOLATIONS TO TECHNOLOGY USAGE POLICIES AND PROCEDURES

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be suspended or expelled for violation of the district's policies, regulations and procedures. Any attempted violation of district's policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

DAMAGES

All damages incurred by the district due to the misuse of the district technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

GENERAL RULES AND RESPONSIBILITIES

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all responsible assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or dissemination information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or dissemination information using school or district or person including e-mail or Internet access, that constituted insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discrimination or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulations AC-R.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

All users shall immediately report any security problems or misuse of the district's technology resources to teacher or administrator. No person shall be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.

4. Intentional or negligent attempts. Whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology is prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer “viruses,” “hacking” tools or other disruptive/destructive programs into school or district computer, network or any external networks is prohibited.

Online Safety – Disclosure, Use and Dissemination of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parent approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

WAIVER

Any users who believes he or she has a legitimate reason for using the district’s technology in a manner that may violate any of the district’s adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

NO WARRANTY/NO ENDORSEMENT

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district’s technology resources are available on the “as is, as available” basis. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy of quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

TECHNOLOGY USAGE

No student will be given access to the district’s technology resources until the district received a *User Agreement* signed by the student and the student’s parent(s), guardians(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use district technology by the superintendent or designee.

Use of district’s technology resources is a privilege, not a right. A user’s privileges may be suspended pending an investigation concerning use of the district’s technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

PUBLIC NOTICE

2016-2017 School Year

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

The Pierce City R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Pierce City R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the:

Office of Student Services
400 Gibbs Avenue Pierce City, MO 65723
PHONE: (417) 476-2255 FAX: (417) 476-5446

This notice will be provided in native languages as appropriate.

Date: August 2016

To: All Parents of Central Elementary School

From: Kristi Marion, Principal

Subject: Emergency Relocation Information

We hope at CENTRAL ELEMENTARY that we never have to relocate students from the building due to either a man-made or natural emergency situation. However, due to a variety of situations that might occur in a school building, it is possible that this may become necessary. In our planning for a variety of school crisis situations, we have tried to anticipate every possible type of event that can occur at school.

Should we have a need to evacuate the school and move students to another temporary location, we want you to know in advance that we have made arrangements to move to the First Baptist Church or if that building is unavailable, we will move students to the Pierce City Armory.

If we have to move students to another location, please understand that it will be very hectic. Consequently, we would ask that you not call or come to the school building. Instead, please go to the alternate site(s) to pick up your student. You should also be aware that to ensure the utmost safety of all involved, we will require you to sign your child out in much the same way that you do during a regular school day. This will allow us to account for the whereabouts of all students, and it will be crucial that this be done as accurately and systematically as is possible.

Your patience will be greatly appreciated in the event that this ever becomes necessary.