

**2023-2024**  
**Stafford Middle School Student Handbook**

Stafford Middle School, 213 W. McCabe, Strafford, MO 65757

Hours: 7:30 a.m.- 4:00 p.m.

Telephone: 417-736-7000 ext. 1300

FAX: (417) 736-7019

Note: It is the student and parents' responsibility to read and become familiar with the guidelines and rules in this handbook.

**WELCOME**

Dear Student,

Welcome to Stafford Middle School. We, the staff of SMS, look forward to an exciting 2023-2024 school year! We will provide you with many exciting opportunities; as it is our goal to support you educationally in every way possible. We believe in you and your abilities. We encourage you to study and learn as much as you can. We also encourage you to be yourself and maintain your individuality, have the courage to stand up for what is right, and still have FUN! Have a great school year!

Ms. Chadwell  
Middle School Principal

**Stafford R-VI Vision Statement**

The Stafford Community will graduate individuals with the skills to be productive, responsible citizens. We will work together to create and maintain an atmosphere, which supports high expectations of achievement and encourage each student to develop a personal vision early in life. We will promote school and community pride and support the pursuit of excellence in all endeavors.

**Stafford R-VI Mission Statement**

Stafford R-VI School will develop the potential in every student by providing a learning environment conducive to developing mature, responsible individuals who contribute to our changing society.

**Mission Statement of Stafford Middle School**

The aim of Stafford Middle School is to help the student develop as a problem-solver and to nurture the individual's growth in basic skills, thinking skills, and personal/social qualities.

**SCHOOL MOTTO**  
"GREAT IN THE MIDDLE"

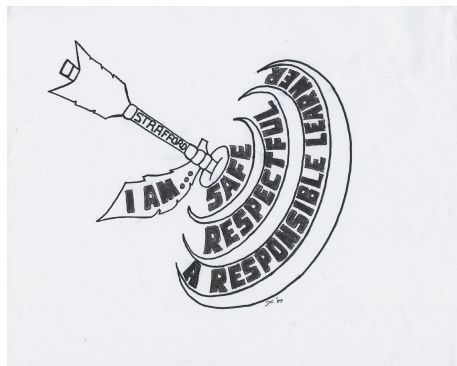
**SCHOOL MASCOT**  
INDIAN

**SCHOOL COLORS**  
MAROON, GRAY, WHITE

**MIDDLE SCHOOL STAFF**  
 Marci Chadwell, Principal  
 Steve Frank, Assistant Principal  
 Nancy Ward, Counselor  
 Bri Breedlove, Counselor  
 Christy Chrisman, Administrative Assistant

Jesse Alsup	8th grade Science/Health
CJ August	Special Education Director
Dale Bean	5th grade PE/HS Softball
Justin Breedlove	5th grade PE
Zach Chittenden	Vocal Music/Choir
Duane Fabro	Industrial Technology
Suzanne Lawler	5th grade ELA
Chuck Hannaford	Special Services
Tim Hester	Physical Education
Alicia Hill	Reading Interventionist
Lisa King	8th grade Social Studies
Garrett Morey	8th grade Math
Jana Greenfield	5th grade Reading
Russell Lee	Band
Aaron Luebbe	7th grade Art
Erika Lundien	Social Studies/National Junior Honor Society
Marti Miller	Nurse
Jerry Masengill	5th grade Science
Jennifer Matthews	6th grade Reading
Julie Meadows	5th grade Math
Ronda White	8th grade ELA
Rodney Mullings	Physical Education
Vanessa Orchard	6th grade Language Arts
CJ August	Special Education Director
Brooke Perryman	Special Services Teacher
Cleave Perryman	Special Services Teacher
Hailey McKarus	7th grade ELA
Cindy Rear	Physical Education/Health
Megan Richardson	Speech Therapy
Michele Robnett	Curriculum Director
Eric Rogers	Vocational Agriculture
Mandy Rogers	6th grade Math
Tyler Ryerson	Physical Education
Lacey Ross	Nurse
Dalton Taylor	Special Education
Matthew White	Testing Coordinator
Andrea Williams	Gifted
Mandy Williams	7th grade Math/Careers
Taylor Yarberr	6th grade Science
Drew Ames	7th grade Science
Shana Zbaren	Library Aide/Yearbook/Stuco

## Positive Behavior Support



## at Strafford Middle School

### What is PBIS?

PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. The focus of PBIS is on a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behaviors to create a positive school environment. Support or strategies to achieve positive behavior are taught in all areas of the school, including individual classrooms and common area and throughout the school (cafeteria, library, rest-rooms, etc.)

### Why PBIS?

The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

# What does this mean for the student?

- Students will know and follow the Behavior Expectations:

*As a student of Strafford Middle School, I will be*

*Safe*

*Respectful*

*Resourceful*

*A Responsible Learner*

- Students will have the opportunity to practice positive behavior all year long.
- Students will be recognized for their positive behavior on a regular basis.

<b>I A M</b>	<b>All settings</b> (This may be according to the classroom)	<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Bus</b>	<b>Assemblies</b>	<b>Playground</b>
<b>S A F E</b>	<ul style="list-style-type: none"> <li>*Follow all school rules</li> <li>*Maintain personal space</li> <li>*Report any concerns</li> <li>*Ask permission to leave any setting</li> <li>*Listen and follow adult directions</li> <li>*Stay healthy remain drug free</li> </ul>	<ul style="list-style-type: none"> <li>*Follow all classroom rules</li> <li>*Use materials appropriately</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Maintain proper traffic flow</li> <li>*No stopping or standing in the middle of the hallway</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Maintain personal space</li> <li>*Place all trash in trash can</li> <li>*Choose a seat and stay seated</li> <li>*Talk quietly only to those close to you</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and water</li> <li>*Keep water in the sink</li> <li>*One person per stall</li> <li>*Flush</li> <li>*Report any concerns</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Choose one seat and stay seated</li> <li>*Talk quietly only to those close to you</li> <li>*Maintain personal space</li> <li>*Keep everything inside the bus at all times</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Enter and exit the buildings in an orderly manner</li> <li>*Remain with class</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Maintain personal space</li> <li>*Use appropriate language</li> <li>*Use equipment for intended purposes</li> <li>*Report any concerns</li> </ul>
<b>R E S P E C T F</b>	<ul style="list-style-type: none"> <li>*Use polite and positive language with students and adults</li> <li>*Show care, kindness, and respect for others and their property</li> <li>*Respect the learning environment</li> </ul>	<ul style="list-style-type: none"> <li>*Maintain personal space</li> <li>*Be honest</li> <li>*Follow all classroom rules</li> <li>*Actively listen and stay on task</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly so others can continue learning</li> <li>*Maintain personal space</li> <li>*No gossip or hurtful comments</li> </ul>	<ul style="list-style-type: none"> <li>*Eat and touch only your food</li> <li>*Maintain personal space</li> <li>*Use appropriate behavior while waiting in line</li> <li>*Talk quietly only to those close to you</li> <li>*Do not mix or play with your food</li> </ul>	<ul style="list-style-type: none"> <li>*Allow for the privacy of others</li> <li>*Clean up after self</li> <li>*Maintain personal space</li> <li>*Respect school and personal property</li> <li>*Report any concerns</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit the bus calmly</li> <li>*Use appropriate language with students and adults</li> <li>*Maintain personal space</li> <li>*Respect school and personal property</li> </ul>	<ul style="list-style-type: none"> <li>*Be an active listener</li> <li>*Applaud appropriately</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit the building quietly</li> <li>*Share equipment</li> <li>*Maintain personal space</li> <li>*Use appropriate language</li> <li>*Follow all playground guidelines</li> </ul>

<b>U L</b>	*Follow all school guidelines *Respect others in activities *Maintain personal space							
<b>A R L E E S A P R O N E S R L</b>	*Be at school on time *Exhibit "Indian Pride" *Electronic devices used outside of school day only *Plan with caregivers	*Be prepared *Stay on task *Make good choices *Complete assignments on time *Always do your best work	*Return to class promptly when changing classes	*Use proper manners *Remain in your seat	*Return to class promptly	*Listen to and follow all directions given by adults on the bus	*Raise your hand to share when prompted by a leader or adult *Keep comments and questions on topic	*Listen to all directions given and follow them

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### **No Child Left Behind Act of 2001**

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to **The No Child Left Behind Act of 2001** (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

\*Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

\*Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

\*Whether your child is provided services by paraprofessionals and, if so, their qualifications.

\*What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

\*Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.

\*Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### Principles of Effectiveness:

**The No Child Left Behind Act of 2001** required a school district to select and develop its program or activities based on the Principles of Effectiveness for Title IV, Part A, Safe and Drug-Free Schools and Communities.

A. Principle 1: Needs Assessment—A school district shall base its program on an assessment of objective data regarding the incidence of violence, serious discipline problems, and illegal drug use in the schools and communities served.

B. Principle 2: Performance Measures—A school district shall base its program on performance measures aimed at ensuring the schools and communities have a safe, orderly, and drug-free learning environment.

C. Principle 3: Scientifically Based Research—A school district's program and activities shall be based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use.

D. Principle 4: Analysis of the Data—A school district shall review an analysis of the data on the prevalence of risk factors, including reported cases of child abuse and domestic violence, and of protective factors, and other variables.

E. Principle 5: Program Evaluation—A school district shall evaluate its program to assess progress towards reducing violence and illegal drug use in schools served, based on performance measures, and results shall be used to refine, improve, and strengthen the program, and shall be made available to the public.

#### **Legal Notice: Family Educational Rights and Privacy Act (FERPA)**

If you do not want Strafford R-VI School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by January 2010. Strafford R-VI School District has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent educational agency or institution attended, and degrees, honors, and awards received (Note—an LEA may, but does not have to, include all the information listed above).

## **HANDBOOK**

### **Introduction**

The purpose of this handbook is to serve as a guide to help you better understand the plan and organization of the Strafford R-VI Middle School. This information has been carefully prepared and presented so that it will help you adjust to our school and to become familiar with the policies and procedures contained herein.

### **Notice of Compliance**

This is to notify applicants for employment, students, parents and employees that the Strafford School District is an equal opportunity employer and is in compliance with Public Law 92-318, Title IX. The Strafford School District does not discriminate on the basis of sex in its educational programs, activities or employment.

Any student, parent, or employee alleging non-compliance with any part of Title IX should file a written complaint during regular office hours with CJ August , Coordinator of Special Education, Strafford Public Schools, MO 65757.

A grievance procedure has been adopted by the Strafford R-VI School District to expedite prompt and equitable resolution of any complaint.

### Goals and Objectives

The Strafford Middle School has adopted the Three-Part Foundation of SCANS (U.S. Department of Labor, Secretary's Commission on Achieving Necessary Skills) adapted and revised by the district staff as follows:

- I. BASIC SKILLS: reads, writes, solves, listens, speaks, understands, Relates, demonstrates and utilizes:
  - A. Reads-locates, understands, relates, demonstrates, and utilizes.
  - B. Writes-Communicates thoughts, ideas, information, and messages in writing.
  - C. Solves-Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
  - D. Listens-Receives, attends to, interprets, and responds to verbal messages and other cues.
  - E. Speaks-Organizes ideas and communicates orally.
  - F. Understands-Understands scientific concepts and relationships and their role in the environment.
  - G. Relates-Understands the role of people and events in the development of society.
  - H. Demonstrates an appreciation of and expression through the arts.
  - I. Utilizes-Selects and applies appropriate technology as a tool for problem solving and communication.
- II. THINKING SKILLS: Thinks creatively, makes decisions, solves Problems, processes, knows how to learn, and reasons.
  - A. Creative Thinking-Generates new ideas.
  - B. Decision Making-Specifies goals and constraints, generates, considers, risks, and evaluates and chooses the best alternative.
  - C. Problem Solving-Recognizes problems and devices and implements plans of action.
  - D. Processing-Organizes symbols, pictures, graphs, objects, and other information.
  - E. Knowing How to Learn-Uses efficient learning techniques to acquire and apply new knowledge and skills.
  - F. Reasoning-Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.
- III. PERSONAL/SOCIAL QUALITIES:

Displays responsibility, integrity, honesty, self-esteem, social skills, and diligence.

  - G. Responsibility-Assesses self accurately sets personal goals, monitors Progress, and exhibits self control.
  - H. Integrity/Honesty-Chooses ethical courses of action.
  - I. Self-Esteem-Believes in own self-worth and maintains a positive view of self.
  - J. Social Skills-Demonstrates understanding, cooperation, adaptability, respect for others and politeness in group settings.
  - K. Diligence-Exerts a high level of effort and perseveres towards goal attainment.



## **Student Activities**

The academic program is the first priority at SMS, but in order to aide students in developing as a total person, many co-curricular activities are offered. Students should be encouraged to take part in any activity that is of interest to them. To have students active in school-related areas they enjoy is productive for both the student and the school.

### **Student Activities Include:**

Basketball (Boys & Girls)	Baseball
Cheerleading	Cross Country (Boys & Girls)
Football	FFA (8 <sup>th</sup> grade)
Honor Choir	National Junior Honor Society
Softball	Student Council
Track (Boys and Girls)	Volleyball

Participation in the activities program is a privilege. When a student's conduct in school results in a suspension of any type, the student will be excluded from the activities program for a specific length of time. The scope and sequence for exclusion from activities is explained in the citizenship standards for extra-curricular activities.

### **Strafford Middle School Grading Scale**

A	93-100	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-83	F	59 & BELOW
C+	77-79	I	INCOMPLETE
C	73-76		

### **HONOR ROLL**

To make the honor roll, a student must have a minimum grade point average of 3.0, with no D's or F's, and must be enrolled in at least five credits.

Superintendent's-4.0  
Principal's-3.7-3.99  
Faculty-3.5-3.699  
Basic-3.0-3.499

### **Homework Policy**

All students of Strafford Middle School are expected to participate actively in the learning process by completing all homework assignments assigned by the staff. Recognizing that students must sometimes deal with real-world situations beyond their control, the middle school has adopted the following policy:

**\* If you have any questions regarding homework, please contact your son/daughter's teacher.**

### **Progress Reports**

Progress Reports are emailed to parents during each nine-week period for classes in which a student is receiving below a C-.

### **Summer School**

A student will have to attend summer school should the student fail one full semester of a core subject area such as math, science, social studies or communication arts. Should a student fail one semester of reading, that semester will have to be made up in summer school. The guidelines for summer school are as follows: 1) a student cannot be absent for more than one day, otherwise the student will be dropped from summer school and will have to repeat the grade they were in, 2) a student cannot be tardy more than twice or the student will be dropped from summer school and will have to repeat the grade they were in.

### **Guidance**

School guidance services are provided as part of the total education program at Strafford Middle School. Students may receive counseling services from the district's counselors. If a student receives counseling services outside the district, it must be done outside school hours unless it is arranged by the parent/guardian with the building principal.

### **Arrival at School**

The building opens at 7:40 a.m. Any student arriving at 7:40 a.m. should go directly to their homeroom class. 5<sup>th</sup>/6<sup>th</sup> grade students eat breakfast in their homeroom class. 7<sup>th</sup>/8<sup>th</sup> grade students will eat breakfast in their homeroom class.

#### **5<sup>th</sup> grade bell schedule**

Homeroom	8:00-8:10
1 <sup>st</sup> hour	8:10-9:00
2 <sup>nd</sup> hour	9:04-9:55
3 <sup>rd</sup> hour	9:59-10:50
Lunch	10:50-11:15
4 <sup>th</sup> hour	11:19-12:15
5 <sup>th</sup> hour	12:19-1:15
6 <sup>th</sup> hour	1:19-2:10
7 <sup>th</sup> hour	2:14-3:05

#### **6<sup>th</sup> grade bell schedule**

Homeroom	8:00-8:10
1 <sup>st</sup> hour	8:10-9:00
2 <sup>nd</sup> hour	9:04-9:55
3 <sup>rd</sup> hour	9:59-10:50
Lunch	10:50-11:15
4 <sup>th</sup> hour	11:19-12:15
5 <sup>th</sup> hour	12:19-1:15
6 <sup>th</sup> hour	1:19-2:10
7 <sup>th</sup> hour	2:14-3:05

#### **7<sup>th</sup>/8<sup>th</sup> grade bell schedule**

Homeroom	8:00-8:10
1 <sup>st</sup> hour	8:10-9:00
2 <sup>nd</sup> hour	9:04-9:55
3 <sup>rd</sup> hour	9:59-10:50
4 <sup>th</sup> hour	10:54-11:50
Lunch	11:50-12:15
5 <sup>th</sup> hour	12:19-1:15
6 <sup>th</sup> hour	1:19-2:10
7 <sup>th</sup> hour	2:14-3:05

### **Prearranged Absences**

If a student and his/her parents or guardians have prior knowledge of an absence, it is suggested that the principal's office be contacted and informed of such absences. This will assure the student that missed work may be made up, and the teachers can give the student the work in advance. Please be sure to check in advance to determine if the absence will be excused.

### **Attendance**

Regular attendance is a predictor of future success. Two major reasons students fail are poor attendance and lack of effort. Frequent absences lead to a lack of responsibility. The guidelines of the policy adopted by the Strafford R-VI

Board of Education will be followed, refer to policy JED-R. Absences for school-sponsored activities will not be counted as absences when the student is under the direct supervision of a school staff member (field trips, athletic events, music events and club-organization events). Makeup assignments must be completed in advance or at the request of the teacher due to an absence for a school-sponsored activity. The school cannot teach pupils who are not present. Frequent absence of pupils from regular classroom learning experiences disrupts the continuity of the instructional process, and the benefit of regular classroom instruction is lost. Continual absenteeism does little to develop students' sense of responsibility for their behavior. All absences are unexcused unless a physician's note is brought to the office. Absences are also excused in the case of a death in the family or hospitalization. Judgment calls will be made by the principal or assistant principal.

Regular school attendance is compulsory by law (167.031, 167.033, 167.051) and by the STRAFFORD Board of Education for any student enrolled in the STRAFFORD Schools, unless exempted by law (167.031 or situations over which the student or his/her parents have no control. The school administration and teachers are expected to enforce the law (167.111) and policy regarding regular attendance. The administration will determine if circumstances for absences are those over which the parents, legal guardians or students have no control. Students who are absent for other reasons shall be considered truant and subject to school disciplinary procedures. Continued truancy will be subject to enforcement in accordance with the law (167.061, 167.071, 167.111). Parents or guardians are compelled by law (167.031, 167.061) to cause their children to attend school regularly. A student shall be allowed a maximum of five (5) instances of absence from school for any reason, including suspension, during a semester. A student shall be permitted to make up work missed as a result of any of the first five (5) absences. It shall be the student's responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete those assignments after returning to school following the absence. After the third absence, the parent or guardian will be notified in writing as to the student's standing with a copy of the attendance policy and rules and regulations included. Absences in excess of five (5) instances during a semester will result in failure for the semester unless the student and his/her parent or guardian can justify the excessive absence(s) before a committee of concerned school persons. Family vacations are discouraged during the school year. Prior notification to the principal, secretary, and teachers must be established. To obtain grades, all work must be turned in.

***LAW ENFORCEMENT REGARDING COMPULSORY ATTENDANCE***  
*(City Of Strafford, Ordinance 606)*

Parents of students failing to meet the compulsory attendance law can be subject to prosecution as outlined in Ordinance 606, City of Strafford. As stated in the ordinance Section 8: Any parent, guardian or other person having charge, control or custody of a child, who violates any provision of this ordinance shall be guilty of violating this ordinance and shall be fined no less than One Hundred Dollars (\$100) and/or imprisonments for up to thirty (30) days, after which each successive school day shall constitute a separate violation of this ordinance.

**Attendance Review Committee (ARC)**

Excessive absences may need to be reviewed by the Attendance Review Committee to determine whether a student should receive credit for missing assignments. The ARC will consist of the Principal, Middle School Counselor, and the teachers of the student making the appeal. If the student and/or parents or guardians wish to appeal the decision of the ARC, they may do so to the Superintendent of Schools and then the Board of Education.

**Tardies**

Being on time and prepared to begin work is an important skill to develop. With proper planning, the student should not be tardy; there are four minutes between classes. The student is tardy if he/she is not in his/her classroom when the tardy bell rings. Students will be disciplined for tardies as follows:

1. Warning given by teacher
2. Lunch Detentions
3. Principal conference and 4 Lunch Detentions
4. 1 Day of ISS
5. 2 Days of ISS
6. Handled on an individual basis with punishments ranging from 1-10 days of ISS or 1-10 days of OSS.

Students will be given a “clean slate” in regards to tardies at the beginning of the second semester. The step system listed above will begin at that time.

### **Withdrawal From School**

All students who withdraw from school for any reason must obtain a withdrawal form. This is to be taken to each teacher and to the library, and all books and school property are to be returned. State law states that new students will not be admitted to school, even for the day, unless health records are presented. Be certain that all health records are obtained when you check out of school.

### **Visitors**

The visitors who come to this school form an immediate impression of the school based on the actions of the students. This means that the students should be polite and courteous at all times. A good appearance of the students reflects a good school. Any visiting student must be pre-approved before the day of the visit and must also get a visitor’s pass from the principal’s office. No student will be allowed to visit the Middle School if that student is supposed to be attending classes elsewhere or has been suspended or dropped from another school. All visitors must report directly to the principal’s office. Visitors are required to check in at the middle school office. During school hours, no visitors are allowed beyond the office unless they have a meeting with faculty or are coming to eat with a student during the lunch hour.

### **Lost and Found**

All valuables should be kept at home, as the school is not responsible for any lost items. All unclaimed clothing items are donated at the end of each quarter after announcements are made to both students and parents.

### **Use of Telephone**

Students must be granted permission to use a school phone by the secretary, principal, or classroom teacher. Requests should be made for emergency use only. Cell phones are **NOT** permitted (see electronic device under discipline).

### **Locker**

A locker will be issued to students for the protection of their personal possessions. Locker combinations must be kept confidential and lockers must be locked at all times in order to insure protection. Use only the locker assigned to you and do not move from your assigned locker. If a student chooses to move without permission they will be disciplined by the principal. There will be one school wide locker clean out each semester. Do not store valuable items in your locker. Please report any locker problems to the office immediately. School officials have the right to inspect all lockers.

### **Insurance**

An optional student accident insurance is available to Strafford students. Forms are available online to all students at the beginning of school. Parents should send the insurance forms directly to the insurance company. More information is available in the Middle School Office.

### **Breakfast/Lunch Program**

The school provides both breakfast and lunch programs for students. Breakfast is served from 7:40 to 8:00 a.m. daily. Prices are as follows: Breakfast is \$2.25 (full) and \$.30 (reduced); Lunch \$3.00 (full) \$.40 (reduced).

### **Cafeteria Expectations**

Cafeteria manners are expected to be based on common courtesy and thoughtful actions. The following guidelines are to be followed:

1. Seating will be assigned by class. The administration will then decide if students may select their own seating.

2. Excessive noise cannot and will not be tolerated.
3. All students are to stay in their seats except while picking up lunch, returning their tray or on their one trip to the snack line.
4. Each student is responsible for cleaning his/her eating area and for returning the lunch tray to the window.
5. Students who create problems during lunch will be assigned seats or will help clean the cafeteria.

### **Nurse's Office Procedures and Policies**

The nurse's office is scheduled to be open daily from 8:00 a.m. to 3:30 p.m. It is located next to the high school office. Phone number: 736-7000 ext. 1442.

1. Students may report to the nurse's office in case of an emergency, illness, or injury after notifying the Principal's office. Students must check back in at the Principal's office upon returning to the building.
2. The school nurse will contact the parent or guardian regarding dismissal from school due to illness or injury. The nurse will also contact the Principal's office.
3. Students must contact the Principal's office upon returning to school after being absent.
4. Changes in medication policy as governed by the Missouri Department of Elementary and Secondary Education, the Missouri State Board of Nursing, and adoption of the Strafford R-VI Board of Education will be strictly enforced.

### **Discipline Code**

Students of the Middle School should take great pride in high standards of conduct. Good behavior on the part of the student body is imperative if quality education is to occur. Good behavior also creates an atmosphere of safety and comfort. Students are expected to follow the rules established by the teachers in each class, and the rules governing the behavior in the hallway and around the building. The Strafford R-VI Discipline Policy further specifies the Student Conduct and punitive measures. This policy can be found further in the handbook.

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

The student is to remain out of school, they will receive credit for work. Extracurricular activities and attendance of any school function is prohibited. A parent/guardian must accompany the student upon re-entry to school. Students who are in out-of-school suspension will NOT be allowed to participate in any school sponsored activities on those days. ( A day will be defined as the first day of the suspension and any day the student is in suspension. The last day will be complete at midnight of that day.)

### **School Bus Regulations**

Good student discipline is essential for the safe operation of our school buses. Expected bus behavior is set at the same standard as school behavior. Students must respectfully obey the bus driver. A student that wishes to ride the bus with a friend or relative must have a written note that is to be signed by the principal's office.

Specific bus misbehaviors include: throwing objects, sticking head or hand(s) out of the windows, damaging the bus, fighting, use of profane language, insubordination to the bus driver, and lighting matches or smoking on the bus. The first violation of proper bus conduct will usually result in a conference with the principal and notification of the parents, along with an assigned seat for 10 days, although a serious first violation may result in immediate bus suspension or an in-school suspension. A second violation of bus conduct will result in a warning notice describing the incident to a parent. The student will sit in an assigned seat for the remainder of the year (days in which the student does not ride the bus DO NOT count towards the 10 days.) The third bus offense will result in a suspension from riding the bus for a minimum of

five days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

### **Hall Behavior**

Consideration of others in the halls is expected. Noise of any nature should be kept to a minimum. Teachers will monitor the halls and are in charge at all times. Plan your restroom and drinking fountain stops into your schedule at appropriate times so you won't have to rush.

### **Food**

Only food intended for lunch should be brought into the building. Lunch beverages may not be brought in unsealed containers. Beverages in glass containers should not be brought to school. No food is to be eaten anywhere except the cafeteria at lunch. Candy is considered food under this rule. No food or beverage should be brought back to the building after lunch. Violation of food rules may result in detention and confiscation of food items.

### **Band & Choir**

Students who choose to enroll to be a member of band and/or choir will remain in that class for the entire year. The administration will have the right to make any changes to a student's schedule. Students may drop band/choir classes ONLY at the end of a quarter and with the combined signatures of teacher, parents, and counselor.

### **Student Dress Code**

Good grooming and appearance on the part of the students are very important in the overall morale of the school community. Students should set a high standard of grooming and appearance for themselves so they will be pleasant to be near. During their school years, students begin setting patterns for themselves and their future lives. It is the responsibility of school authorities to help guide the future adults in the right direction of grooming and appearance. So many times in life, the cleanliness, neatness, and overall appearance of a person will determine his/her chances of getting that certain job or receiving the promotion that he/she really deserves. Students should not wear clothing that distracts and disrupts the education process. Any article of clothing or adornments that will distract or disrupt the educational process will not be permitted.

Examples:

- A. No billfold chains or chains of any type on clothing are allowed at school.
- B. No clothing shall be worn or brought to school with obscene, vulgar, violent, or profane slogans or pictures or with advertisements of alcohol, tobacco, or other illegal substances appearing on it.
- C. Halter tops and tops that allow bare midriffs or bare sides will not be permitted as a part of a student's dress. No shirts with sleeves torn off may be worn. No spaghetti strap tops, or crop tops will be allowed. No underclothing may be visible. No backless tops.
- D. Shorts may be worn to school. The following clothing articles are deemed objectionable and, therefore, should not be worn to school: bicycle shorts, spandex or body glove shorts, brief tennis shorts, short coaches shorts, cutoff sweats (unless hemmed), men's boxer shorts, shorts with rips, tears, or frayed legs, track/baseball shorts with split legs, brief-type shorts, short shorts (if shorts are shorter than closed fist, extended arms, on outseam), and pants and shorts must be worn above the hipbone. Students will be sent home or required to change should they come to school in shorts that are not in good taste. Spandex shorts may be worn under other shorts that are of reasonable length.
- E. No trench coats or dusters

- F. No clothing may be worn that displays holes **above** the knee. Rule of judgment will be nothing **above** knuckles of a closed fist with extended arms on outside seam. Questionable apparel will be left to the judgment of the administration.
- G. Hats and other headgear are not to be worn in the building.
- H. Sagging jeans/pants/shorts will not be permitted
- I. Shoes must be worn at all times.
- J. Those items required for safety purposes will be worn in individual classes (safety glasses, etc.).

Students who violate the dress code will be dealt with according to the school discipline policy.

**Obviously these rules and regulations do not completely cover the subject of good dress and grooming.** The administration and teachers may set dress code regulations that are appropriate for specific functions. Other questions or problems that arise will be left to the judgment of the principal.

### **Dress Code Violation**

- 1) Change Clothes/Detention
- 2) Change Clothes/1 day In School Suspension
- 3) Change Clothes/1-3 days Out of School Suspension with parent Conference.

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which if committed by a student, will result in the imposition of a disciplinary action that is appropriate to the age and developmental level of the child. These disciplinary actions may range up to the consequences listed. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences, including corporal punishment, that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In addition, placement in an alternative education setting, in keeping with the Safe Schools Act, may be used by administrative decision. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not school is in session. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. 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 district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law (House Bill 1543).

### **Reporting to Law Enforcement**

It is the policy of the Strafford R-VI School District 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 (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

### **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. In addition, 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, if appropriate.

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 (1) 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 prohibition 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 on page 23.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. Academic Dishonesty—Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material;



unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, in-school suspension

Subsequent Offense: No credit for the work, grade reduction, course failure, in-school suspension

2. Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

3. Assault

A. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

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

B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion

4. Bully and Cyberbullying (see Board policy JFCF) — Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Detention, in-school suspension or 1-180 days out-of-school suspension.

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

5.. 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.

First Offense: Written warning notice describing the incident to parents. The student will sit in an assigned seat for 10 days.  
(Days in which the student does not ride the bus do not count toward the 10 days.)

Second Offense: Written notice and a suspension from riding the bus for a minimum of 5 days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

## 6. Computer Use

### A. Damaging Equipment

First Offense: Responsible for any cost to affect repair and suspension from computer use except for class assignments when directly supervised by the teacher for one quarter.

Second Offense: Responsible for costs and suspension from computer use for one semester.

Third Offense: Suspension from computer use.

### B. Writing Profanity (inappropriate language)

First Offense: Copy to parents, restricted use as above.

Second Offense: 2 days after school detention.

Third Offense: Suspension from computers for one semester.

Directed at Staff: 5 days out-of-school suspension.

### C. Unauthorized Access (stealing or cheating from files or unauthorized use of equipment)

First Offense: Restricted computer use for one quarter and one day After School Detention.

Second Offense: Suspension from computers for one semester

### D. Tampering With Files

First Offense: Restoration of files if possible; restricted computer use for one semester.

Second Offense: Restoration of files if possible; restricted computer use for one semester, two days After School Detention.

Third Offense: Suspension from computers for one semester.

- E. Logging Into Network as Someone Else Without Teacher's Permission (cheating, stealing, or vandalism to files)

First Offense: Restricted computer use for one quarter.

Second Offense: Restricted computer use and two days After School

Detention.

Third Offense: Suspended from computer use for one semester and three days After School Detention.

- F. Inappropriate Use (sending notes to other students, etc.)

First Offense: Restricted computer use for two weeks.

Second Offense: Restricted computer use for one quarter.

Third Offense: Restricted computer use for one semester and two days After School Detention.

Restricted computer use means that students may only use the computers for required assignments when supervised directly by a teacher.

Suspended from computer use means no use at all for a specified period.

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

First Offense: Nullification of forged document Principal/Student conference, detention in-school suspension, and/or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

8. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gestures that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

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

The Strafford R-VI School District may conduct drug and firearm searches on all premises of the district during the school day or during extra curricular events.

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

First Offense: In-school suspension and/or 1-180 days out-of-school suspension

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

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

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

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

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

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

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

10. Electronic Devices/Cell Phones-Cell phones, pagers, and other electronic devices such as CD players, headphones, etc. are not to be brought to school unless there is an authorized "electronics" day.

First Offense: confiscate, parent conference, and in school suspension

Second & subsequent violations: 1-3 days out-of-school suspension

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

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

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

12. 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.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

15. 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.

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.

16. Gangs—The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activity as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang activity, including, but not limited to:
  - a. soliciting others for membership in any gang;
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting other students to act with physical violence upon any other person.

First Offense: Principal/student conference, 1-3 days in-school suspension, 1-10 days out-of-school suspension, documentation in the student's discipline file.

Subsequent Offense: 10-180 days out-of-school suspension, expulsion, and documentation in the student's discipline file.

17. Harassment, including Sexual Harassment (see Board policy AC)

- 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: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or 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 touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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.

C. Students who believe they have been victims of or have witnessed sexual harassment should report the incident (s) to any teacher, guidance counselor or school administrator. The staff member who received the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaints will be subject to discipline.

First Offense: Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

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.

20. Nuisance Items – Possession or use of toys, games, and other electronic devices (other than mobile phones) 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.

21. Public Display of Affection -- Physical contact that is inappropriate for the school setting including, but not limited to, kissing, groping, inappropriate hand holding and intimate hugging.

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

Subsequent Offense: Detention, in-school suspension and/or 1-180 days out-of-school suspension or expulsion.

22. 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.

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



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

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

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

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

24. Tardiness—When a student arrives late to school after the first period has begun, he/she must go directly to the building office to receive a tardy slip before continuing on to their scheduled class.

The student is tardy if he/she is not in his/her classroom when the tardy bell rings. With proper planning, the student should not be tardy.

First Offense: Write up to the office, student receives one (1) after school detention.

Second Offense: Write up to the office, student receives two (2) after school detentions.

Third Offense: Write up to the office, in-school suspension.

Subsequent Offense: Write up to the office, out-of-school suspension.

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

A. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use direct technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/student conference, loss of user privileges, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges and/or 1-180 days out-of-school suspension or expulsion.

- B. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.
- C. Violations of Board policy EHB and procedure EHB-AP other than those listed in “A” or “B”, above.

First Offense: Restitution. Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges and/or 1-180 days out-of-school suspension.

- D. Use of audio or visual recording equipment in violation of Board policy KKB.

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.

- 26. Theft—Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/student conference, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution of property. 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

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

- 28. Tobacco

- A. Possession of any tobacco products on district property, district transportation or at any district activity.

First Offense: Confiscation of tobacco product. Principal/student conference, detention, in-school suspension.

Subsequent Offense: Confiscation of tobacco products. Detention, in-school suspension, or 1-10 days out-of-school suspension.

- B. Use of any tobacco products on district property, district transportation or at any district activity.

First Offense: Confiscation of tobacco product. Principal/student conference, detention, in-school suspension and/or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product and/or in-school suspension and/or 1-10 days out-of-school suspension.

29. Trips--Students given permission to attend school-sponsored activities must understand that their responsibility is to represent the Strafford Schools in a positive manner. Any violation of school policies, failure to follow sponsors' instructions or breaking the law in any way will result in not being allowed to participate in future activities where representing the school is involved.

The school bus is the recommended means of transportation for trips. Students making any type of school-sponsored trip must return by the same means. Only by direct request of a parent or guardian and only to ride in the car with parent or guardian will be the exception to this policy.

30. Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)--Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension

Subsequent Offense: Detention or 3-10 days in-school suspension.

31. 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 authorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

32. 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.

First Offense: Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution. In-school suspension and/or 1-180 days out-of-school suspension or expulsion.

33. Weapons (see Board Policy JFCJ)

A. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930 (g)(2) or § 571.010, RSMo.

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

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

B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in Section 571.010, RSMo. (a blackjack, a cancelable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife) or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930 (g)(2).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

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.

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

Revised: December 21, 1995/November 21, 1996/July 22, 1997/November 20, 1997/  
Revised September 24, 1998/February 18, 1999/March 18, 1999/May 16, 2001/  
April 19, 2004/Revised February 16, 2005/Revised May 15, 2008/Revised  
March 19, 2009/Revised May 19, 2011

Strafford R-VI School District, Strafford, Missouri

## **PUBLIC COMPLAINTS**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern

regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

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***Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.***

Adopted: April 19, 2004

Cross Refs: AC, Nondiscrimination and Anti-Harassment  
BDDH, Public Participation at Board Meetings  
GBM, Staff Complaints and Grievances  
IGBCA, Programs for Homeless Students  
JFH, Student Complaints and Grievances

Legal Refs: No Child Left Behind Act of 2001, P.L. 107-110

Strafford R-VI School District, Strafford, Missouri

### **Interrogations and Searches**

Interview with Police or Juvenile Officers/Other Law Enforcement Officers

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

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school; parents must be notified, students must be informed of their constitutional rights by the law officials, students may remain silent if they so desire and then must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

### **SEARCHES BY SCHOOL PERSONNEL/CANINE**

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

For the safety of students and staff, random drug searches will occur throughout the school year using specially trained sniffing dogs. These animals will be used to conduct periodic random searches of student lockers and personal belongings and campus vehicle parking areas.

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

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

#### **REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS**

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest, or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school. Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student case, responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

