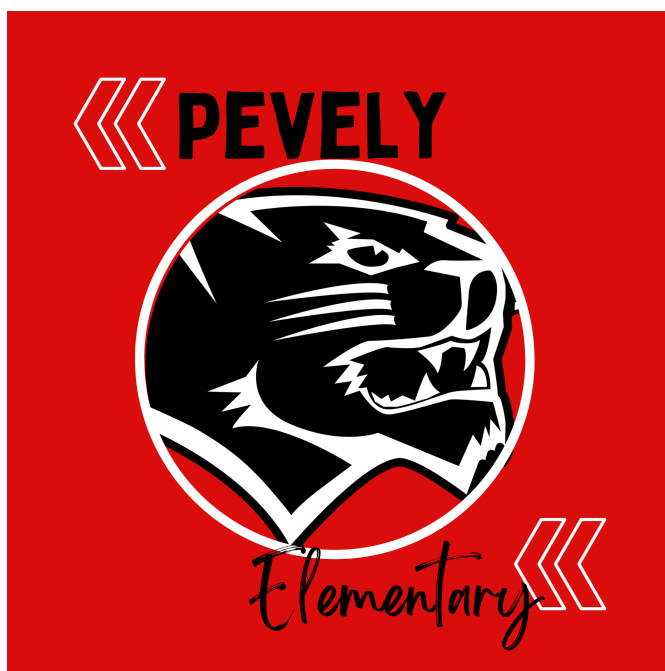


Dunklin R-5 School District
Pevely Elementary School



Parent and Student Handbook
2023-2024

PEVELY ELEMENTARY SCHOOL

30 Main Street
Pevely, MO 63070
Telephone: (636)-479-5200

DISTRICT MISSION:

"Educating today for a better tomorrow."

Ms. Katie Dunlap

Principal

636-479-5200 Ext. 3001

kdunlap@dunklin.k12.mo.us

Mr. Adam Dixon

Assistant Principal

Grades 3-5

636-479-5200 Ext. 3002

adixon@dunklin.k12.mo.us

Ms. Michelle Liles

Assistant Principal

Grades K-2

636-479-5200 Ext. 3003

mliles@dunklin.k12.mo.us

"Home of the Blackcats"

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Pevely Elementary School

Dunklin R-5 School District
30 Main Street
Pevely, MO 63070
636-479-5200

Mission Statement

"Educating today for a better tomorrow."

Vision Statement

Dunklin R-5 School District will demonstrate excellence in leadership, the development of character, and achievement for all students.

Core Values

Respect, Responsibility, Integrity, Compassion, Perseverance

Pevely Elementary students will reach their fullest potential academically, physically, socially, and emotionally in a safe, positive, and nurturing environment. They will be supported by other students, families, staff, and the surrounding community.

This vision will be accomplished through the following belief statements:

- All Pevely Elementary students can learn, grow, and achieve success.
- Upon entering the building, students and visitors will feel welcomed, respected, and supported by all stakeholders.
- The home-school partnership is a permanent value within the community.
- Every child is provided with support and services to best fit their individualized needs.

Dunklin R-5 School District Central Office

Superintendent of Schools

Dr. Clint Freeman
636-479-5200
cfreeman@dunklin.k12.mo.us

Special Education Director

Mr. Tom Moreland
636-479-5200 Ext. 2010
tmoreland@dunklin.k12.mo.us

Technology Director

Mr. Ryan Lowe
636-479-5200 Ext. 1059
rlowe@dunklin.k12.mo.us

Deputy Superintendent

Dr. Joe Willis
636-479-5200
jwillis@dunklin.k12.mo.us

Transportation Director

Mrs. Sue Sharp
636-479-5200 Ext. 3008
ssharp@dunklin.k12.mo.us

Food Service Director

Ms. Nichole Arnold
636-479-5200 Ext. 1015
narnold@dunklin.k12.mo.us

PEVELY ELEMENTARY STAFF 2023-2024

| | | | |
|----------------------------|-----------------------------------|---------------------------------------|-------------------------------|
| PRINCIPAL: | MS. KATIE DUNLAP | SCHOOL RESOURCE OFFICER: | OFFICER BRAD TAVENER |
| ASSISTANT PRINCIPAL (3-5): | MR. ADAM DIXON | SCHOOL FAMILY LIAISON: | MRS. JOYCE GONZALEZ-MEYER |
| ASSISTANT PRINCIPAL (K-2): | MS. MICHELLE LILES | PSYCHOLOGICAL EXAMINER: | MRS. TORI DITTMANN |
| COUNSELORS: | MS. ADALEE CHAFFEE (K-2) | | |
| | MS. MIRANDA SCHULTZ (3-5) | | |
| KINDERGARTEN: | FIRST GRADE: | SECOND GRADE: | THIRD GRADE: |
| MRS. KAYCI CAPPS | MS. ANGIE BERNI | MRS. MEAGAN BAHR | MRS. MARIAH CROWLEY |
| MRS. BRIE CREWS | MS. TABATHA GRISSOM | MRS. ABBY BATTISTONI | MRS. ASHLEY GOFORTH |
| MS. BONNIE JERNIGAN | MS. MALLORIE MAINTZ | MRS. ASHLEY DECKER | MR. NIK LAMBERT |
| MS. NICOLE SMITHSON | MS. SARAH MARLER | MS. STEPHANIE ELLIS | MRS. BETH LEIBLE |
| MRS. LACI TADYCH | MRS. BRITTNEY MARSHALL | MRS. SHEA NEWTON | MRS. ANDREA MEDLEY |
| MRS. DANIELLE TEMPERATO | MRS. HAYLEE THOMPSON | MRS. SARAH WILSON | MS. MICHELLE SCHADE |
| | MRS. KRISTYN VALLEROY | | |
| FOURTH GRADE: | FIFTH GRADE: | ART: | LIBRARY: |
| MS. ERICA AUBUCHON | MRS. NIKKI HENSON | MRS. ARINA MCALLISTER | MS. LAURA DECLUE |
| MRS. CASIE GODDARD | MS. REAGAN MULLINS | MS. HALEY KOCH | |
| MRS. CARLA HUFFMAN | MS. SARAH NEWMAN | PROJECT LEAD THE WAY: | MUSIC: |
| MRS. JENNIFER LOONEY | MRS. JENNIFER TEAGUE | MRS. RICKA FLESCHNER | MRS. RICKA FLESCHNER |
| MRS. SARAH PANEK | MS. MARKAYLA WILSON | MRS. JULIE PRUETT | MRS. JULIE PRUETT |
| MRS. REBECCA TRENTMANN | | PHYSICAL EDUCATION: | FOOD SERVICE: |
| | READING SPECIALISTS: | MRS. DAWN CAPPOZZO | MRS. ROI-ANN BLACK |
| SPEECH: | DR. AMANDA BRITAIN | MRS. AUDREY MEDA | MRS. BECKY NOACK |
| MS. JOHANNA CONINE | MRS. PAM CRISEL | MS. ASHLEE WEINHAUS | MRS. JULIE KOSTECKI |
| MRS. NIKKI HEVEROH | MRS. CATHY MALONE | | MRS. NANCY JAYCOX |
| MRS. MALLORY MILLER | MRS. JOANN SCHOMBURG | | MRS. MARSHA ANDERSON |
| ADMINISTRATIVE ASSISTANTS: | | | MRS. DANA WILLIAMS |
| MRS. KIMBERLY PROPST | K-2 SECRETARY | SPECIAL EDUCATION: | |
| MRS. JANELL HARRIS | BUILDING/ADMINISTRATIVE SECRETARY | MRS. HALLIE CHENEY - RESOURCE 2-3 | |
| MRS. SHEILA SCHOONOVER | 3-5 SECRETARY | MRS. KELLY LEONHARDT- BEHAVIOR K-2 | |
| | | MRS. ALYSSA GALLION - RESOURCE 1-2 | |
| NURSE: | CATS (GIFTED EDUCATION): | MRS. PAULA McCULLEY - LIFE SKILLS K-2 | |
| MRS. HEATHER ENGELBACH | MRS. MICHELLE STORMENT | MRS. LINDSEY PIERCE- BEHAVIOR 3-5 | |
| | | MRS. DAWN PINGEL - RESOURCE 5 | |
| CUSTODIAL STAFF: | | MRS. JULIE PROPST - LIFE SKILLS 3-5 | |
| MS. LAURIE THOMPSON | | MRS. ANNA VERNON- RESOURCE K | |
| MR. JESSE PROFFITT | | MRS. KIM WEIBLE- RESOURCE 4 | |
| MR. BILL SMITH | PARAPROFESSIONALS: | | |
| MS. CARRIE HUDSON | MS BRITTANY DAKE- KG | MRS. DINA MILLER- 5TH | MRS. JUDY FISCHER- READING |
| MRS. KELLY NORRIS | MRS. JOANN AMBO- 1ST | MRS. JAMI SHORES- K-2 LIFE SKILLS | MR. BILLY NEWTON- ANCHOR |
| MR. JOSEPH BURNS | MRS. JAMIE PURVIS- 2ND | MRS. SUMMERDAWN METZ 3-5 LIFE SKILLS | MRS. JENNIFER LAMMERT- ANCHOR |
| MS. LAUREN SCHANZ | MS. RACHEL TAYLOR- 3RD | MS HEATHER FARMER- K-2 BEHAVIOR | MS. ASHLEY FISCHER- ANCHOR |
| MS. DIANA BURNS | MRS. CHRISTINA MOORE- 4TH | MR. DAN HARTER- 3-5 BEHAVIOR | MRS. RACHEL TOOLEY- 1:1 PARA |



Dunklin R-5 School District

2023-2024 Calendar

18-23 PD Days
& Work Days
22nd Open House
First Day of Class -
August 24th

AUGUST

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | 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

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | 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 | | | |

No School 1st, 2nd, 3rd,
and 15th
2,3 PD Day &
Work Day.
15 MLK Day

No School 4th

1 Early Release
4 Labor Day

SEPTEMBER

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | 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 |

FEBRUARY

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | 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 | | |

No School 16th, 19th
16 PD Day
19 President's Day

No School 16,17,18

16 No School
17 Parent/Teacher
Conferences
18 PD Day

OCTOBER

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 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 | | | | |

MARCH

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | 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 | | | | | | |

No School 15th, 29th
15 PD Day
29 Spring Break

No School 1st,
22nd-24th

1 PD Day
22-24 Thanksgiving

NOVEMBER

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | 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 | | |

APRIL

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | 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 | | | | |

No School 1st-5th, 29th
1-5 Spring Break
29 PD Day

No School 22nd-29th

21 Early Release
21 End of Semester
Winter Break:
Dec 22th -Jan 3rd

DECEMBER

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | 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 | | | | | | |

MAY

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | 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 | |

24 Early Release
24 End of Semester

Open House
Semester Starts
Early Release
End of Semester

Pro. Development Day
No School
Holiday
Parent/Teacher Conferences

Pevely School Hours: 8:35 AM-3:35 PM

Scheduled Early Release Days: 1:00PM

Students may not enter the building until 8:15 AM- No supervision before this time.

General Information

The Dunklin R5 School District does not discriminate on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, sexual orientation, or perceived sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

| | | |
|--|--|--|
| Section 504 Coordinator Tom Moreland Director of Special Services | Title VI Coordinator Joe Willis Assistant Superintendent | Title IX Coordinator Clint Freeman Superintendent |
| Title II Coordinator Clint Freeman Superintendent | Age Act Coordinator Joe Willis Assistant Superintendent | Central Office 497 Joachim Ave. Herculaneum, MO 63048 (636)479-5200 |
| ELL Coordinator Tom Moreland Director of Special Services | Migrant Coordinator Tom Moreland Director of Special Services | At-Risk Coordinator Tom Moreland Director of Special Services |
| Homeless Coordinator Tom Moreland Director of Special Services | | |

Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act. School and district handbooks contain policies and procedures that may be updated throughout the course of a school year. Updates to district-wide policies can be tracked by following the Board of Education meetings through WebSchoolTools, and any changes to the policies contained in this handbook will be made available on district and building websites. Please check the district website at <https://www.dunklin.k12.mo.us/> frequently for the most updated versions of our policies, procedures, and other useful information. If you have any questions, please contact the building principal for more information.

Attendance

Dunklin R-5 School District Attendance Policy

Philosophy

The Dunklin R-5 School District and its board of education, administration, and staff are committed to the philosophy that every student should attend school all day, every day. Regular attendance is imperative in preparing students to be successful throughout their elementary and secondary education, as well as after graduation. Attending school every day is essential in developing a proper work ethic and sense of responsibility. The time lost due to absences can never be adequately replaced. Through essential partnerships between school, families, and community we will work together in communicating to students that education is a top priority.

Absences

Missouri's MSIP6 attendance expectations state a minimum of 90% attendance per school year is required for each student statewide. Missing more than 16 days per school year, or 8 days per semester, is prohibited, as any more absences will put your child under the 90% requirement. Attendance is accumulative and taken by the minute. Late starts and early pickups, in addition to full-day absences, count against your child's attendance record and can add up to a full school day's worth of time lost. These 16 days should be more than enough to account for true illness, emergencies, bereavement, religious exemptions, etc.

Absence Reporting Procedures:

- A parent/guardian will notify the school office before 9 am by phone for each day of a student's absence. 636-479-5200---Dial 2 for Senn-Thomas Middle School, 3 for Pevely Elementary School, 4 for Herculaneum High School, and 5 for Taylor Early Childhood Center.
- All absences will be classified initially as *unexcused* unless documentation is provided that qualifies the absence as a verified absence. (See below) No absences will be labeled as "excused"—an absence is an absence.
- If the school has not been notified of the student's absence, the school will attempt to contact the parent/guardian by office phone call, email, or Parent Portal message.
- Parent/Guardian communication regarding any absence will be noted in the comments portion of Infinite Campus for that corresponding day.

Unexcused & Verified absences, tardies, & early pick-ups

All absences, tardies, and early pickups will be coded as unexcused. *No absence will be considered excused— an absence is an absence.*

A verified absence/tardy/early pick-up is reserved for properly documented personal illness, scheduled and documented medical/dental appointments, funeral services, court dates, & college visits (high school only). Please be aware that "verified" absences will still count against the student in regard to attendance rate. This includes qualifications for incentives, rewards, etc. related to attendance. Verified absences and documentation are necessary to determine if educational neglect or truancy is present.

School-sponsored time out of school such as field trips will be recorded accordingly and will not count against attendance rate.

Documentation

In order to transfer an unexcused absence to verified absence, proper documentation must be received from a medical professional, funeral service provider, court, etc. If documentation is not received within 3 days of the student returning to school, the absence will remain as an unexcused absence. In the case of a student being sent home early by the school nurse due to illness or injury, the remainder of the day will be considered a verified absence. Please be aware that verified absences still count against the student's attendance rate. Informal notes and phone calls from parent/guardian will be recorded in Infinite Campus for the corresponding absence, but will not change absence from unexcused to verified. If concerns are raised due to excessive absences of either type, the school district has the responsibility to address the concern with the parent/guardian and involve necessary authorities.

| Acceptable Documentation | Documentation Requirements |
|--------------------------|--|
| Medical Documentation | <u>Must</u> include date and time the student was seen by the healthcare professional, the date the student is able to return to school, the signature of a healthcare professional or on official letterhead, and any limitations on the student once they return to school & duration of the limitations. Please do not alter or write additional notes on medical documentation. Additional notes to staff from parents may be sent with the medical documentation on separate paper. Any additions to medical documents not added by medical staff will be considered void and the absence will remain "unverified" |
| Funeral Documentation | Should be on the provider's letterhead with date and time of service. Additional accepted forms of documentation are subject to the administrator's approval. This may include a copy of the obituary or bereavement card. |
| Court Documentation | Should include the date and time of hearing/appointment and signature of a juvenile officer, judge, or other officials of the court. |
| Religious Exemption | A written request by parent/guardian must be submitted at least 3 days <i>prior</i> to the religious holiday to be reviewed and approved by administration |

Educational Neglect and Truancy

When a child is excessively absent from school through intent or neglect of the parent or caretaker, it is considered educational neglect. When a child is absent through his/her own intent, this is truancy. Dunklin R-5 School District works on a regular basis with state & county child protective services as well as with our deputy juvenile officer and we are considered mandated reporters. As it can often be difficult to decipher between educational neglect and truancy, the school district can and will involve one or both entities when deemed appropriate.

Makeup work due to absence

Students are required to make up all missed work when absent. Students have 1 day to complete and turn in work missed for each day absent. Exceptions for prolonged illness or recovery can be made through the main office. Parents need to request homework by 9 am in order to have it prepared by the end of the school day.

Activities Restrictions

Students must attend at least 4 hours of the day to be eligible to participate in any activity occurring on that day. For participation in a weekend event, the student must attend school the day before for at least 4 hours.

Tardies/Early Releases

A student, at any level, is considered tardy if they are not in their assigned place at the time class begins. If a student is late to school (after 8:30 am) they must be signed in at the office by a parent or guardian. Tardy students negatively affect the morning routine of the classroom and interfere with the entire class's learning. Early releases (students leaving before 3:30) cause the same problems. Please avoid bringing in your student late or picking them up early. School-sponsored activities and tardiness due to issues with district bus transportation will not pertain to this policy. Tardiness to personal transportation *does* pertain to this policy. Please attempt to schedule appointments so they fall outside of school hours. Minutes/hours lost due to late starts and early pickups count against your child's attendance record and can add up to a full school day's worth of time lost.

Interventions (K-5)

Students shall be allowed no more than 16 cumulative days of absences of school per year. Missing any more time than this puts your child under the 90% attendance requirement. These 16 days should be more than enough to accommodate true illness, scheduled appointments, family emergencies, etc. Because absence affects the learning of students and parents hold the responsibility of seeing that students attend school, excessive absences numbering a total of 10 or more can be reported to the Division of Family Services.

It is a priority of the Dunklin R-5 School district to maintain positive communication with our students and families. Letters regarding attendance will be mailed at specific absence marks. These letters apply for both verified and unexcused absences. To keep parents informed regarding the student's attendance record, the following time schedule will be followed:

| Days Missed | Action Steps to Be Taken |
|---|---|
| Below 90% attendance from the previous year | Parents of students who attended less than 90% of the previous school year will receive a letter informing parents of the attendance policy from the school family liaison. |
| 1st day of absence | A call will be made by Infinite Campus requesting attendance information for documentation. |
| 3rd day of absence | The Building Secretary will call and request information regarding the student's absence. |
| 4th day of absence | A notification will be made via letter and a school counselor and/or School Resource Officer/Family Liaison will call. |

| | |
|-------------------------|---|
| 6th day of absence | A 2nd notice will be made via letter or email. A parent conference or home visit will be scheduled with School Resource Officer/School Family Liaison regarding unexcused/ unverified absences. |
| 8th day of absence | A 3rd notification will be made via letter or email. A conference will be scheduled to meet with School Family Liaison, counselor, and Administration regarding unexcused/unverified absences |
| 10-16th days of absence | A notification will be made to the parent and, if the district reasonably concludes that educational neglect is present, the district may report the potential for such neglect to the Children's Division (CD). CD will determine what, if any, follow-up should be made or taken |

Student Transfer Information

Please inform the office as soon as possible when moving from the Dunklin R-5 School District attendance area. We will prepare transfer information that will aid the new school in your child's placement. It will be necessary for the parent to sign a "Request to Release Student's Records" for us to send the transcript to the new school.

Virtual Learning

Please contact the Pevely Elementary office if you are considering enrolling your student in virtual learning. Missouri Course Access Program (MOCAP) provides a catalog of online courses. A list of available MOCAP providers can be found on the MO DESE website at <https://mocap.mo.gov/catalog/>.

Arrival and Dismissal

Students may begin arriving at 8:15 a.m. each day. **Never leave a student at the school before 8:15 a.m.** (unless he/she is enrolled in the before school child care program). **There is no supervision provided for students prior to 8:15 a.m.** The doors to the school building will be locked and admittance will not be granted until that time.

For private transportation students, please use the driveway lane that enters at the front of the school parking lot and continues around the rear of the school. The lane will exit near the park and Gymnasium areas. Students in Grade 4-5 will exit their cars at the first exterior door in the back of the building. Students in Grades K-3 will exit their cars at the Gym Lobby entrance on the side of the building located near the playground. Arrival lane will be a single-file line to ensure safety of all students. Please encourage your child to have their backpack on, ready to get out when stopping for arrival to keep the line moving. Also, if students are within sight of the entrance door and can open their own car door, we encourage them to do so for the speed of the line. If not, a staff member will assist.

Parents are not permitted to walk students into the building. Please drop-off and pick-up through the Private Transportation lane.

If you are going to pick up your child at the end of the day please make sure you have notified the office if your child is a parent pick up every day or certain days of the week. If you need to make a transportation change to parent pick up or to bus for one day only then **those requests must be made prior to 2:30 pm on full days and 12:30 pm on early dismissal days.** This can only be done in writing or by email, sent to pevely-secretary@dunklin.k12.mo.us. Transportation changes can not be made after the stated times above as students are in transition to their afternoon pick-up routines, drivers have been provided their student rosters, and office staff are busy with end of the day procedures and cannot leave the office.

Private Transportation Pick-Up Procedures

The private transportation lane is the driveway that extends around the rear of the building. Please enter from Main Street on the North side of the school and exit near the playground/gym areas on the south side of the building. The line will be double lanes, with two cars next to one another starting at the crosswalk near the playground. All students will be given a pick-up tag to display in the windshield of the car for fast retrieval of students.

A staff member will walk to each car, call the name of the student, and release cars when cars in the loading area are loaded with students. If you do not have your car tag, please have the student's school password or ID ready to be verified. We will release approximately 8 cars at a time to ensure student safety.

Early Dismissal/School Postponement/School Cancellation

Occasionally, weather or unforeseen circumstances will create a situation in which school must be dismissed early. Be sure your child knows in advance what to do these days. Announcements of closure and early dismissal will be made via the ALERTNOW phone system which will make calls to your primary contact number. If you are not signed up for the ALERTNOW notification please contact our Central Office. Announcements will be made also on radio station KJFF 1400 AM and TV Channels 2, 4, and 5. SCHOOL PERSONNEL WILL NOT CONTACT YOU PERSONALLY. Please do not call the school to ask if the school will be dismissed early.

In the event of an early dismissal, students will be sent home on their regularly scheduled means of transportation. If transportation will need to change due to the early dismissal please contact the school as soon as possible.

Transportation Notes

If your child is to go home a different way than usual, please email pevely-secretary@dunklin.k12.mo.us. Changes cannot be verified by phone, so all requests must be submitted in writing.

Parents/Guardians MUST notify building secretaries of all pickup or bus changes before 2:30 pm on full days and 12:30 pm on early dismissals. Requests for temporary transportation changes after 2:30 pm **will not** be accepted on full days and 12:30 pm on early release days. For permanent transportation changes, please call the building secretary or transportation department.

Transportation Policies

Students who ride school buses are expected to have safe conduct. Several infractions of bus rules may result in a student losing his or her privileges. The importance of proper conduct while waiting for, boarding, riding, or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. The driver, sponsor, or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. In the interests of safety, all students should understand, and all parents are urged to impress upon their children, the necessity for strict compliance with the following rules:

- Students are to remain well out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
- Aisles should be kept clear at all times.
- Conversations should take place in a normal tone of voice. A sudden scream or yell is especially dangerous.
- Nothing should be thrown either in or from the bus.
- Smoking on the school bus is strictly forbidden.
- Crowding, pushing, shoving, etc. are not only unnecessary but dangerous as well.
- Attitudes of helpfulness and cooperation will do much to ensure safe and comfortable bus transportation for all.
- Students are dropped off only at their own bus stops. Parents can request for their child to be dropped off at another stop through a written note that must be signed by a principal or person in charge.
- The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.
- A student who knowingly vandalizes, defaces, or otherwise damages a school bus may be referred to legal authorities for "institutional vandalism" and prosecuted accordingly. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.

Students, parents/guardians, bus drivers, and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering, and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

Transportation Between District Campuses

During special events such as assemblies, field days, music concert practices, etc. students may be transported via district school buses from Pevely Elementary to another district campus. Parent permission slips will not be required for these events. Pevely Elementary and its staff will attempt to notify parents via class newsletters, flyers, social media, etc. prior to the event(s).

In the event of an emergency, it is possible that students may be transported to a different Dunklin R-5 campus for student safety. Notification to parents will be made through the district's Alert Now phone system and social media once students' safety is ensured.

Address, Phone Number, and Email Address Changes

It is very important that we have a current home address, parent/guardian personal email address, and phone number for each student. Information on the parent's place of employment and phone number is needed for contact purposes as well. If this information changes during the school year, please request a change form be sent home or call the office secretary. Parents must also provide two emergency contacts with telephone numbers which are currently in service. It is important that these numbers are kept updated as well in the event of an emergency.

Teacher Requests for the 2023-2024 School Year:

The window for making teacher requests for the 2023-2024 school year will begin Monday, April 8, 2024, and end on Friday, May 3, 2024, at 4:00 PM. Parents making a request will have to come to the Pevely office and request a teacher request form. The form must be turned into the office in person by the parent. *Requests forms will not be accepted any other way.* Once completed, the form will be signed and time stamped by the office. If the request is approved, the requests will go in the order they are received.

On the request form, parents must provide 2 choices for placement and a valid educational reason for the desired placement. Filling out the form does not guarantee placement in either room but will be considered when creating rosters.

Any requests after 4:00 PM May 3, 2024, will NOT be accepted as roster development will begin. If there is a major concern or need after this deadline please contact the building principal directly.

Parent Portal

Parent Portal provides parents access to their child's grades, lunch account, schedule, etc. All parents/guardians should create a parent portal account in order to see the most up to date information about your child. Please contact the Pevely Elementary Front Office for assistance with setting up a Parent Portal account.

Court Documentation- (Custodies, Guardianships, Marital Changes, etc.)

Please keep the school aware of any changes in guardianship, parental rights, etc. This is especially necessary in cases of divorce. Your child can be released to either parent or a listed guardian unless we are notified otherwise through court documentation.

Visitation Schedules

Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order.

Court Appearances

The district discourages parents from involving district staff in disputes over custody, visitation schedules, child support, and other such issues. Staff members must stay focused on providing students an education. To do so, they must maintain good relationships with both parents and should not be asked to support one (1) parent over another. District employees will not testify or otherwise participate in a custody dispute in their capacities as district employees unless served with a subpoena. Often, student records can provide the same information as the testimony of a staff member, and parents have access to student records by law. Parents are encouraged to use records rather than staff testimony in resolving disputes over their child.

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. A court may also order that such records not include the address of the custodial parent or child. A copy of any court order received by the district pertaining to a student will be forwarded to the principal of the building where the student attends.

Child Custody and Visitation

Please provide the most recent parenting plan and/or legal orders. The school will follow the last documented legal orders placed on file in the school. We ask that you also provide any of the following information in relation to custody/legal matters:

- Schedule for custody and visitation
- Any visitation restrictions
- The manner in which health and education decisions will be made.

Restraining Orders

Please provide the school with any restraining orders that pertain to the students in our school building. The school is not responsible for upholding any restraining orders that are in place that are not directly in relation to the student.

Child Abuse

Missouri law requires that school personnel report suspected incidents of child abuse and/or neglect to responsible agencies. Such reports would include cases of suspected physical, emotional, medical, or educational neglect.

Closed Campus

To keep all children safe, only students are allowed beyond the main office and front foyer area before school, during school, or after school. All visitors must be buzzed into the building and immediately report to the office. Once at the office, visitors must display a photo ID and provide a valid reason for the visit before gaining further access to the building. If access is granted, a visitor tag will be assigned to be displayed on the visitor. The visitor must wear this badge at all times.

Visitors in the Building

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so that an appointment time can be made. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc). Visitors will limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Please note that the exterior doors are locked during the school day. All visitors (including parents) must enter the building using the front doors via the buzzer system and report to the office. If a visitor needs to enter the building farther than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Visitors entering the school beyond the office must receive a printed ID sticker that must be worn and visible during the entire stay.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

When visiting for a class party, award ceremony, etc, parents are not permitted to leave with their child unless they have been signed out at the front office.

Visiting a Classroom

In order to protect instructional time and limit class disruptions, parents **will not** be permitted to visit or drop items off in classrooms during the school day unless prior arrangements have been made in advance with the classroom teacher.

Visiting Animals

Due to allergies, asthma, or other health-related concerns, animals of any kind are not permitted on school property, except for approved service animals. Emotional support, therapy, comfort, and companion animals are not service animals under the ADA.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening, or violent, the superintendent, principal, or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians, or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times.

After School Events/Field Trips

In order to attend school-sponsored events, students must be present all day at school on the day of the event. Students serving OSS(out of school suspension) are not eligible to attend until their return date.

Field Trips:

Field trips are an encouraged part of our curriculum. The following guidelines and regulations are in place for whenever a field trip occurs.

- Students making trips sponsored by the school **must travel** by school transportation. Students who are taken to a school-sponsored activity on school transportation **shall also return** by the same transportation. **No additional children will be permitted to attend the event (including: siblings, preschool-aged students, students from other district or non-district buildings, etc.)**
- Parents and guardians are not permitted to ride the bus. Those attending the trip will need to provide their own transportation.
- Currently, the only money collected from children is for any entrance fee. If lunches are provided by the cafeteria, students will incur the same expense as if they were eating at school.
- Each child must have a permission slip signed by the parent/guardian before going on a trip. No student will be permitted to go on a field trip without the signed permission slip.
- It is up to the teacher/grade level teachers how many parents are allowed to attend and how they are selected. Some places have limited spacing.
- The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges.
- Visits to gift shops are not allowed during field trips.
- Students assigned to In-School Suspension or Out of School Suspension on the day of the field trip will not be permitted to go.

Breakfast and Lunch Program

The cafeteria is a place where good human relations can be developed. Each student is expected to practice good table manners and good eating habits. In order that lunchtime is a relaxing and wholesome part of the school day, the following measures shall be in effect:

- Students will be directed to their seats.
- Students must remain seated while eating unless they raise their hands to ask permission to leave the table.
- Running and other boisterous behavior will not be permitted in the cafeteria.
- Students are to put the trash and other items in the proper places and containers.
- Lunches from fast food restaurants are not permitted in the cafeteria. Parents that choose to bring fast food and have lunch with their student will have to do so in another area of seating than the cafeteria.

A school lunch menu and calendar of events (see back of the menu) are provided monthly by Pevely Elementary.

Free breakfast is available to every student at Pevely Elementary.

Students may bring or buy their lunches. Free or reduced lunches are available to families who live under certain economic restraints. Anyone seeking free or reduced lunches must apply for these each school year.

Our district utilizes a computerized accounting system. Parents are encouraged to send in the proper amount of money to cover their child's lunches on a weekly basis. This amount will be credited to your child's account, then taken out as used.

Lunch prices for students are \$3.00. In no case will debts for lunches be extended beyond \$12.50 except for extreme hardship cases. Questions in relation to lunch accounts can be made by calling the foodservice phone at 636-479-5200 ext. 1015.

Communication in the District

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building Administrator or Department Director
3. Assistant Superintendent
4. Superintendent
5. Board of Education

*Most questions can be answered at the building level with the teacher or administrator.

Meeting with an Administrator

If parents need to speak face to face with an administrator we ask that you schedule an appointment through the office secretary, Mrs. Janell Harris by calling 636-479-5200 or emailing pevely-secretary@dunklin.k12.mo.us. If you need a quicker response it may be better to email or call a building administrator. Please allow at least 24 hours for an administrator to respond.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories, or equipment furnished to them by the district. Students who deface, damage, or lose school property shall be required to pay for the damage or loss. All textbooks and instructional resources (including student planners) are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note the condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. Textbooks are numbered and students must return the same textbook they were issued at the beginning of the school year. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by the school on a case-by-case basis. Students' desks are the property of the school district and may be searched if needed. School officials also have the right to search personal property (backpack, purse, etc.) if they believe a student has an inappropriate item.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, severe weather, earthquake, intruder, and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities, and fire protection districts. Pevely Elementary will conduct at least two fire drills a year, one earthquake drill per year, and two tornado drills per year (one per semester). Students in grades K-5 will participate in two bus

evacuation drills per year (one per semester). Intruder drills will occur at least once a year with others determined by the district school resource officer. Other drills will be scheduled as needed through the appropriate emergency personnel.

Lost and Found

Students often leave items in the building, on the playground, and at the bus stop. These items are collected and taken to the Lost and Found display. Students and parents are encouraged to check this area if an item is lost. Items are displayed during our Fall and Spring conferences. Items not taken after conferences will be disposed of. It is most helpful if you place your child's name on his or her belongings.

Money

Students should not bring large sums of money to school. Students are not allowed to exchange money or buy items from other students. Any money sent with the student is the responsibility of the student. The school will not be responsible for refunding any lost or stolen money. We are unable to cash checks, so please do not send checks with your child for anything other than the lunch/breakfast program.

Inappropriate Items

Only normal school supplies should be brought to school unless you receive a note from your child's teacher concerning a special activity. Unless permitted by a school official, toys, fidget spinners, fidget cubes, balls, game systems, make-up, radios, all types of trading cards, cell phones, MP3 players, tablets, electronic music devices, etc. are not to be brought to school. Any inappropriate items brought to school may be confiscated by a staff member. **The school is not responsible for any item of this manner that is lost or stolen.**

Cell Phones and Smart Watches

Students are not permitted to have cellphones in class. Students with cellphones must turn them off or silence their cell phones and place them in their bookbag before entering the school building. Students may not keep their phones on them in any fashion. Ex: Student placing their phone in their pocket. **The school or its staff will not be responsible for any damage, lost, or stolen cellphones. They are the sole responsibility of the student.**

Students who have cell phones out without permission will be subject to the following consequences.

1st offense: Student will be asked or given a reminder to keep their personal technology device in their backpack with the sound turned off. Parent will be contacted.

Subsequent offenses: The student will be asked to take their personal technology device to the front office to be locked in the front office. The student will be required to pick-up their device from the office at the end of the school day. If the issue continues, the parent may be contacted to pick-up the device from the front office.

Recess

Recess provides opportunities during the day for students to learn and practice interpersonal skills. Please do not send notes requesting your child to stay in at recess unless he/she has been ill. A student returning to school after recovering from an illness should generally not need to stay in more than one day. If your child will need to stay in from recess for more than two days, you will need to provide a note from the child's doctor stating the reason the child should not go outside and the number of days the child should stay inside.

School Counselors

There are two full-time counselors for the benefit of students, parents, and teachers. The counselor's primary responsibility is working with students in small and whole-group settings. The counselors also have special interest groups. The counselors will talk with students at the request of students, parents, or teachers. The counselors also work closely with the district School Family Liaison. Dunklin R-5 School District also utilizes a partnership with Comtrea and Chestnut for additional counseling services.

Report Cards and Parent-Teacher Conferences

Report cards are sent to parents on a semester basis. Conferences related to the progress of the students are encouraged throughout the school year by phone and/or note. One day is set aside at the end of 1st quarter for Parent-Teacher Conferences. Additional conferences may be held during the school year at the request of the teacher or parent. Parents are encouraged to contact the teacher frequently to monitor their child's school performance. All teachers are required to update student's grades in Infinite Campus regularly. Please check your student's progress through the Parent Portal.

Promotion and Retention

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her level of academic achievement would not allow satisfactory progress in the next grade. It is important that teachers and parents keep in close communication with each other for the purpose of sharing and discussing academic progress throughout the year. While a retention committee consisting of teachers, counselors, reading specialists, and the principal will make a recommendation regarding retention, conferences will be conducted at the request of the parent to discuss and review the decision.

Parties

The elementary school conducts three parties for the children during the school year. They are Fall, Winter, and friendship/February parties. These parties are held in Kindergarten through grade 5. If school is canceled on the day of a party, it will be up to the building principal to determine a suitable make-up date if necessary. Parents sending treats for these parties are to send pre-packaged items for our children's safety.

Birthday and Holiday Class Treats

Students may bring treats to share with their classmates to celebrate birthdays or other special occasions. Parents are to make pre-arrangement with teachers when treats are going to be brought in by the student. Due to health reasons, the treats may not be homemade. Only commercially packaged treats may be shared. Please also be mindful of allergies in the classroom, especially items containing peanuts.

If parents decide to bring the treats to the school instead of sending them with the student please buzz in and drop them off in the office. Parents will not be permitted to disrupt instruction time to visit the classroom and deliver the treats.

Birthday Party Invitations

If you are having a birthday party for your child, please mail the invitations, phone parents, or use an electronic method unless you are inviting the whole class. This request is to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. If you are providing invitations for all the students in the classroom please make prior arrangements with the classroom teacher. It is not the responsibility of the classroom teachers to make sure that all invitations are sent home, parents are aware, etc. Invitations can not be handed out during recess, lunch, school bus, etc where other students from other classes are present.

Deliveries to School

Delivery of flowers, balloons, or other gift items to school is discouraged due to student allergies, limited storage, and disruption to the education environment. All items will be held in the office until the end of the day, or parents/guardians may be contacted to pick them up if deemed appropriate. Students with these types of items will not be permitted to ride the school bus with the items.

Personal items needed during the school day must be dropped off by a parent/guardian, adult household member, or person authorized by the parent/guardian. Deliveries of commercially prepared food by individuals other than a parent/guardian or person authorized by the parent/guardian are not permitted. If commercially prepared food is delivered to a student by the parent/guardian or person authorized by the parent/guardian, the student will consume the food in an area designated by a building administrator or designee.

HEALTH SERVICES

Pevely Elementary keeps a licensed nurse on staff during the school day for student medical needs.

ACCIDENTS

If a minor accident occurs at school, first aid will be administered. Parents will be notified of more serious accidents via phone. Parents will be notified via nurse notes for minor injuries. Parents will also be notified via phone if their child has a fever or has become ill at school. Please do not send your child to school if you know that morning he or she has a fever or is ill.

ILLNESS

Students who become ill during the school day and exhibit symptoms such as vomiting, diarrhea, or a temperature of 100 or above will be sent home. Students must be vomit, diarrhea, and fever-free for 24 hours before returning to school.

MEDICATION

Whenever possible, medications should be taken at home rather than at school. However, if a student is required to take prescription medications during school hours, the following procedures are to be used:

- The prescription medication is to be brought to the building office (not the Nurse office) by a parent or guardian, not by a student. The office secretary will call for the nurse to meet the parent in the office. Teachers cannot take medications from students or from their backpacks to give to the nurse.
- When medication is to be administered by school officials, the medicine **must** be in the original container with a label affixed by a pharmacy with the physician's name, the student's name, and the name and dosage of medication.
- A note from the parent must accompany all medications stating:
 - a. The reason for taking the medication
 - b. Name and dosage of the medication
 - c. Date(s) and time(s) to be administered.
- Medications will be administered at the prescribed time in the Nurse's office. Should the nurse not be available, the medication will be administered by the office staff.
- The parent of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. All medication must be transported to and from school by an adult. No medication is permitted on district school buses.

HEAD LICE

Head checks for lice are done periodically during the school year. If your child is found to have head lice, you will be expected to transport your child home. The child can not be transported by staff or school bus in this event. The child should be treated with lice removal shampoo or oil and all eggs(nits) must be removed from the hair. Before the child is allowed to return to school or ride the bus, you must bring the child to the Nurse's office to have his/her head checked. Please also bring the bottle of treatment used and a note indicating the child was treated. Should lice or nits still be present, your child will be sent home for further treatment. Frequent treatment of head lice is often necessary until all nits are removed. With continued cooperation from parents, we hope to keep head lice to a minimum.

SCREENINGS

Screenings are done on all new students as soon as possible and at counselor, teacher, and/or parent request anytime during the school year. Parent notification with a referral is made when appropriate.

Dental screening- During kindergarten enrollment and the start of the kindergarten year.

Vision screening- New students, first, and third grade.

Hearing screening- New students and kindergarten

Scoliosis screening- Sixth grade

IMMUNIZATIONS

In accordance with Board policy and Missouri law, the Dunklin R-5 School District requires that every child attending a public school be immunized against communicable diseases. The law provides that a child who does not have the required immunizations or exemptions will be excluded from school.

PHYSICAL EDUCATION PROGRAM

P.E. is an important part of the school curriculum. Students in grades K-5 have P.E. and recess every day. Students are expected to dress appropriately for class. This would include shorts, jeans, or slacks for girls and gym shoes for both boys and girls. If a child is not feeling well on a particular day, he/she may be excused that day by a note from the parent. An extended excuse from P.E. will only be granted with a statement from a doctor. If a student's health should limit P.E. activity, recess activities will be limited as well.

DRESS STANDARDS

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

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

- Dress and grooming will not disrupt the educational environment.
- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- All students must wear shoes, boots, or other types of footwear. However, students are not to wear heel taps or other hardware on the bottom of their shoes while attending school.
 - Tennis shoes are most appropriate for stability and safety and MUST be worn daily. Shoes with rollers are not permitted.
- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- Students are not to wear hats or caps in the school buildings.
 - This will only be allowed on special occasions and when earned as a reward.
- Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

We ask that the parents not allow students to come to school with vulgar, violent or provocative writing, pictures, symbols, or sayings on their garments. Students should not wear shirts to school which have large cut-out armholes, those which expose their midriff, or those which have no straps. The shorts and skirts worn at school should be of reasonable length. If an item is unacceptable, parents will be contacted.

Other dress standards set at Pevely Elementary include:

- Tank tops are not appropriate for students.
- Coats and other essential items such as gloves and hats are needed to attend recess during the winter season.
- Chains may not be worn.
- Hoods on hoodies are not allowed to be worn inside the school building.
- Pants and shorts must be worn at the waist and not sagging.
- Students may not wear articles of clothing that advertise alcohol or tobacco.

We request your cooperation in seeing that your child is appropriately dressed for school each day.

PROGRAMS AND ORGANIZATIONS

PARENT ORGANIZATIONS

Pevely Elementary has a parent organization known as "The Lil' Cat Club" that provides an important link between home and school. This organization sponsors a number of activities to improve and support education and build the school community. All parents are encouraged to join and support this school-parent organization as additional activities and benefits for our school are made possible through this organization. For more information, please contact your child's school or email lilcatclub@gmail.com.

LEADER IN ME

The Leader in Me empowers people to make positive, effective, and responsible choices by introducing and reinforcing the 7 Habits, a set of leadership and life skills from Stephen Covey's book *The 7 Habits of Highly Effective People*. Through the teaching of the 7 habits, our staff is working together with students to create a school that maintains the dignity of children through productive interactions while fostering positive relationships with parents and other community members.

Education of children's mind, heart, body, and spirit.

7 Habits:

Habit 1: Be Proactive

Habit 2: Begin With the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

DISCIPLINE

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

REPORTING TO LAW ENFORCEMENT

It is the policy of the Dunklin R-5 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 the 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.

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 the 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.

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.

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.

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| First Offense: | No credit for the work, grade reduction, or replacement assignment. |
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| Subsequent Offense: | No credit for the work, grade reduction, course failure, or removal from extracurricular activities. |
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Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

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| First Offense: | Detention, in-school suspension, 10-180 days out-of-school suspension, or expulsion. Restitution if appropriate. |
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| Subsequent Offense: | 10-180 days out-of-school suspension or expulsion. Restitution if appropriate. |
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Assault

1. 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 degree.

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

Subsequent Offense: In-school suspension, 10-180 days out-of-school suspension, or expulsion.

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

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse (see policy ECD) – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move the vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: After-school detention or revocation of parking privileges, notification of parents.

Subsequent Offense: Suspension of a student (length to be determined by the building administrator based on the incident) or revocation of parking privileges, parents notified.

Bullying 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.

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.

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

First Offense: Nullification of a forged document. Principal/Student conference, after-school detention.

Subsequent Offense: Nullification of a forged document. Detention, in-school suspension.

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

First Offense: Principal/Student conference, parents contacted, 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.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

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

First Offense: In-school suspension or 10-180 days out-of-school suspension.

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

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

First Offense: 10-180 days out-of-school suspension or expulsion.

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

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

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 conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

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: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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, 1-180 days out-of-school suspension, or expulsion.

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

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, or 1-180 days out-of-school suspension.

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

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: Confiscation of gambling paraphernalia. In-school or out-of-school suspension, parent contact, loss of privileges, and possible referral to civil authorities.

Subsequent Offense: Confiscation of gambling paraphernalia. Loss of privileges, out-of-school suspension, parent contact, and referral to civil authorities.

Gang-Related Activity – As used herein, the phrase "gang-like activity" shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to affect the common purpose and design of any gang; or 4) to represent gang affiliation, loyalty or membership in any way while on school grounds or while attending a

school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

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| First Offense: | 1-day in-school suspension to 3 days out-of-school suspension |
| Subsequent Offense: | 1-10 days out-of-school suspension, a possible recommendation to the Board of Education for expulsion. |

Harassment, including Sexual Harassment (see Board Policy AC)

1. 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.

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| 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. |

2. 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.

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| 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. |

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.

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

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.

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| 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. |

Leaving School Grounds – Leaving school grounds during the school day without permission.

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| First Offense: | Principal/Student conference, parents contacted, detention, or 1-3 days in-school suspension. |
| Subsequent Offense: | Detention, 3-10 days in-school suspension, or 1-180 days out-of-school suspension. |

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

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| 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. |

Public Display of Affection – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

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| 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. |

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.

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| 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. |

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

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| 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. |

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

1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district 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.

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| First Offense: | Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension. |
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| Subsequent Offense: | Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion |
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2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

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| First Offense: | Confiscation, principal/student conference, detention, or in-school suspension. |
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| Subsequent Offense: | Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
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3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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| First Offense: | Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. |
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| Subsequent Offense: | Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
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4. 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.

Theft – Theft, attempted theft, or knowing possession of the stolen property.

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

Subsequent Offense: Return of or restitution for the property. 10-180 days out-of-school suspension or expulsion.

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.

Tobacco

1. Possession 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 in accordance with district policy JHCD.

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

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

2. 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 used in accordance with district policy JHCD.

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

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

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

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

Subsequent Offense: Detention, 3-10 days in-school suspension, or 1-180 days out-of-school suspension, and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other areas that are locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

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, 10-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. 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, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 10-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

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

Subsequent
Offense: Expulsion.

3. 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.

* Refusal by the student or parent to serve after school detention (ASD) time or Saturday detention will result in the student's suspension from school for the number of days the student was to serve school detention.

EXCEPTIONS – Exceptions to the Discipline Policy involving violations and penalties will be considered in the case of special education students, particularly those students who are assigned to classes due to behavioral problems. Please refer to policy JGE, Discipline of Students with Disabilities.

Bullying – For purposes of this policy, bullying is defined as 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; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

COVID-19 Information

The number one priority at Pevely Elementary is the safety of all staff and students. Therefore, some information listed in this handbook has changed due to health guidelines in regards to the COVID-19 virus. Updated information and guidelines will be sent home electronically, through social media, and through paper copy during the school year as we adjust our procedures to best fit the safety of our students and staff. If you have any questions regarding the most up to date procedures, please contact the front office during school hours.