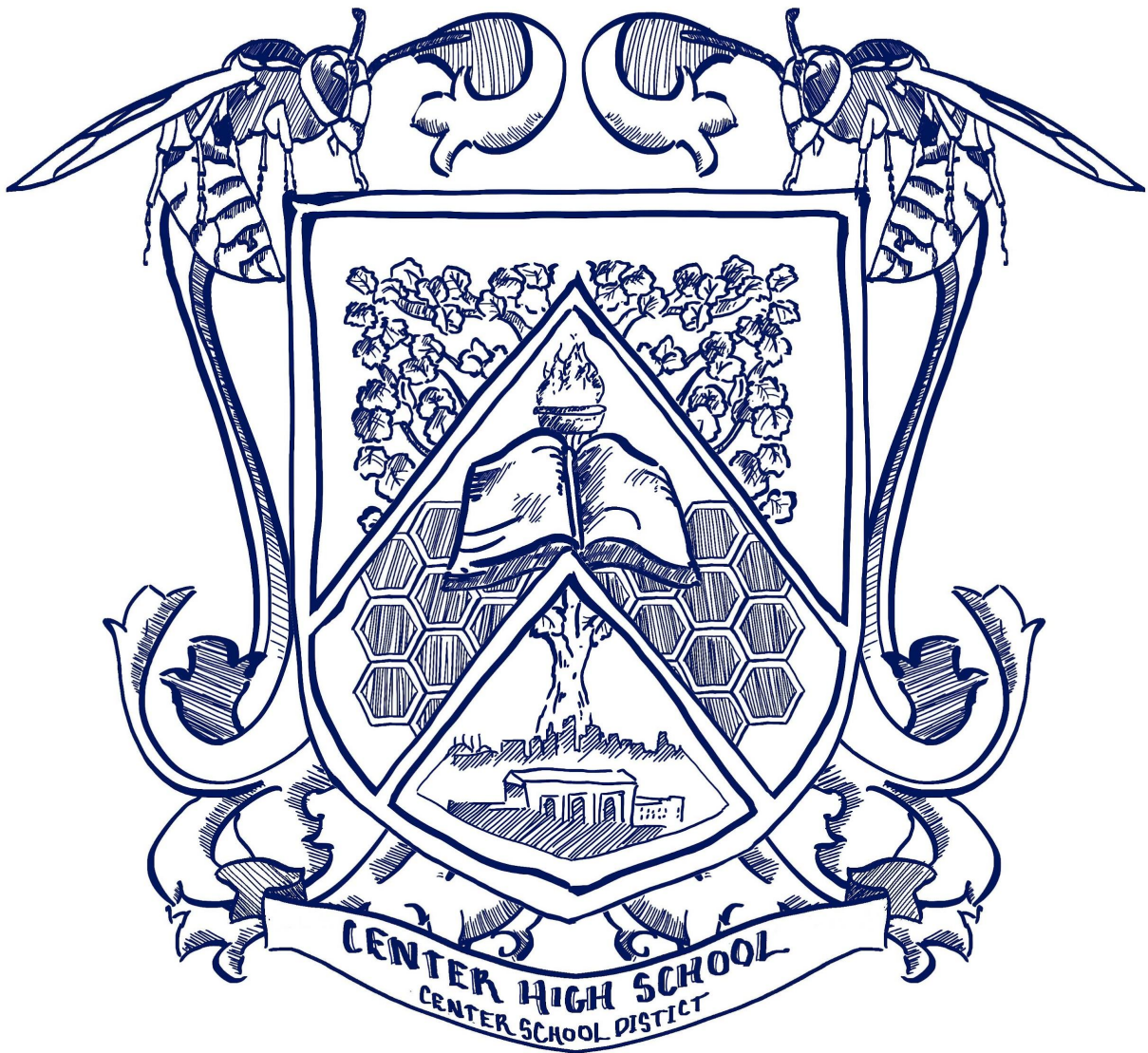


# Center High School Parent / Student Handbook 2021-2022



A Fully Accredited School District  
2012 Missouri Gold Star School of Excellence  
2012 Blue Ribbon Nominee

# Center School District

## **Vision Statement**

The Center School District strives for excellence in our schools where all students are expected to learn and grow.

## **Mission Statement**

All students will demonstrate high achievement, character, and teamwork in a diverse community.  
*Together, we achieve!*

## **Core Values**

At Center Schools, we value:

- High Expectations for Student Success
- Safe and Respectful Schools
- Positive Relationships
- Diversity in Our Schools and Community

## **Center High School Goals**

- Increase Student Achievement
- Increase College and Career readiness
- Increase positive student relationships

Center High School  
8715 Holmes Road, Kansas City, MO 64131  
(816) 349-3330 [www.center.k12.mo.us](http://www.center.k12.mo.us)

This Handbook provides Yellowjacket families with information regarding Center High School's procedures, services, and protocols that govern our daily operations with students. Families and Students are encouraged to consult with the administrative team if they have questions about the handbook.

*The Center #58 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Student Services, 8701 Holmes Road, Kansas City, MO 64131-2899 Telephone: 816-349-3300*

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# **Important Contact Information**

Main Line: 816-349-3330  
Attendance Office: 816-349-3329  
Counseling Office: 816-349-3422  
Activities Office: 816-349-3341  
Nurses Office: 816-349-3350  
Security Desk: 816-349-3692  
Bus Service: 816-349-3327

## **High School Administration**

Principal Mark Wiegers 349-3336  
Assistant Principal Kerry Dixon 349-3337  
Assistant Principal Olivia Stevenson 349-3338  
Athletic/Activities Director Sam Simmons 349-3342  
Principal's Secretary Inez Clifton 349-3335  
Business Secretary Chanel Walker 349-3423

## **Counseling Office**

Junior & Senior Cohort - Alexis Bellinger 349-3348  
Freshman & Soph. Cohort - Isaias Mendez 349-3368  
Registrar Jennifer Thurn 349-3345  
Student Success Coordinator - Jeremy Covey 349-3397  
College Advisory Coordinator 349-3383  
A+ Coordinator Olivia Stevenson 349-3338  
Social Worker Hannah O'Donnell 349-3378  
Secretary Angela Anderson 349-3422

## **Support Services**

Sp. Ed. Process Coordinator Leah Schnare-Moege 349-3624  
Nurse Roxanne Glover 349-3350  
Security Terri Stockman/Brandon Coleman 349-3421

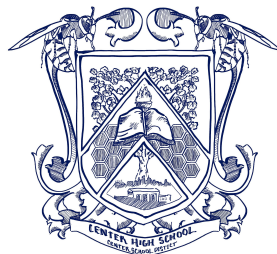
## **To Contact a Teacher:**

CHS welcomes the opportunity to speak with parents/guardians about their student(s). It is important that teachers give their full attention to the students during class time (8:05 a.m. – 3:05 p.m.); therefore they will not answer their extensions during that time. However, they will check their voicemail on a daily basis and return calls within a 24 hour period.

If you are not sure of the teacher's name, call the Main Line (349-3330) and we can find the name for you on the student's class schedule. Teachers will not be called out of class, but we will forward your call to their voicemail and you may leave a message.

Another way to contact a teacher is by email. You can email them directly through the Parent Portal, or there is a directory listing on our website.  
(<https://www.center.k12.mo.us/center-high-school>)

## **Tradition Pride & Spirit**



Center High School Crest:



Our mascot and colors:  
Blue and Gold

Other Center School District Numbers:			
Boone Elementary	349-3613	Boone Fax	349-3637
Center Alternative	349-3440	Alt. School Fax	349-3667
Center Elementary	349-3444	Center Elm. Fax	349-3441
Center Middle School	612-4000	Center Middle Fax	612-4053
Early Childhood	349-3703	Early Childhood Fax	349-3733
Indian Creek Elementary	612-4250	Indian Creek Fax	612-4287
Red Bridge Elementary	612-4200	Red Bridge Fax	612-4205
Transportation (STA)	349-3327/1544		

### CHS Main Line: 816-349-3330

#### Fax Lines:

Front Office: 816-349-3427  
Guidance Dept: 816-349-3429  
Athletics: 816-349-3329

## Center High School Telephone & Room Numbers 2021-2022

### Central Office Numbers:

Central Office 816-349-3300  
Downstairs Fax 816-349-3309  
Upstairs Fax 816-349-3431

Archie, Stephanie 3310  
Arbisi, Elizabeth 3344  
Bagby, Teresa 3317  
Bien, Rebecca 3397 (HS)  
Cargile, Dr. 3310/3312  
Carpenter, Rick 3325  
Chambers, Rick 3326  
Goud, Lynna 3315  
Hansen, Vicki 3321  
Hunter, Sarah 3306  
Johnston, Sheila 3303  
Julian, Debi 3638  
King, Stacey 3311  
McLain, Colleen 3357 (HS)  
McNemee, Kirsten 3352  
Medina, Christina 3730  
Meyer, Belinda 3314  
Palmer, Kyle 3313  
Patterson, Meagan 3448  
Sanders, Rebecca 3308  
Suedmeyer, Joyce 3305  
Tripses, Elizabeth 3437 (HS)  
Weishaar, Michael 3320  
Weitzel, Neil 3316

#### Administration:

Principal-Mark Wiegers 3336  
Assist. Princ-Olivia Stevenson 3338  
AD/Assist Princ-Sam Simmons 3342  
Assist. Princ-Dr. Kerry Dixon 3337

^^Anderson, Angela 3422 Guide Sec  
Art, Linda Para-Mahoney  
Bailey, Kelly 3683 111  
Bates, Kamela 3394 106  
Batey, Amanda 3361 300  
Black, Renee 3392 Office  
Boyd, Carolyn 3363 217

Brede, Barbara\* 3377 312  
Bretches, Ryan 3386 102  
Bridge, Loren 3379 118  
Britt, Kathy 3351 Library  
Brown, Steffon Para Float  
Burkhart, Debra Para Bailey  
Cafeteria 3420 Caf   
Chambers, Alec 3360 124  
Chandler, Chrissy 3407 315  
^^Clifton, Inez 3335 Princ Sec.  
Coleman, Brandon 3421 Security  
Computer Lab 313  
Counselor (11/12) 3348 Guidance  
Contreras, Jonathan 3375 211  
Covey, Jeremy 3402 Stud. Succ  
Craig, Zachary 3353 126  
Curran, Sandy 3319 Caf   
Dandurand, Jonathan\* 3398 130  
DeLong, Bryan 3355 Gym  
Dowdy, Wayne Para Float  
Eastman, Beth 4235 Office  
Elkishawi, Diana 3413 303  
Giangrosso, Jeannette 3454 218  
Giesen, Evan 3389 209  
Glover, Roxanne 3350 Nurse  
Goetze, Turiya 3417 309  
Golka, Brian 3349 101  
^^Grim, Lucinda 3401 AP Sec  
Gyswytt, Jadonne 3426 317  
Hall, Anthony (SUB) 3359 311  
Hanch, Andy 3432 203  
Harris, Diane\* 3372 304  
Holmes, Jourdan\* 3391 207  
Jack, Veretta Para Mahoney  
Jackson, Andrew 3370 103  
Jackson, Kim 3364 Band  
Johnigan, Katrina 3358 301  
^^Kindle, Dana 3341 Athl. Sec  
Krivena, Monique\* 3366 305  
Kruse, Michelle 3339 Office  
Larcom, Crystal 3405 Office  
Leflore, Michelle 3424 Office  
Mahanna, Graham 3356 122  
Malone, Jennifer 3387 116  
May, Reginald 3691 120  
Mayes, Amanda 3396 212  
McArtor, Edee 3693 219  
Media Center 3351 MC  
Media Center/Lab 3400 MC  
Mendez, Isaias 3368 Guidance

Misher, Charles Para Mahoney  
Moege, Leah 3624 Sped  
Montoya, Tracy 3364 128  
Mozzoni, Annelise 3416 201  
Mulvihill, Peggy 3346 205  
Murray, Dave 3453 Tech  
Nelson, Sally 3388 110  
Nichols, Adam 3371 Gym  
Null, Rhonda 3443 Caf   
O'Donnell, Hannah 3378 Office  
Paddock, Jacob 3365 105  
Parker, Steve\* 3390 MC  
Phillips, Brian 3381 302  
Porter, Paige\* 3382 215  
Robey, Kate 3395 216  
Saha, Usha 3354 316  
Scarlett, Ashley\* 3411 Gym  
Schram, Allison 3332 107  
Scott, Rayshun Para Bailey  
Security Desk 3692 Office  
^^Shelton, Latoya 3329 Att. Sec  
Smith, Christa 3333 214  
Sommer, Kila 3415 Office  
Stern, Amelia 3331 Psych  
Stern, Kyle 3433 112  
Stockman, Terri 3421 Security  
Swanstrom, Erik\* 3384 100  
Taylor, Charles 3419 Dock  
Thornton, Sean 3434 ISS  
^^Thurn, Jennifer 3345 Registrar  
Tripses, Elizabeth 3437 202  
Walter, Brian 3418 Tech  
^^Walker, Chanel 3423 Bus. Off  
Wesley, Leah 3374 213  
Whyte, Julie 3333 214  
Wolfe, Rhiannon 3376 314  
Young, Miranda 3369 319

^^Indicates Administrative Assist.  
\*Indicates Department Head

# INTRODUCTION

Dear Center High School Community,

We are so excited about another school year. We appreciate your commitment to Center High School, and for your partnership with the school to provide an excellent experience for our students. We want students to have a holistic and well-rounded high school experience, so that they are well prepared for their post-secondary existence. This aspiration cannot be tackled alone. It truly takes a village, and so our partnership with parents and community partners is vital to student success!

Administrators and teachers are working together collaboratively to provide education in the tradition of excellence that has been established here at Center. We believe that every child can excel and that the partnership between home and school builds confidence in students to use their powers to shape their future, the future of our community, and our nation.

To our students, we are so excited to continue working with you as you navigate high school in preparation for life after high school. We hope that you are excited for this experience and that you are making the most of every opportunity that fits you here at Center High School.

In closing, please know we welcome your conversation and positive input throughout this year. Let us always keep our students the primary focus of our work. We look forward to celebrating our collective successes during the 2021-2022 school year.

Sincerely,

Center High School Administrative Team



# Important Dates

The best way to keep up with events at Center High School is to consult our online calendar at: <https://www.center.k12.mo.us/calendar>

Below is the District calendar for the 2021-2022 school year. Please note the days students have early dismissal, or no school so that you can plan ahead.

## Center School District

July	August	September
Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October	November	December
Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January	February	March
Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April	May	June
Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

[www.center.k12.mo.us](https://www.center.k12.mo.us)



## 2021-2022 Calendar



8/23 First Day of School- Early Release	
9/6	NO SCHOOL- Labor Day
9/24	NO SCHOOL- Staff PD Day
10/15	NO SCHOOL- Staff PD Day
10/29	NO SCHOOL- P/T Conferences
11/1	NO SCHOOL- Teacher Work Day
11/2	NO SCHOOL- Staff PD Day
11/24-11/26	NO SCHOOL- Thanksgiving Break
12/17	EARLY RELEASE
12/20-12/31	NO SCHOOL- Winter Break
1/13	End of first semester
1/14	NO SCHOOL- Teacher Work Day
1/17	NO SCHOOL- Martin Luther King Jr. Day
2/18	NO SCHOOL- Staff PD Day
2/21	NO SCHOOL- President's Day
2/22	NO SCHOOL- Staff PD Day
3/17	NO SCHOOL- Staff PD Day
3/18	NO SCHOOL- Teacher Work Day
3/21-3/25	NO SCHOOL- Spring Break
4/15	NO SCHOOL- Staff PD Day
5/27 Last Day of School- Early Release	
Make-up Snow Days	
Days 1-3 built in and will not need to be made up	
Days 4-9 will be Virtual Snow Days	
Any Days over 10 will be made up in June	
Summer School June 6-24	
168 Student Attendance Days	
Early Release Times	Elementary - 1:15 p.m.
	Middle School - 12:00 p.m.
	High School - 12:30 p.m.
	Alternative School - 12:25 p.m.
	Early Childhood- 12:15 p.m.
Early Release Dates	
August 23, 2021	
December 17, 2021	
May 27, 2022	
Quarter Dates	
1st Quarter	August 23 - October 22
2nd Quarter	October 25 - January 13
3rd Quarter	January 18 - March 17
4th Quarter	March 28 - May 27
Semester End Dates/Days	
1st Semester: 85 Days	
End Date: Jan 13, 2022	
2nd Semester: 83 Days	
End Date: May 27, 2022	
First/Last Day of School	Early Release
No School	PD
No School- teacher contract	Make-up Snow Days
Parent Teacher Conference Dates	

All schools are places for learning. Learning is expected of each student, parent, teacher, school staff and administrator in the Center School District. In order to meet this expectation for staff, the district established student early dismissal days. During this time teachers and administrators learn about better teaching strategies to use with students. Because our staff will be in classes during these times, and un-able to supervise students, students will not be allowed in the building during these times.



## Parent Meetings

Parents are children's first teachers. Your continued support throughout your child's educational career makes a vital difference in his or her achievement. These meetings give parents the opportunity to team up to help students realize the greatest benefit from their school experience.

### Weekly

- Newsletters

### Monthly

- PTO meets the 2nd Tuesday of each month at 6:30 pm
- Booster Club meets 2nd Tuesday of the month at 7:45 PM
- Parent University - 3rd Tuesdays of the month

### Bi- Annually

- Parent Teacher Conferences
  - October 2021 & March 2022
  - In-Person & Virtually

### Annually

- Back to School Night/Title I Meeting (Virtually or In-Person August 2022)
- Cap & Gown Pictures (February 2022)
- Enrollment Night (April 2022)

## Testing Dates\*

\*Some tests cannot be made up.

- Districtwide ACT -October 5, 2021
- Semester Finals
- ACT Testing for all Juniors (April 2022)
- EOC's - January 2022 & April/May 2022
- AP Testing 2022

### May 2nd - May 13 2022

AP Testing (MAY)/AP United States Government and Politics/AP Calculus AB  
AP English Language and Composition/AP Chemistry/AP Spanish Literature and  
Culture/AP United States History/AP Biology/AP Spanish Language and Culture/  
AP Psychology

## **School Pictures**

School Pictures - TBD

Picture Make-ups - TBD

Cap & Gown Portraits - TBD

## **Important Dates**

- Aug 23 First Day of School or all grades
- Junior class meeting with Jostens for school ring presentation.
- School Pictures
- Fit 58 Center Education Foundation 5K and 1 mile (run or walk) South KC Block Party - October 9, 2021
- Homecoming Spirit Week - September 7-October 1
- End of 1st Qtr
- Oct 1 Homecoming Parade - Cancelled
- Oct 2 Homecoming Dance - October 2, 2021
- Super Testing Day - N/A 21-22
- Parent Teacher Conferences October 2021/March 2022
- Election Day - No School - November 2, 2021
- Senior Class Meeting with Jostens for Graduation products - See Newsletter
- Nov 24-26 Thanksgiving Break
- Dec 20-31 Winter Break
- Jan 12 End of 1st Semester
- First Day of 2nd Sem
- Enrollment night for 8th, 9th, & 10th Grades and Senior Cap & Gown Pictures from 3-7pm - TBD
- Spring Fling Spirit Week - TBD
- NHS Blood Drive - N/A 21-22
- SGA / Lions / Lionesses Pancake Breakfast 8 - 11am - Date TBD
- Academic Banquet - TBD
- Prom - TBD
- Parade of Bands - TBD
- Honors & Awards Ceremony - TBD
- Graduation - TBD
- Last day of school (pending snow day make-ups)

# Bell Schedule

Students may enter the building at 7:35 a.m. and will have access to the Academic Wing at 7:55 a.m., or by prior arrangement.

After school tutoring is available on Tuesdays through Thursdays from 3:15 p.m. - 4:05 p.m. A late bus will be provided on these days and leaves at 4:10 p.m.

Students not in tutoring or an extracurricular activity MUST exit the building

Center High School Modified Block Bell Schedule				
2021-2022 School Year				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
All Classes	(ODD 1,3,5,7)	EVEN (2,4,6,8)	(ODD 1,3,5,7)	EVEN (2,4,6,8)
<i>1<sup>ST</sup> HOUR</i>	<i>1<sup>ST</sup> HOUR</i>	<i>2<sup>ND</sup> HOUR</i>	<i>1<sup>ST</sup> HOUR</i>	<i>2<sup>ND</sup> HOUR</i>
8:05-8:50	8:05-9:25	8:05-9:25	8:05-9:25	8:05-9:25
<i>2<sup>ND</sup> HOUR</i>	<i>3<sup>RD</sup> HOUR</i>	<i>4<sup>TH</sup> HOUR</i>	<i>3<sup>RD</sup> HOUR</i>	<i>4<sup>TH</sup> HOUR</i>
8:55-9:40	9:32-10:52	9:32-10:52	9:32-10:52	9:32-10:52
<i>3<sup>RD</sup> HOUR</i>	<i>JACKET SUCCESS TIME</i>	<i>JACKET SUCCESS TIME</i>	<i>JACKET SUCCESS TIME</i>	<i>JACKET SUCCESS TIME</i>
9:45-10:30	10:59-11:39	10:59-11:39	10:59-11:39	10:59-11:39
<i>4<sup>TH</sup> HOUR</i>	<i>5<sup>TH</sup> HOUR</i>	<i>6<sup>TH</sup> HOUR</i>	<i>5<sup>TH</sup> HOUR</i>	<i>6<sup>TH</sup> HOUR</i>
10:35-11:20	11:46-1:38	11:46-1:38	11:46-1:38	11:46-1:38

<b>5<sup>TH</sup> HOUR</b>  11:25-12:35  FR/SO Lunch / FR/SO Class  11:20-11:45 / 11:50-12:35  JR/SR Class / JR/SR Lunch  11:20-12:05 / 12:10-12:35	FR/SO Lunch / FR/SO Class  11:46-112:11 / 12:18-1:38  JR/SR Class / JR/SR Lunch  11:46-1:06 / 1:13-1:38	FR/SO Lunch / FR/SO Class  11:46-112:11 / 12:18-1:38  JR/SR Class / JR/SR Lunch  11:46-1:06 / 1:13-1:38	FR/SO Lunch / FR/SO Class  11:46-112:11 / 12:18-1:38  JR/SR Class / JR/SR Lunch  11:46-1:06 / 1:13-1:38	FR/SO Lunch / FR/SO Class  11:46-112:11 / 12:18-1:38  JR/SR Class / JR/SR Lunch  11:46-1:06 / 1:13-1:38
<b>6<sup>TH</sup> HOUR</b>  12:40-1:25	<b>7<sup>TH</sup> HOUR</b>  1:45-3:05	<b>8<sup>TH</sup> HOUR</b>  1:45-3:05	<b>7<sup>TH</sup> HOUR</b>  1:45-3:05	<b>8<sup>TH</sup> HOUR</b>  1:45-3:05
<b>7<sup>TH</sup> HOUR</b>  1:30-2:15				
<b>8<sup>TH</sup> HOUR</b>  2:20-3:05				

# GENERAL INFORMATION

## Residency

Students enrolled in the Center School District must prove residency at the time of enrollment and prior to beginning classes at the start of each new school year. By state law and School Board Policy, JEA, residency means that a person must both physically reside within a school district and be domiciled within that district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. At any time, the school feels the student may have moved outside the boundaries of the district, additional residency checks may be made and current residency verification required.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Center 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Center 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 Center 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 Center 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 district's Administrative Offices located at 8701 Holmes Road, Kansas City, MO 64131, Monday through Friday, between the hours of 9:00 am and 4:00 pm.

## **Visitors**

The recommendation is in response to the current COVID-19 Delta variant increase in our area as well as considering multiple sources related to school age children. An additional mitigation strategy, beginning July 27, 2021, no visitors will be allowed until further notice.

Visitors must sign-in at the front security desk in order to receive a Visitor's Badge which must be worn at all times while in the building. For accuracy and safety, visitors will be required to show proof of identification before entering the building. Students are not allowed to bring guests to school.

## **Student Drop off/ pick up**

In order to ensure a safe school environment Center High School keeps all exterior doors to the building locked, save the front entrance by the Security Desk. Students and visitors may only enter the building through those doors.

Please use the promenade drives by the front doors to drop off or pick your student up from school, except when the buses are there. There will be no early release after 2:45 p.m.



## **Student Release /Checkout**

The safety of our students is a primary concern at CHS. In order to ensure the safety of your student, students will not be released or have information provided to anyone other than an authorized individual.

An authorized individual is defined as a parent, guardian or designee of the parent or guardian, or individuals or agencies as permitted or required by law. This information is listed on a student's enrollment information at the time of residency verification prior to the beginning of each school year. Any person requesting the release of a student must present proper identification.

No student will be permitted to leave the building with any individual who is not listed as a contact and who does not have a picture ID under any circumstance. A phone call from a guardian is not an authorization and will not be accepted. A parent or guardian may revise the list of authorized student contacts by contacting the Attendance office at 349-33.

## **Student Identification**

All students will be provided with a student identification card (ID). An ID card is provided to each student at no cost during the registration process of each new school year. If an identification card is lost, another card will need to be purchased at a cost of \$5.00 from the Guidance Office.

Students are to have their ID in their possession while on school grounds and must present the card for admittance to all school functions (games/dances). ID cards are also used to check-out library materials.

## **RideKC**

The Kansas City Area Transportation Authority (KCATA/RideKC) is partnering with the Center School District to offer free transportation to high school students on RideKC bus routes. Students in grades 9-12 can pick up a permission slip for the program from CHS or print one off from the CHS website, and return it with a parent signature to receive a free RideKC Student Pass, which will enable them to ride all RideKC buses at no cost. While the initial RideKC Student Pass is free,

replacement ID cards will cost \$5. This Student Pass will be good through August 2020. If you would like your student to participate, please send signed permission slips to: Inez Clifton at CHS or email a copy to [iclifton@center.k12.mo.us](mailto:iclifton@center.k12.mo.us)

## **Personal Property**

CHS is not responsible for any personal property brought to school by students. Valuable personal property should be left at home. Personal property should not be left unattended and should be secured in the student's individual locker. CHS is not responsible for the recovery, reimbursement or replacement of lost, stolen or damaged personal property.

A special note regarding cell phones and other personal electronic devices: The use of cell phones and other personal electronic devices are not allowed during class time without teacher approval. These items should be kept in a secure place during the school day. ***It is NOT the responsibility of Center High School or Center School District to track cell phones or other devices that are lost or stolen.***

## **Laptop Computers**

Center School District provides a laptop computer to every student through our one-to-one initiative. Students should treat these computers with care and respect. Laptops should never be left in the hallway, cafeteria, or in a classroom without being in direct possession of the student to which it was issued. Should a student misplace their laptop, it will be their sole responsibility to find it.

All district issued laptops must be returned at the end of the school year (or summer school session) along with the designated case and charger. If any of these items is not returned, the fee for that item will be added to the student's obligations and must be paid.

## **Electronic Devices**

Students need to be respectful, responsible and follow all school technology policies as listed in Board Policy EHBA while using their personal electronic devices.

Electronic devices may be used only with permission from the teacher, only for educational purposes in the classroom. Otherwise they are not to be out or used during the school day.

**The use of cell phones and other personal electronic devices are not allowed during the school day.** These items should be kept in a secure place during the school day. It is NOT the responsibility of Center High School or Center School District to track cell phones or other devices that are lost or stolen.

## **Lockers**

Each student will be assigned a locker with a built in combination lock. Lockers and combinations should not be shared nor should combinations be given to other students. Students are reminded that lockers are school property and school officials reserve the right to access and inspect lockers as deemed necessary. All contents found within a student's assigned locker are considered possessions of that student.

## **Lost and Found**

Students who have lost personal items may check in the Attendance Office to identify and reclaim lost articles. Students are urged to safeguard possessions carefully. CHS is not responsible for lost or stolen personal property.

## **Student Records**

A parent will have access to all records and information pertaining to his or her child unless that parent has been denied custody or visitation rights. The district will provide access to all such records unless a court order showing the denial of legal custody or visitation is provided to the district.

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

The district may disclose education record information without consent when disclosed:

- To school officials who have a legitimate educational interest in the records.
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To authorized representatives of state and local educational authorities.
- To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a child who is not an eligible student, or to the child.
- To comply with a judicial order or a lawfully issued subpoena.
- In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
- To appropriate parties in a health or safety emergency.
- To other persons authorized to receive education records pursuant to FERPA, subpoena or the information furnished in response to the subpoena not be disclosed.

## **Transcripts**

To make it easier for you to request transcripts, Center High School has partnered with Parchment to provide secure online transcript ordering available 24/7. Creating an account is free and only takes a few steps.

Please use: <https://www.parchment.com>

Sending transcripts electronically through Parchment provides you instantaneous confirmation when transcripts

have been sent and received by your prospective colleges and universities.

Even if you will not be sending transcripts this year, there are still many benefits to creating a Parchment.com account now:

- See your chances of getting into colleges
- See profiles of students who previously applied to colleges you are interested in
- Get discovered by the colleges that are interested in you

If you have any questions, feel free to contact the CHS Guidance Dept. or visit Parchment Support ( <http://support.parchment.com> ).

## **Textbooks**

Textbooks are checked out during the first days of school and will be checked back in at the end of the school year or at the end of each semester. Each book has an individual identification number which links it to individual students. When students return books at the end of each year, they must return the specific book that was checked out to them.

Students are responsible to keep textbooks in the same condition in which they are issued. If books are lost, damaged or if the barcode is removed or damaged so that it becomes unreadable, the student will be responsible for the replacement cost of that book.

Students that leave the district are responsible for returning their books or paying the replacement cost prior to having their grades transferred to another school. Graduating students who have lost or damaged books will not be allowed to participate in the graduation ceremony, or given their diplomas until all outstanding fees/fines are paid in full. All fees roll over from year to year.

If a student loses a book during the school year, a replacement book cannot be checked out until payment has been made for the lost book. Teachers will not have additional copies in the classroom and will not be able to provide students with textbooks even on a temporary basis.

## Hall Pass

Students must have a Hall Pass at all times when they are not in their classroom during instructional time. Students who are found in the hallway without a hall pass will be considered truant.

Each teacher has laminated passes to issue to students who will be leaving the classroom. In addition to the hall pass, students must also sign out and sign back in on each teacher's pass log.

***\*Hall pass privileges will be restricted when there is mass abuse of privilege.***

## School Dress

Students should dress in a manner that reflects respect for one's self, family and school. Extremes in dress or personal appearance, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. School dress as defined by District Policy is, dress, which reflects favorably upon a positive instructional and learning atmosphere. The following standards are guidelines for appropriate school dress for school and school functions:

- Pajamas or pajama pants are not permitted.
- Shoes will be worn at all times. To prevent injury to a student's feet no slippers can be worn. Slides, open toe sandals, or shoes without straps are not permitted.
- Head coverings of any kind are not permitted; this includes but is not limited to hoods from hoodies, hats, caps, doo-rags, shower caps, bonnets, scarves or bandanas.
- Students are not permitted to wear any clothing or accessory with vulgar, profane or suggestive messages or messages that advertise alcoholic beverages, tobacco products, or other illegal materials.
- Shorts or skirts must extend past the fingertips.
- Clothing that bares the shoulders, back or midriff is not permitted. Shoulders must be covered with a two-inch width of material. (No spaghetti straps)
- Winter coats are not permitted during class hours. A winter coat is defined as a garment that will provide sufficient warmth in winter weather.



- Students are not permitted to wear sunglasses, biker shorts, “mini” skirts, excessively ripped or torn jeans, “Daisy Duke” shorts, mesh/ net clothing tank tops, clothing off one shoulder or studded items such as gloves/bracelets/necklaces.
- Sagging is not permitted. Pants are to be worn at waist level at all times.
- Long shirts or tops are not permitted. Any shirt worn at school must not extend past the fingertips.

When, in the judgment of the administration, a student’s appearance or mode of dress is deemed inappropriate, the student will be subject to consequences according to the board approved Student Code of Conduct (JG-R).

### **Consequences:**

1st Offense: Student fixes violation or goes to ISS

2nd Offense: 1 day of In-School suspension

3rd Offense: 1 days of In-School suspension and 1 Administrative Detention

4th Offense: Mandatory Parent Conference with Administration

5th Offense: 1 day OSS with a Parent Conference upon return

### **PTO - Parent / Teacher Organization**

Center High School is more than just the sum of its parts. We are a part of the community and the community supports us in many different ways. One very strong support group is our Parent Teacher Organization (PTO).

The Center High School PTO is here to effectively promote and advocate for our children, parents, and teachers alike. There is no cost to join the PTO because we want to provide an inclusive environment where anyone can come and have their voices heard and play a part in making Center High School a better place. We invite you to join us on the second Tuesday of each month at 6:30pm in the Principal’s Conference Room at CHS.

The PTO uses passive fundraising through the Buzz concession stand to provide scholarships for seniors, provide meals for teachers and staff for parent teacher conferences, and sponsor special projects throughout the year. We allow clubs to work any morning and receive 50% of the proceeds for that time. This requires both the participation of parents and well as teacher and staff to be successful. For a small amount of time given it is a great way to express and strengthen our partnership.

# ACADEMICS & EXPECTATIONS

## Grade Level Promotion

Students must have satisfactorily earned the following number of units by the first day of school for classification purposes throughout the school year.

Sophomore (6 units)

Junior (12 units)

Senior (18 units)

## Graduation Requirements

Students must have met all Center School District graduation requirements in order to participate in the graduation ceremony. Note: Students must earn all required credits, currently in good disciplinary standing, and complete all subject matter requirements to walk in the commencement ceremony. If you question regarding requirements, please see administration or the counseling department.

*\*Remember that these are not college entrance requirements, as you are planning your post-secondary life, make sure that your pathway matches the requirements for the college of your choice.*

### Class of 2021

4 Units Communication Arts

3 Units Social Studies

3 Units Mathematics

3 Units Science

1 Unit Fine Arts

½ Unit Practical Arts

½ Unit Personal Finance

1 Unit Physical Education

½ Unit Health

½ Unit Speech/Debate

8 Units Electives

25 Units Total

## **Reference Senior Newsletter (Posted Weekly)**

### **Seniors**

- **College Scholarships**
- **Senior Newsletter (Emailed Weekly)**

### **Guidelines for Participation in the Graduation Ceremony**

Students earn their credits, but the graduation ceremony is a gift the District gives to seniors. Certain requirements must be met in order to participate in the ceremony. These include, successfully completing all academic requirements by the last day of senior class attendance, returning all district owned materials, paying all outstanding fees, attendance rate, and no significant discipline issues for the last 4 weeks of attendance.

### **Assessment**

***ALL Seniors must take the ACT, ASVAB, WorkKeys -OR- ACCUPLACER test to be eligible for graduation.***

In addition, 2022 Graduates must also have successfully completed the following End of Course Exams:

*\*Please check college requirements for your desired college institution. They may differ from graduation requirements.*

Algebra I and possibly Algebra II  
Biology  
English 10  
Government  
The Missouri Constitution Test  
The US Constitution Test  
CPR Training

### **Schedule Change Policy**

Requests for schedule changes will be accepted during the first 5 school days of the semester. A Schedule Change Request form must be completed and signed by a parent/guardian. Acceptable reasons for changing a class schedule are as follows:

- Scheduling error on the part of the school
- Course needed for graduation (seniors only)
- Medical reasons (substantiated by a doctor's note)
- Duplicating a course for which credit was already received
- Administrator recommendation

Schedule Change Request forms are available in the Guidance Office.

## **Incompletes**

At the end of a semester any incompletes will be entered as an “I”. Requests made for extended time to complete coursework must have approval from administration and be completed within 5 school days following the end of the semester. When the work is submitted incomplete grades will be changed to the earned grade and the GPA will be re-calculated.

## **In Progress**

A subject area may issue grades of “In Progress” if a student has not completed the course. The “IP” is the equivalent of an “F” for credit purposes, if by the end of the grade marking time frame those benchmarks are not complete.

## **Report Cards**

Report cards will be issued to all students on a quarterly basis. Academic achievement will be rated with letter grades. Students and parents may also access grade progress via the internet through Infinite Campus. Information on how to access this information may be found on the Center School District website at <http://www.center.k12.mo.us> . Questions may be referred to Technology Support at 349-3452.

## **Student Work Permits**

It is Center High School’s position that school is a student’s first, and most important job. While we understand that many students need to be employed outside of school hours, we feel this outside employment should not be at the expense of grades and attendance.

To that end, if a student is required by an employer to have a work permit filled out by the school, authorization will only be given if all of the student's grades are at a C or higher, and their attendance rate is at 93% or better.

Administration reserves the right to make exceptions on a case-by-case basis for students who are close to this threshold. The work permit may be signed provisionally with the understanding that the student has 2 weeks to improve their grades or the work permit authorization will be rescinded, and cancelation notices sent to the Department of Labor and the student's employer.

## **Students Enrolling Late**

Any student who enrolls after the first two weeks of school, and does not have a transfer grade from an academic institution, should receive a grade of "0" for each assignment missed as recorded in Infinite Campus.

If you have a student entering your class after the start of the semester they must make up all the work they have missed or get a zero for what they have not completed. After day 20, the student will receive zeros for homework and classwork, but will be allowed to make up tests and projects.

Exceptions to this rule will be made by an administrator when a good faith effort has been made on the part of Center High School or a student to begin school but circumstances beyond control prevented an enrollment.

## **Plagiarism**

## **Advanced Placement**

Advanced Placement courses are available in the following areas: Biology, Calculus, Chemistry, English Literature (seniors), Government, Spanish Language and U.S. History. The national AP exams are given in May. Students' scores on these exams are submitted to individual colleges for credit consideration. These classes carry a 1.0 increase in GPA for a "C" or above. A .5 GPA increase for a grade of "D". Students who elect not to take the national AP exam will take an alternate exam during scheduled senior exams.

Should a student sign up to take the AP exam and later decide to not test, they will be responsible for paying the full cost of the exam fee.

*Some advanced placement or dual credit courses have fees associated with the class. Please speak with the teacher and/or your counselor for assistance in determining those costs.*

## **Dual Credit Courses**

Junior/Seniors who are eligible may enroll in College Algebra, English Literature, and Spanish for credit through UMKC. Students who have a 3.0 GPA, a 22 or higher on their ACT, and have been approved for advanced level work by their high school are eligible to enroll in the Advanced College Credit Program. Credit for successful completion of the course is awarded by UMKC and is honored at many area colleges and universities.

Juniors/Seniors who are eligible may enroll in Calculus II through Rockhurst. Students must have successfully completed AP Calculus, received a 3 or higher on their AP exam or a 25 or higher on the math portion of their ACT, and have been approved for advanced level work by their high school to be eligible to enroll. Credit for successful completion of the course is awarded by Rockhurst and is honored by many colleges and universities.

Freshmen who are eligible may enroll in the Health Science Accelerated Academy (HSAA) through UMKC and Penn Valley and will begin classes the first semester of their sophomore year. This program continues through the junior and senior years of high school. Students must be in good academic and behavior standing, and receive a letter of reference from the school. Upon completion of the program as seniors, students may earn up to 30 college hours and a CNA certification.

## **Honors Credit Courses**

Honors courses are available in the following areas: Algebra II, Art, American History, Biology, Chemistry, College Algebra, Composition, English 9, English 10, Geometry, Pre-Calculus, Principles of Engineering, Physical Science, Physics, Spanish II, Trigonometry, and World History. These classes carry a .5 increase on



the GPA for seniors. For freshmen, sophomores, and juniors a 1.0 in GPA increase for a “C” or above. A .5 GPA increase for a grade of “D.”

### **School Honor Roll**

Students having a 3.0 to 3.69 grade point average with no grade below a “C.” This honor is calculated at the end of each semester.

### **Principal’s Honor Roll**

Students having a 3.70 to 4.00 or above grade point average with no grade below a “C.” This honor is calculated at the end of each semester.

### **National Honor Society**

The National Honor Society(NHS) is a national organization that recognizes the academic achievements of high school scholars. This organization emphasizes, Scholarship, Leadership, Citizenship, and Service. Students who have a cumulative GPA of at least 3.5 on a 4.0 scale are eligible for application their junior or senior year.

### **Department Academic Award**

The Department Academic Award is presented to senior students by each curricular department in recognition of students’ academic achievement within their areas of study. Students selected by department members have exhibited levels of scholarship and achievement that exemplify academic excellence.

### **Academic Lettering**

To be eligible for an academic letter, students must have earned a 3.5 GPA with no grade below a “C” for the past two semesters. This includes the fall semester of the current year and the spring semester of the previous year. The GPA is based on the cumulative GPA through the end of the current year’s first semester.

### **Scholarship Pins**

To be eligible for a scholarship pin, students must have earned a 3.6 GPA with no grade below a “B” for the past two semesters. This includes the fall semester of the current year and the spring semester of the previous year. The GPA is based on the cumulative GPA through the end of the current year’s first semester.

## **A+ School**

Center High School is designated an A+ School For students who successfully meet the Student Financial Incentive criteria, the State of Missouri may provide two (2) years -- up to 105% of a program, subject to legislative appropriation, to any Missouri public community college or vocational or technical school up to four (4) years after high school graduation as provided in Section 14 of the Outstanding Schools Act of 1993 – contingent upon continued funding by the Missouri Legislature. Please read the following criteria carefully.

### **Student Financial Incentive Criteria**

- 1) Attend an A+ designated school for the three consecutive years prior to graduation.
- 2) Graduate with an unweighted grade point average of 2.5 or higher on a 4-point scale. GPA will NOT be rounded up a 2.499 is not an eligible GPA.
- 3) Have at least 95% attendance record for the 4-year period. A+ attendance rules are separate from school attendance, there are No excused absences under A+ rules. Students may not miss more than the equivalent of approximately 8 days or 54 hours in any one year of the 4 years of high school.
- 4) Perform 50 hours of unpaid tutoring/mentoring for younger students in the Center School District, that are supervised and signed off on the Center School District A+ tutoring logs. A+ students are responsible for submitting A+ hours to the A+ Coordinator.
- 5) Maintain a record of good citizenship and avoidance of the unlawful use of drugs. Center School District has a point system to track citizenship, and no use of alcohol or drugs.
- 6) Meet performance standards for graduation and for a course of study related to the selected career path of the student’s choice.
- 7) Apply for federal financial assistance, which does not require repayment. (Total amount of federal financial assistance and A+

reimbursement will not exceed the total cost of tuition, subject to legislative appropriation.)

8) Register for selective service, if applicable.

9) Earn a score of Proficient or Advanced on the Algebra I End of Course Exam

Does this sound like you? Make sure to contact Mrs. Stevenson at (816)349-3338 or [ostevenson@center.k12.mo.us](mailto:ostevenson@center.k12.mo.us) for more information.

## **A+ Discipline Point System**

Expectation: Center A+ participants are expected to be good citizens at school and in the community.

1. At Center High School a good citizen:
  - a. Maximized his/her educational opportunity.
  - b. Recognizes and accepts responsibility in and beyond the school environment.
  - c. Sets a positive example for all to follow at school and in the community.
2. Center Discipline Point System Guidelines:
  - a. All A+ participants begin each school year with 0 discipline points
  - b. Each disciplinary referral resulting in ISS or OSS will accumulate discipline points throughout the school year. Points will be as assessed as follows:
    - i. 1 point for every day of ISS
    - ii. 2 points for every day of OSS
  - c. The accumulation of 20 points during any one school year will result in the revocation of the participant's good citizenship status and his/her removal from the program.
3. Students may, for good cause, appeal their dismissal. In the Center School District, appeals may be made to the A+ Citizenship Appeals Committee who will be the final authority.
4. The Appeals Committee will be made up of one administrator, one counselor, two teachers selected by the A+ Coordinator, and one teacher selected by the student. The A+ Coordinator will serve as a liaison to the committee but will have no vote in the outcome.

In accordance with state A+ rules and regulations, ANY student disciplined for any infraction involving illegal drugs or alcohol will immediately be dismissed from the A+ program.

For more information about this program, please contact the A+ Coordinator  
Contact at 349-3338.

# **ATTENDANCE**

## **Center High School is a CLOSED CAMPUS**

Students are not allowed to leave school grounds once they have arrived by any means of transportation without authorization from a school official. Any student who has scheduled authorization to leave school before dismissal must check out at the attendance office.

### **Attendance Procedure**

STUDENTS WHO ACCUMULATE 7 ABSENCES OR MORE FROM A CLASS PER SEMESTER MAY BE PLACED IN CREDIT WITHHELD STATUS FOR THAT CLASS. THIS INCLUDES ALL EXCUSED ABSENCES.

A written notice of warning will be provided to parents/guardians as their student approaches the limits of this procedure.

### **Excused Absence**

An “excused absence” will provide the student the opportunity to “make-up” class work that is missed. However, the absence still counts toward the 7 total. Examples of an excused absence include:

- Illness, injury or medical appointment
- Family emergency
- Death in the family
- Other (must be pre-approved by a building administrator)

It is the responsibility of the parent/guardian to contact the school Attendance Office at 349-3329 each day a student is absent. In order for an absence to be considered excused, the student must provide the school with a written explanation from the student’s parent/guardian stating the date and the reason for the absence on the next attended school day.

ACCORDING TO CENTER BOARD OF EDUCATION POLICY, OUT-OF-SCHOOL SUSPENSION (OSS) IS NOT AN AUTHORIZED ABSENCE AND WE ARE NOT REQUIRED TO PROVIDE OPPORTUNITIES TO MAKE-UP WORK, EXCEPT IN THE CASES OF PAPERS, PROJECTS AND MAJOR TESTS.

## **Make-Up Work**

It is the responsibility of the student to contact the teacher of the class that was missed on the day of return. Missed class work will only be granted an extension equal to the length of the absence.

Ex: If a student misses 2 days in a row; then the student will have a 48-hour extension to submit make-up work.

## **CSD Health Services Exclusion Guidelines**

The School Nurse shall use the following in addition to a thorough nursing assessment to determine when a student should be excluded from school:

1. Temperature of 100.4 degrees or more- Student must be fever free for at least 24 hours before return
2. Diarrhea-Student must be free of diarrhea for at least 24 hours or medical exam indicates may return
3. Vomiting-Student must be free of vomiting for at least 24 hours before return. If a student vomits two or more times in the previous 24 hours unless determined to be caused by a non-communicable condition (e.g. cough, running exertion etc.) they will be excluded
4. Mouth sores with drooling-until a medical exam indicates may return
5. Rash only with fever or behavior change-until a medical exam indicates may return
6. Eye drainage-when purulent (pus) drainage and/or fever or eye pain is present with red or pink conjunctiva, until a medical exam indicates a child may return

7. Unusual color of skin, eyes-until a medical exam indicates may return
8. Unable to participate in routine activities or needs more care than can be provided by school staff- i.e. Uncontrolled coughing, unexplained irritability, unusually tired, difficulty breathing, wheezing, persistent crying.

Students will NOT be excluded (may stay at school) with:

1. Common cold
2. Fever without signs and symptoms of illness
3. Watery eyes without fever, eye pain, or eyelid redness
4. Yellow and white eye drainage, not associated with red or pink conjunctiva
5. Rash without fever or behavioral changes
6. Lice or nits (may delay treatment until end of school day)
7. Ringworm (may delay treatment until end of school day)

## **Tardy Procedure**

Students are expected to arrive at school and class on time. All students should be in their classrooms before the bell rings to begin class instruction. Lunch is considered a class. Teachers will stand in their classroom doorway during passing periods. At the sound of the bell, teachers will close their doors. Students remaining in the hallways must secure a STUDENT TARDY SLIP from school personnel in order to enter the classroom. A student who does not receive a STUDENT TARDY SLIP within 5 minutes after the sound of the bell will be considered truant. Students arriving to school after 8:25 a.m. are required to report to an Administrator.

Any student who does not report to class within 5 minutes of the time recorded on their TARDY PASS will be considered truant.



## **TARDIES ARE RENEWED ON THE FIRST DAY OF EACH QUARTER**

Excessive tardiness to school or class will result in the following disciplinary consequences:

- 4th Tardy - Parent Contact & Admin Detention
- 5th Tardy - Parent Conference
- 6th Tardy - Saturday School
- 7th tardy- Mandatory Parent Conference
- 8th tardy- Saturday School
- 9th tardy- Saturday School
- 10th tardy- Administrator referral and 1 day ISS
- 11th tardy- Administrator referral and 2 days ISS
- 12th tardy- Administrator referral and 3 days ISS

### **Internal Truancy Procedure**

A student will be considered truant if they:

- Are absent from class for more than 5 minutes
- Do not secure a tardy pass within the first 5 minutes of a class
- Come to school but do not attend class
- Leave school without signing out of the building
- Are absent from school without prior permission from a parent/guardian
- Obtain a pass to go to a certain place and do not report on time.

Students cited for internal truancy will receive the following disciplinary consequences.

- 1st Offense- Detention and Parent Contact
- 2nd- 1 day ISS and Parent Contact
- 3rd Offense- DNA until Parent Conference with Administrator
- 4th Offense- 1 day OSS
- 5th Offense- 1-10 days OSS with possible referral to Assistant Superintendent for consideration of long term suspension

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- 12th tardy- Administrator referral and 3 days ISS

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## **Homework Requests**

For an extended absence of 5 days or more, call the Guidance Office at 349-3422 to arrange for work to be picked up. Please give the dates of the absence and the expected return date. Allow one day for the Guidance Office to collect the work from the student's teachers.

## **Attendance Waiver**

All students accumulating 8 or more absences in a class will be placed in credit withheld status for the class. An Attendance Waiver will be mailed to the student's enrollment address at the end of each semester with the grade card. The waiver must be completed by the student, signed by the parent/guardian and returned to the school with supporting documentation by the date specified.

The Attendance Waiver will be reviewed by the school Attendance Committee. It is the duty of the Attendance Committee to make a judgment to accept or deny the request. Should the school Attendance Committee not grant the request; the student will remain in credit withheld status for the class. Parents/guardians will receive notification of the Attendance Committee's decision by mail sent to the student's enrollment address.

## **Attendance Appeal**

Students whose waiver was denied have a right to appeal their loss of credit by filing an Attendance Appeal. Information on how to file an Attendance Appeal will be provided in written form with the outcome of the Attendance Waiver. An Attendance Appeal may result in the restoration of credit, the denial of credit or the placement of credit into escrow. Escrow is a probationary state contingent upon the student not having similar attendance issues the following semester.

## **Withdrawal from CHS**

Parents must notify the Registrar of their intent to withdraw their student from CHS. A withdrawal form will be given to the student to obtain signatures from teachers/staff members clearing obligations. All books and classroom materials must be turned in and fees and lunch account balances paid in full before records will be released. When the form has been completed, a copy will be given to the student to take with him/her. Exit interviews will be conducted with each student as part of the withdrawal process.

## **STUDENT DISCIPLINE**

### **Common Sense Statement**

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's and school's missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices. Discipline is progressive based on the number of infractions.

### **Center High School Discipline Philosophy**

The goal of CHS is to provide a safe environment conducive to learning and teaching. To accomplish this goal there must be mutual trust, cooperation, and communication among all students, staff, administrators and parents/guardians.

All persons are expected to maintain self-control and self-discipline and display respect for the institution, its property, the staff, parents/guardians, and each other. Students are further expected to be accountable for their actions.

Behavior that does not meet these expectations is unacceptable and will be dealt with promptly, according to the CSD Student Code of Conduct (JG-R).

### **Detention**

There are two types of detentions: “teacher” detentions and “administrative” detentions. Teacher detentions are assigned by the teacher at his/her convenience. Administrative detentions may be assigned Tuesday or Thursday of each week. Students assigned administrative detentions must report to the ISS room from 3:20 p.m. until 4:05 p.m. Students must sign-in at the door and be prepared to work at an assigned table without socializing.

Students absent from school will report for make-up or reassignment on their first day of return to school. Students arriving after 3:20 p.m. are considered tardy and will not be admitted.

Students who do not attend an assigned detention will receive a day of In-School-Suspension.

### **In-School-Suspension (ISS)**

ISS is a form of consequence that will separate the student from the school environment for a specified amount of time. Students are permitted to complete class work during an ISS and their attendance will not count towards the attendance procedure. It is the student’s responsibility to secure make-up work from the classes that are missed. Students will have 24 hours to complete and submit any missed assignments.

Students are not allowed to attend any school activity either during the ISS period or after school on the day of the ISS. Students found participating in a school activity may be subject to an Out-Of-School-Suspension.

### **Saturday School**

Saturday School Detentions will be assigned to students who display concerning behaviors and can be used as an alternative to OSS. The detentions will be from 9 AM-12 PM and failure to serve this detention could result in an out of school suspension.

### **Out-Of-School- Suspension (OSS)**

OSS is a form of consequence which will temporarily remove the student from the school community. According to Center Board of Education policy, OSS is not an

authorized absence and make-up work is not required to be provided except in the cases of papers, projects and major tests.

For the duration of the suspension, students are not permitted to participate in or attend school activities. Students found on school grounds during an OSS will be considered trespassing and may be subject to further disciplinary action.

## STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, an atmosphere that promotes academic achievement and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student on district property, on district transportation, or during involvement in a district-related activity, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The principal/designee makes all final decisions related to consequences associated with the code of conduct.

Please see Regulation JG-R1: Student Discipline on the Center School District website for details.

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG-R1&Sch=229&S=229&C=J&RevNo=1.11&T=A&Z=A&St=ADOPTED&PG=6&SN=true>

# **STUDENT SERVICES**

## **Counseling**

Students who need to confer with a counselor should make arrangements prior to the beginning of the school day by filling out a Counseling Request Form. Students should come directly to the counseling center in emergency or crisis situations.

Parents are welcome and encouraged to consult regularly with the counselors. Parents who wish to make appointments should call the Counseling Department Secretary at 349-3422.

Juniors & Seniors 349-3348  
and Career Education Coordinator  
Isaias Mendez Freshmen & Sophomore 349-3368  
Jennifer Thurn Registrar 349-3345  
Hannah O'Donnell Social Worker 349-3378  
Olivia Stevenson A+ Coordinator 349-3454  
MO College Advisory Coordinator 349-3383

## **Health Services**

The school health facility is available for “emergencies” occurring at school or during school related activities only. A nurse is on duty from 7:35 a.m. to 3:35 p.m. Students becoming ill during the school day must secure a Hall Pass from the teacher and report to the health facility. If a student is too ill to remain in school, the parent/guardian will be contacted and the student will be allowed to go home.

Specific emergency information, such as telephone numbers, doctor/hospital preferences and alternate names and phone numbers of adult family or friends for intermediate care must be on file and the Registrar notified of any change of address or phone number. Students will not be allowed to go home until a parent/guardian has been contacted.

School personnel, including the school nurse, are not authorized to give medicines without a physician's permission, or to make treatments or diagnoses. Prescription medicines will be kept in the health facility and must be in the original containers with appropriate labeling. Parent/guardian notes MUST accompany the medicines with specific schedule instructions. Students should not possess or store any prescription medicines at school. Aspirin, Tylenol, Advil, etc., may be kept by the student but must be labeled as such on the tablet.

State law dictates that students may not enroll or attend classes if they have not been immunized adequately against polio, diphtheria, tetanus, pertussis, Hepatitis B, measles, mumps, rubella, varicella and meningitis.

As a result of your child's Individualized Education Plan (IEP), Center School District will provide your child's direct school-based therapy service(s), i.e., speech/language, occupational and/or physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or MC+ identified, the Center School District will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals, by a physician retained by the district to determine medically necessary as defined by the Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

If you have any questions or concerns, please contact the Director of Special Services, at 349-3448.

## **Harassment/ Sexual Harassment**

Center School District is committed to providing an educational and work environment that is safe and free from intimidating hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors or other verbal physical conduct or communications constituting sexual harassment. Sexual harassment by an employee, student or other person in the district should be immediately reported to a building administrator or counselor.



## **Student Transportation**

School bus transportation is provided free of charge to eligible students living one mile or more from Center High School. Free transportation is currently provided to:

- K-12 students who live one mile or more from school.
- All preschool students attending Center Early Childhood
- Eligible students with disabilities who require transportation as a related service (must be documented in the student's IEP)
- K-5 English Language Learners (ELLs) who attend an ELL program outside their home school boundary

Annual bus registration is required for all students (PK-12) who plan to ride the bus. Parents will register for bus transportation while completing the Online Registration (OLR) process. Parents/guardians may access bus information via a Student Transportation of America eLink starting August 6, 2020. After the start of the school year, every effort will be made to have bus information available within 24 hours. You may check the eLink after 24 hours. Depending on the number of submitted requests at any given time, 72 hours may be necessary. If you have any questions, feel free to contact STA at (816) 349-3327.

### **Instructions for accessing your student's bus information via the eLink**

- 1)Click on eLink : <https://center58.thebusportal.com/Login.aspx>
- 2)Enter your student's 10 digit ID (Student Number/MOSIS Number) in both "username" and "password" fields then click the "Login" button.
- 3)On the next screen, you will be prompted to reset your password. Enter the same student ID as the old password, then enter a new password twice.
- 4)Once completed you click "Work with Students."
- 5)Then click "View my Students."
- 6)Then click on the student name and the bus information will come up.

In addition to the STA rules, school district rules also apply on the bus and at the bus stop. Students are expected to cooperate with the bus driver and obey all instructions. Riding the school bus is a privilege which will be denied if a student chooses to disobey the rules.

A late departure activity bus is provided for students on Tuesday, Wednesday, and Thursday and departs at 4:10 p.m. Students must obtain a Late Bus Pass from a teacher to ride the activity bus.

To obtain bus information or report a problem, call Student Transportation America (STA) at 816-349-3327.

## **Student Parking Permit**

Parking on the campus of Center High School is considered a privilege. Students must apply for a parking permit and will be assigned a space to park prior to parking their vehicle on school premises. A parking permit may be purchased for a non-refundable \$25.00 fee at the time of student registration or through the Security Office.

In order to purchase the permit, the student must provide the following:

- Make, model and color of the car
- License plate number
- Valid driver's license
- Proof of insurance
- \$25.00 fee

If a parking permit is granted, a parking sticker/hang tag will be issued and must be placed above the registration sticker on the front windshield of the vehicle.

Students may only park in the southeast student parking lot and must follow all vehicle safety rules. ***Reckless driving, speeding, parking in a non-designated lot, loitering after school and any actions deemed unsafe may result in revocation of the student's parking permit. There is no refund for a revoked permit.***

***Students who park on school premises and have not secured a CHS parking permit may have their vehicle towed at their expense.***

## **Reporting Child Abuse**

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect

must immediately report or cause a report to be made to the Missouri Division of Family Services.

## **Cafeteria**

The purpose of the cafeteria is to provide a sanitary dining area for serving and consuming food and a pleasant place for social conversation and relaxation. The cafeteria is open for breakfast and lunch. Lunch is considered a class and all students are expected to report to the cafeteria at the sound of the bell. All students are expected to eat lunch in the cafeteria, display appropriate manners and cooperate in keeping the cafeteria clean, quiet and pleasant. All students sitting at a table are responsible for cleaning the area when breakfast/lunch is over.

Students who wish to partake of food other than the cafeteria menu must bring such food items from home. **Students may not receive food items from nearby commercial fast-food restaurants and no deliveries will be allowed.**

Food is NOT permitted outside the cafeteria at any time during the school day. Students will have a choice of selecting from an “a la carte” menu or a complete hot lunch tray. Each student has a lunch account set up which allows them to purchase breakfasts and lunches as well as charge a hot lunch or breakfast on their account.

Want to know what is for Breakfast or Lunch? Visit :

[https://www.sodexoeducation.com/segment\\_0200/district\\_3505/ENM/Entry1/](https://www.sodexoeducation.com/segment_0200/district_3505/ENM/Entry1/)

## **Library / Media Center Services**

The media center will be open from 7:45 a.m. to 3:40 p.m. No food or beverages are permitted. Students coming to the media center throughout the day are expected to have a Hall Pass, an assignment, and are expected to behave in an appropriate manner.

### **A. Checking Out Materials**

Student ID's are required to check-out library materials.

Books are loaned for a three-week period. Unless needed by another student, books may be renewed indefinitely.

Most reference books may be checked out for one period during the school day and for overnight use after school. They must be returned before first hour the next day.

#### B. Equipment

Any student may use equipment in the library for educational purposes. Available equipment includes computers, video players, audio cassette players, and overhead projectors. Students may make copies for \$0.10/page.

### **Student SharePoint Access at home**

To access your SharePoint site (former H Drive) online from home, go to [http://sharepoint.center.k12.mo.us/sites/CHS/\"username\"](http://sharepoint.center.k12.mo.us/sites/CHS/\). But, do not use the quotation marks when you enter your username.

A few other tricks to keep in mind if you are accessing from home:

- it will work best if you access your SharePoint site using Internet Explorer;
- you might use center\username as your username. (Be sure to note that is a backward slash, the key above the Enter key on your keyboard.);
- and, of course, be sure you are using the correct website.

**ANY STUDENT BYPASSING A FIREWALL VIA PROXIES OR TUNNELS, OR VIEWING PORNOGRAPHY WILL LOSE THEIR COMPUTER PRIVILEGE FOR THE YEAR AND IS SUBJECT TO AN IMMEDIATE 10 DAY OUT-OF-SCHOOL SUSPENSION**

## **ACTIVITY STANDARDS**

### **Standards of Conduct**

The MSHSAA requires that all spectators be seated in bleacher areas. Spectators are not to be seated in stairways of bleachers in the gym or at the stadium. Standing or sitting around the floor area is not permitted by spectators. School supervisors/police will be standing or seated around the activity area to perform their duties.

At the conclusion of a game or contest, students and guests are to leave school grounds without delay. There will be no loitering in the activity area, gym, hallways, driveways, or parking lot. Students must vacate the premises no more than 30 minutes after the activity has ended.

## **Academic Eligibility Requirements for Extracurricular Activities**

In order for a student to be eligible to participate in extracurricular activities at Center High School students must:

1. Meet the Missouri State High School Activities Association (MSHSAA) requirement of earning a minimum of 3 units of credit (pass 6 of 7 courses) the preceding semester of attendance.

Summer high school courses for academic eligibility may count, provided the course is necessary for graduation or promotion and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.

2. Be enrolled in, and regularly attending courses that offer .5 and/or 1.0 units of credit.

3. Be making satisfactory progress toward graduation.

4. Must maintain a cumulative grade point average of AT LEAST 1.57 or earn at least a 1.57 grade point average the semester previous to participation (CSD Policy IGE).

This will include any student nominated for “royalty” for a school event.

(Homecoming, Winterdance, etc.)

## **Extracurricular Activities Academic Eligibility Grade Reports**

Eligibility reports will be administered on the first and third Monday of each month.

Reports will be submitted to all head coaches/sponsors and building administrators.

### **Students failing one course:**

- Students who possess less than 60% in **only one** course at the time of the eligibility report, will be allowed to practice and participate in all team related activities **except** for competitive contests for the duration of the eligibility period. The exception:
  - Students failing **only one** course at the time of the eligibility report, will be allowed to return to full team participation including

competitive contests when their grade for the course that landed them on the eligibility report is raised above the minimum 60% and it is documented in the Infinite Campus.

- Eligibility period is equal to the time between the eligibility reports.
- Head coaches/sponsors will be required to implement the eligibility plan.
- Head coaches/sponsors will be required to communicate with students and parents/guardians

#### **Students failing multiple courses:**

- Students who possess less than 60% in multiple courses (2 or more) at the time of the eligibility report, will be ineligible to participate in all team related activities, including practices, for the duration of the eligibility period or until **all** grades meet the minimum 60% requirement and it is documented in the Infinite Campus.
  - Eligibility period is equal to the time between the eligibility reports.
  - Students may attend practice at the discretion of the coach/sponsor but may not participate.

#### **Admission into School Activities/Events**

Students, parents and friends are considered paying guests of the school and must follow the standards of sportsmanship established by the school. Rules established by the school and the MSHAA must be followed or entrance to the activity could be denied or individuals may be requested to leave. Persons with electronic devices may be denied entrance into an athletic contest.

- Students must be in attendance a full day of school to be eligible to participate or be present at any after school activity or event. Any student in ISS for the day is NOT eligible.
- Students not picked up within 30 minutes of an event ending are subject to disciplinary actions which may result in the loss of privileges to attend all after school activities.
- Students are subject to disciplinary consequences as described by J-GR for all afterschool, outside, athletic practices or to and from school activities.

## **Royalty Regulations**

In order to be nominated for Royalty at CHS a student must:

- 1) Meet MSHAA/Center Standards:
  - A) 1.57 Cumulative or previous semester GPA
  - B) Pass 6 of 7 courses and earn 3.0 credits in previous semester
- 2) Cumulative or nominated year attendance at 95%
- 3) Involved in an Activity or Club in the year nominated
- 4) No More than 2 write-ups that resulted in ISS and NO OSS in the nominated year.
- 5) Students who have already won a title in school year, cannot be nominated again.

## **Prom Only**

Only Juniors & Senior students from CHS will be allowed to vote at prom for King and Queen. At prom, only CHS students (not guests from other schools) will be allowed to vote at the door.

# Clubs and Activities

## Academic Team

Sponsor: Mr. Phillips (349-3381)

## Anime Club

Sponsor: Mr. Hanch (349-3365)

## Art Club

Sponsor: Mr. Dandurand (349-3398)

## Band

Sponsor: Mr. May (349-3364)

## Card Club

Sponsor: Mr. Hanch (349-3365)

## Cheerleaders

Sponsor: Ms. Potts (612-4262)

## Debate/Forensics

Sponsor: Mrs. Bates (349-3394)

## DECA

Sponsor: Mrs. Nelson (349-3388)

## Drama / Players 58

Sponsor: Mr. Mahanna (349-3356)

## FBLA (Future Business Leaders of America)

Sponsor: ??? (349-)

## FCCLA

Sponsor: Edee McArtor (349-36

## Key Club

Sponsor: Mira

## National Honor Society (NHS)

Sponsor: Mr. Phillips (349-3381)

## Poli-Sci Club

Sponsor: Mr. Hanch (349-3365)

## Robo-Tech

Sponsor: Mrs. Chandler (349-3407)

## Student Government Association (SGA)

Sponsor: Mrs. Giangrosso (349-3454) and Mrs. Krivena(349-3366)

## Support Groups

Sponsor: Ms. O'Donnell (349-3378)

## Vocal Music

Sponsor: Mr. Bridge (349-3379)

## Yearbook Staff

Sponsor: Mr. Montoya (349-3416)



# Athletic Coaches

## Center High School

**Baseball:** Dalton Ostergard (H)

**Boys Basketball:** LeDale Wooten (H) (349-3410), Sean Thornton, Diya Carr

**Boys Soccer:** Steve Mattson (H) (349-3494), Jarusha Geringer

**Cheerleading:** Billee Potts (H) (612-4262), Audrey Harris

**Cross Country:** Brian Golka (H) (349-3349)

**Football:** Bryan DeLong (H), (349-3355) Adam Nichols, Blake Loveless, Jon Pierson, Wayne Dowdy, Steffon Brown, Sam Hudson

**Girls Basketball:** Katrina Johnigan (349-3358), Erik Swanstrom, Travis Brave

**Girls Soccer:** Steve Mattson (H) (349-3494), Jarusha Geringer

**Girls Swimming:** Ashley Scarlett (H) (349-3411), Jeanette Giangrosso

**Golf:** Travis Brave (H) (349-3367)

**Track:** Bryan DeLong (H) (349-3355), Adam Nichols, Sean Thornton, Steffon Brown

**Tennis:** Travis Brave (H) (349-3367)

**Volleyball:** Emily Anker (H) (349-3623), Paige Porter, Kori Gates

**Wrestling:** Charles Misher (H)

## Center Middle School

**Boys Basketball:** Blake Loveless (H), Anthony Hall III

**Boys Soccer:** Chris Kohm (H)

**Cross Country:** Zack Eubank (H)

**Football:** Charles Misher (H), LaRon Turner, Josh Parker

**Girls Basketball:** Megan Couch (H), Morgan Grither

**Girls Soccer:** open

**Track:** Josh Ellis (H), Anthony Hall III, Josh Parker, Sam Comiskey

**Volleyball:** Charissa Cobb (H)

**Wrestling:** Matt Braaten (H), Josh Ellis

# **Appendix A**

## **Student Code of Conduct**



## **Regulation JG-R1: STUDENT DISCIPLINE**

**Center 58**

**Original Issued Date:** 08/17/1981 | **Last Issued Date:** 01/23/2017

**Status:** ISSUED

The Student Code of Conduct is designed to foster student responsibility, respect for others, an atmosphere that promotes academic achievement and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student on district property, on district transportation, or during involvement in a district-related activity, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property.

Management of student discipline is most effective when school personnel, parents and students work cooperatively. Communication between all parties is critical. Therefore, all disciplinary actions taken will be accompanied by a mandatory parent/guardian notification. This notification will take place in person, by phone, by letter, etc. For any suspendible offense, a thorough investigation will be conducted prior to a discipline decision being made. For any offense resulting in an out-of-school suspension, a mandatory principal/parent/student (PPSC) conference will take place prior to the student's return to school. Extenuating circumstances may permit an administrator to consider an exception to this mandatory procedure. Teachers and other staff may be requested to participate in conferences as deemed necessary by the principal. All disciplinary actions will be noted in the student's disciplinary record. Law enforcement officials will be notified consistent with procedures outlined in the Missouri Safe Schools Act.

A school employee is authorized to confiscate any item that is defined as a weapon, a drug (controlled substance), or any item that is forbidden by Missouri or federal statute. A school employee is authorized to take temporarily from a student any item (hats, electronic devices, etc.) that has been described in these policies and regulations or any item that is causing difficulty in the school environment. Any such item should be turned over to the building administrator after confiscation. Such items may be returned to the student or parent by the principal when he or she judges it to be proper to do so.

### **Reporting to Law Enforcement**

It is the policy of the Center School District #58 to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

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

An act of school violence, as defined by policy JGF, must at least include exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on district transportation, or while involved in district activities.

A serious violation of Center School District's discipline policy is marked with an asterisk (\*) in the following text.

At the elementary level, some consequences are divided by primary and intermediate. Primary is defined as PreK-3; intermediate is defined as grades 4 and 5. Suspension at the elementary level may be either in-school or out-of-school.

The Center School District will offer its students on long-term and short-term suspension alternatives to continue their education.

For the following violations, a combination of in-school and out-of-school suspension may be applied:

- ▶ Tobacco
- ▶ Public Display of Affection
- ▶ Inappropriate Use of District Technology and/or Property
- ▶ Disrespectful or Disruptive Speech or Conduct
- ▶ Fighting

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

#### **Impact on Grades**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

### **MISCONDUCT WITH ACCOMPANYING CONSEQUENCES**

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## Section I: Violations Against Public Decency and Good Order

At the discretion of administrators the consequences described in the Progressive Discipline Plan printed at the end of this section will be used for violations listed under Section I only. Any level of consequence may be applied at any time based on severity and frequency of the violation.

1. **Disrespectful or Disruptive Speech or Conduct** (see Board policy AC if illegal harassment or discrimination is involved) – Conduct or verbal, written, pictorial or symbolic language, including taunts, name-calling and put-downs, that is in violation of district policy or is otherwise profane, rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions, or behavior that is inappropriate in public settings. Students will not be disciplined for speech in situations where it is protected by law.
2. **Dangerous Behavior** – To behave in ways that create a situation that could result in physical injury to one's self or others or in property damage.
3. **Dishonesty** – Any act of untruthfulness such as lying, whether verbal or written, including forgery. Any forged document will be nullified. This shall also include acts of academic dishonesty, such as plagiarism, cheating or unauthorized collaboration.
4. **Public Display of Affection** – Physical contact that is inappropriate for the school setting.
5. **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
6. **Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
7. **Alternative Disciplinary Action Consequences – Progressive Discipline Plan**

Level	Elementary Level Action	Procedures
1.	Redirect	Confer with student. Correct behavior.



2.	Conference	Students may conference with teachers, administrators, and other school staff to resolve issues of behavior.
3.	School Service	Parent/Guardian will be notified in all cases of school service.
4.	Suspension (in/out) Parent/Guardian conference required upon reinstatement.	Students permitted a maximum of 1-3 days of suspension.
5.	Suspension (in/out) Parent/Guardian conference required upon reinstatement.	Students permitted a maximum of 3-5 days of suspension.
Level	Secondary Level Action	Procedures
1.	Conference	Students may conference with teachers, administrators and other school staff to resolve issues of behavior.
2.	Detention/School Service	Students permitted a maximum of 3 detentions per semester at this level. Parent/Guardian will be notified in all cases of assignment of detention or school service.
3.	In-School Suspension Parent/Guardian conference required upon reinstatement.	Students permitted a maximum of 3 in-school suspensions per semester.
4.	Out-of-School Suspension Parent/Guardian conference required upon reinstatement.	Students permitted a maximum of 3 out-of-school suspensions at this level per semester.
5.	Referral to Superintendent	Administrative Hearing and Evaluation

	(Meeting with C.O. administration to discuss discipline issues as well as possible school program changes or long-term consequences.)
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## Section II: Violations Against Public Health & Safety

1. **Arson\*** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

First Offense:	PPSC and 1-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

2. **Drugs – Controlled or Illegal Substance/Alcohol\*** (see Board policies JFCH and JHCD) – A student shall not possess or use, cause to be used, or attend school while under the influence of or soon after consuming any alcoholic beverage or drugs (controlled or illegal substance), unauthorized inhalants, or drug paraphernalia, whether hallucinogenic, barbiturate, stimulant or narcotic, nor act with another or others with the intent that another should knowingly possess, handle, or use, or cause to be used, or be sold an alcoholic beverage or drugs. (This includes counterfeit look-alike drugs and imitation controlled substances.)

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

- a. **Drugs**

- 1) **Controlled or Illegal Substance**

First Offense:	Any student in possession of, or under the influence of or soon after consuming, a drug (an illegal or controlled substance) or in possession of drug paraphernalia will be suspended out-of-school for a minimum period of 90 school
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	<p>days and up to 180 school days. Parents have the option of having their child tested to determine under the influence. (Student and parent participation in drug counseling or drug treatment could result in the shortening of a long-term suspension. Proper documentation must be provided.)</p> <p>Selling or distributing a controlled substance will cause a student to be suspended out-of-school for no less than 180 school days.</p>
Subsequent Offense:	Expulsion.

- 2) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	PPSC to 1-10 days suspension.
Subsequent Offense:	PPSC and 10 days suspension and a referral to the Office of the Superintendent for consideration of a long-term suspension.

b. Alcoholic Beverages

*Elementary - Primary*

First Offense:	PPSC to 1-10 days suspension.
Subsequent Offense:	PPSC and 10 days suspension and a referral to the Office of the Superintendent for consideration of a long-term suspension.

*Elementary - Intermediate/Middle School/High School*

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First Offense:	Any student in possession of, or under the influence of or soon after consuming, an alcoholic beverage will be suspended out-of-school a minimum of 10 days and referred to the Office of the Superintendent for consideration of a long-term suspension/expulsion. Parents have the option of having their child tested to determine under the influence. (Student and parent participation in alcohol counseling or alcohol treatment could result in the shortening of a long-term suspension. Proper documentation must be provided.)
Subsequent Offense:	90 school days minimum out-of-school suspension and up to 180 school days out-of-school suspension and referral to the Office of the Superintendent for consideration of expulsion.

3. **Fireworks, Explosive Devices, Chemical Disruption, Pepper Spray** – Possession or ignition of fireworks or chemicals on district property, including incendiary devices such as matches and lighters.

*Elementary*

First Offense:	PPSC to 1-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.
Subsequent Offense:	PPSC and 10 days suspension and a referral to the Office of the Superintendent for consideration of a long-term suspension.

*Middle School/High School*

First Offense:	PPSC and in-school suspension, 1-10 days out-of-school suspension and a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days out-of-school suspension and a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

- 4 Tobacco – Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed or used in accordance with district policy JHCD.

*Elementary*

First Offense:	PPSC to 1-2 days suspension, confiscation of prohibited product.
Subsequent Offense:	PPSC and 2-5 days suspension, confiscation of prohibited product.

*Middle School/High School*

First Offense:	PPSC and 3-5 days in-school suspension, confiscation of prohibited product.
Second Offense:	PPSC and 5-8 days out-of-school suspension, confiscation of prohibited product.
Subsequent Offense:	PPSC and 10 days out-of-school suspension, confiscation of prohibited product, and a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

**Section III: Violations Against Persons**

**1. Assault or Battery of a Staff, Faculty Member or Fellow Student\***

- A. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

A person commits the offense of assault and battery if he/she:

- a. Attempts to cause or recklessly causes physical injury to another person, or
- b. With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
- c. Purposely places another person in apprehension of immediate physical injury; or
- d. Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person; or
- e. Knowingly causes physical contact with another person knowing the other person will regard the conduct as offensive or provocative.

NOTE: Within the school setting, school officials may determine that an act of "horseplay" in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than assault.

*Elementary - Primary*

First Offense:	PPSC and 1-3 days suspension.
Second Offense:	PPSC and 3-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

*Elementary - Intermediate*

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First Offense:	PPSC and 3-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days suspension with referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

*Middle School/High School*

First Offense:	PPSC and 5-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

- B. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

*Elementary/Middle School/High School*

First Offense:	Referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	Referral to the Office of the Superintendent for consideration of expulsion.

2. **Bullying and Cyberbullying (see Board policy JFCF)** – 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 is 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.

*Elementary*

First Offense:	PPSC to 3 days suspension.
Second Offense:	PPSC and 3-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.

*Middle School/High School*

First Offense:	PPSC and 1-5 days in-school suspension to 1-5 days out-of-school suspension.
Second Offense:	PPSC and 1-8 days out-of-school suspension.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

- 3 Extortion\* – Threatening or intimidating any person for the purpose of obtaining money or anything of value. Restitution will be made.

*Elementary*

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First Offense:	PPSC to 1-3 days suspension.
Subsequent Offense:	PPSC and 3-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

*Middle School/High School*

First Offense:	PPSC and 3-5 days in-school suspension, or 1-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/ expulsion.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

- 4 **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

The following consequences are for students on short-term suspension of less than ten days.

*Elementary*

First Offense:	PPSC to 1-3 days suspension.
Subsequent	PPSC and 3-10 days suspension with a possible referral to the Office of the

Offense:	Superintendent for consideration of a long-term suspension/ expulsion. Report to law enforcement for trespassing if expelled.
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***Middle School/High School***

First Offense:	PPSC and 3-5 days in-school suspension, or 1-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/ expulsion. Report to law enforcement for trespassing if expelled.

The following consequence is for students on long-term suspension of ten days or more:

Any violation of "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences" will trigger an automatic referral to the Office of the Superintendent for consideration of further suspension and/or expulsion and notification to law enforcement officials. A report to law enforcement for trespassing will be made if the student expelled.

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

***Elementary***

First Offense:	PPSC to 1-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.
Subsequent Offense:	PPSC and 10 days suspension and a referral to the Office of the Superintendent for consideration of a long-term suspension.

*Middle School/High School*

All Offenses:	PPSC and 1-10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension.
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- 6 **Fighting\*** (see also "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Fighting (legally defined as Public Affray) occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence toward each other, in any angry or quarrelsome manner or do each other willful mischief, or if any person shall assault another and strike him in any public place to the terror or disturbance of others, the person or persons shall be deemed guilty of a misdemeanor.

NOTE: Within the school setting, school officials may determine that an act of "horseplay" in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than fighting.

*Elementary*

First Offense:	PPSC to 3 days suspension.
Second Offense:	PPSC and 3-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.

*Middle School/High School*

First Offense:	PPSC and 3-5 days in-school suspension to 1-5 days out-of-school suspension.

Second Offense:	PPSC and 5-8 days out-of-school suspension.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

7. Harassment, including Sexual Harassment\* – (see Board policy AC)

*Elementary - Primary*

First Offense:	PPSC to 1-day suspension.
Second Offense:	PPSC and 1-2 days suspension.
Third Offense:	PPSC and 3-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

*Elementary - Intermediate*

First Offense:	PPSC and 3 days suspension.
Second Offense:	PPSC to 3-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

*Middle School/High School*

- a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	PPSC and 1-10 days in-school suspension or 1-5 days out-of-school suspension.
Second Offense:	PPSC and 1-10 days out-of-school suspension and a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days out-of-school suspension and a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

- b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	PPSC and 1-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

- 8 Hazing (see Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission,

membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

*Elementary - Primary*

First Offense:	PPSC and 1-3 days suspension.
Second Offense:	PPSC and 3-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

*Elementary - Intermediate*

First Offense:	PPSC and 3-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days suspension with referral to the Office of the Superintendent for consideration of a long-term suspension/ expulsion.

*Middle School/High School*

First Offense:	PPSC and 5-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

9. **Theft\*** – Theft, attempted theft or knowing possession of stolen property. When appropriate, restitution will be required.

*Elementary*

First Offense:	PPSC to 1-3 days suspension.
Second Offense:	PPSC and 3-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

*Middle School/High School*

First Offense:	PPSC and in-school suspension or 1-10 days out-of-school suspension with possible referral to the Office of the Superintendent for consideration of a long-term suspension.
Subsequent Offense:	PPSC and 10 days out-of-school suspension/expulsion with a referral to the Superintendent for consideration of a long-term suspension/expulsion.

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

*Elementary/Middle School/High School*

First Offense:	PPSC and 1-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension.

- 11 **Vandalism\*** (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. Monetary and/or physical restitution will be required.

*Elementary*

First Offense:	PPSC to 1-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.

*Middle School/High School*

First Offense:	PPSC and 1-10 days out-of-school suspension with possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC and 10 days out-of-school suspension with possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

- 12 **Weapons\*** – (see Board policy JFCJ)

*Elementary/Middle School/High School*

- a. Possession or use of any weapon as defined in Policy JFCJ, subsections 3 through 5.

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



Offense:	
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- b. Possession or use of a weapon as defined in Policy JFCJ, subsection 1-2.

All Offenses:	One calendar year out-of-school suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
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- c. Possession or use of ammunition or a component of a weapon.

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

#### Section IV: Violations Against District Standards

1. Use of Audio or Visual Recording Equipment (in violation of Board policy KKB)

##### *Elementary School*

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

##### *Middle School*

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

### *High School*

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

2. **Disruptions Related to Threatening Groups** – Involvement in group-related violent activities directed toward another student, groups of students, staff members or patrons. This category includes fights involving groups of students, verbal or non-verbal threats of violence by groups of students, or any similar acts of intimidation or violence resulting from such group activity.

### *Elementary*

First Offense:	PPSC to 1-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.

### *Middle School/High School*

First Offense:	PPSC and 1-10 days out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

Subsequent Offense:	PPSC and 10 days out-of-school suspension with a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
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3. **Electronic Communication Devices** – During the regular school day cellular phones or beepers will be kept out of sight and turned off, except as provided for in policy EHBA. Such devices will not be allowed at the elementary level during the school day. Headphones and iPods must be kept in backpacks or lockers and may be used after school only.

*Elementary - Primary*

All Offenses:	PPSC, device given to parents at conference.
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*Elementary - Intermediate*

First Offense:	PPSC, device given to parents at conference.
Subsequent Offense:	PPSC, up to 1-day suspension, device given to parents at conference.

*Middle School*

First Offense:	PPSC.
Second Offense:	PPSC, 1-3 days in-school suspension.
Subsequent Offense:	PPSC, 3-5 days in-school suspension or 1-3 days out-of-school suspension.

*High School*

First Offense:	PPSC and 1 day in-school suspension.
Second Offense:	PPSC, 1-3 days in-school suspension or 1 day out-of-school suspension.
Subsequent Offense:	PPSC, 3-5 days in-school suspension or 1-3 days out-of-school suspension.

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

*Elementary*

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

*Middle School/High School*

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

5. **Inappropriate Use of District Technology and/or Property** (see Board policy EHB and procedure EHB-AP1) – This includes, but is not limited to, inappropriate use of the Internet, phones, school address, videos or music. Inappropriate material will be confiscated. When appropriate, restitution will be required.

First Offense:	1-10 days loss of computer privileges to in-school suspension.
Subsequent Offense:	PPSC, 1-10 days in-school or out-of-school suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

6. **Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student/Parent conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention, in-school suspension, or 1-10 days out-of-school suspension.

7. **Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

8. **Tardies** – A student who arrives at school following the scheduled beginning of the school day or arriving at a class following its scheduled beginning time without a proper excuse from a staff member is "tardy."

*Elementary*

All Offenses:	PPSC.
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*Middle School/High School*

See building handbook for consequences.

9. Truancy (see Board policy JED) - Absence from school or class without the prior consent of parents/guardians and knowledge of the school staff; excessive non-justifiable absences, even with the consent of parents/guardians. (A student is ineligible for extracurricular activities on the days he or she is absent from school and any non-school days immediately following a truancy.)

*Elementary*

All Offenses:	PPSC.
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*Middle School*

First Offense:	PPSC and 1-3 days in-school suspension.
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Subsequent Offense:	PPSC and 3-5 days in-school suspension, and removal from extracurricular activities.
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*High School*

First Offense:	PPSC, 1 day in-school suspension.
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Second Offense:	PPSC and 1-3 days in-school suspension, and removal from extracurricular activities.
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Subsequent	PPSC and 1-3 days out-of-school suspension, and removal from
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Offense:	extracurricular activities.
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10. **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.

*Elementary*

First Offense:	PPSC to 1-5 days suspension.
Subsequent Offense:	PPSC and 5-10 days suspension with a possible referral to the Office of the Superintendent for consideration of a long-term suspension.

*Middle School/High School*

First Offense:	PPSC to 1-10 days in-school or out-of-school suspension with possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense:	PPSC to 1-10 days in-school or out-of-school suspension with possible referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.

**Combination/Multiple Offenses** – Behavior that is continually disruptive to the learning process thus requiring discipline in a combination of categories as outlined in this policy.

All Offenses:	Students who have received 3 out-of-school/in-school suspensions for any combination of disciplinary violations may be referred to the Office of the Superintendent for a long-term suspension on the fourth such warranted offense. The fifth suspendible offense will result in a 10-day out-of-school suspension and a referral to the Office of the Superintendent for consideration of a long-term suspension/expulsion.
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**Section V: Bus Misconduct**

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

The safety of students is the paramount concern of the district while transporting students. For that reason students are expected to follow the written bus rules that have been distributed as well as to adhere to the general standards of appropriate behavior that apply to school in general.

For less serious infractions of the bus rules and general behavior standards, the student will be given a written misconduct notice (green slip).

First and Second Misconduct Notices:	A copy of the written notice (green slip) will be given to the student by the driver at the first possible opportunity. The driver will provide the school a copy of the notice as soon as possible. The student's copy will be signed by the parent or guardian and returned to the driver the next school day. The driver will return the signed copy to the school or inform the school of the lack of a signed slip. Failure to return a signed slip may result in the loss of transportation privileges.
Third and Subsequent Notices:	A copy of the written notice (green slip) will be given to the student by the driver at the first possible opportunity. The driver will provide the school a copy of the notice as soon as possible and notify the school if the incident is of a serious nature. This will allow the school officials to notify the parent or guardian that transportation services will be denied that evening or the next morning. A school administrator will contact the parent or guardian and the bus company to inform them of the suspension received by the student. Following the suspension, bus service will be resumed after the parent has signed and returned the notice to the driver who then turns it into the school office. Failure to return a signed slip may result in further loss of transportation privileges.

### *Suspension*

Suspensions will be administered on the following basis:

First Suspension:	3 days off the bus



Second Suspension:	5 days off the bus
Third Suspension:	10 days off the bus
Fourth Suspension:	45 days off the bus
Fifth Suspension:	Consideration for removal for the remainder of the school year

On the fourth suspension, the superintendent's designee will be notified before the suspension goes into effect.

After the fifth suspension, the student and his/her parent or guardian must appear at a hearing with the superintendent's designee in order for the student to be reinstated to ride the bus.

Although suspension of transportation privileges will not normally occur at the time of either the first or second written notice, a suspension at that time may result from the following serious examples of misconduct:

- ▶ Throwing items out of window
- ▶ Lurid gestures
- ▶ Fighting
- ▶ Cursing at the driver or fellow students
- ▶ Disrespectful behavior toward the driver
- ▶ Safety infractions
- ▶ Vandalism or destruction of bus property
- ▶ Other suspendible offenses listed in policy/policy regulation
- ▶ Discipline violations listed in the Safe Schools Act

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

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# Appendix B

## Parent Rights Per Title I



Center School District #58  
Administrative Offices  
8701 Holmes, Kansas City MO 64131-2899  
Telephone: (816) 349-3300  
Fax: (816) 349-3300

***A Fully Accredited, Missouri A+ School District...***

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to The Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to prove to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in a field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certifications or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Center School District  
Federal Programs

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

**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V  
<sup>2</sup> In compliance with ESSA Title IV-D-FOI-C, Sec. 4204(b)(3)(C)

Revised 4/17

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private schools, faith or representative.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

**9. How will appeals to the Department be investigated?**

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

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

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