



Middle School Handbook

Table of Contents

Attendance Information	3
Attendance Areas	3
Missouri Department of Elementary and Secondary Education Attendance Requirement	3
Important Dates	4
Academic Achievement	5
Evaluation of Student Achievement	5
Grades	6
Promotion, Remediation as a Condition of Promotion, and Retention	7
Promotion	7
Remediation as a Condition of Promotion	7
Acceleration	7
Retention	8
Cell Phones and Electronic Devices	8
Dress Code Standards	9
General Information	10
Athletics	10
Breakfast and Lunch Program	10
Digital Citizen Expectations	11
DoorDash and Food Delivery Services	11
Interviews at School by Law Enforcement Agencies or Other Officials	11
Dances and Incentives	12
School Transportation	12
Student Discipline	14
Discipline Policy	14
Application	14
Enforcement	15
Tardy Policy and Consequences	16
Run the Accessibility Checker	16

Attendance Information

Attendance Areas

The St. Joseph Board of Education establishes and/or revises school attendance areas annually or whenever such revision is deemed necessary. All changes in school attendance areas approved by the Board are published in the official minutes. Middle School: Parents must contact the enrollment center to request a transfer.

Enrollment Center Contact Information - 816.671.4115 / enrollmentcenter@sjsd.k12.mo.us

Students must attend the middle school that is within their boundaries of residence. Students living outside of their middle school boundaries of residence must have an approved transfer form from the enrollment center. Two forms of approved proof of residency must be uploaded each year and meet the requirement guidelines.

Missouri Department of Elementary and Secondary Education Attendance Requirement

The Missouri requirement for school attendance is for 90% of students to be in attendance 90% of the time. Continued absences of those under 17 years of age will be handled in accordance with the law. School administrators and teachers are expected to enforce the law (Section 167.11) and Board Policy ([JEA](#), [JEC-1](#), [JED](#), [JED-AP1](#), [JED-AP2](#), [JEDB](#)) regarding attendance.

The impact of missing school is more than you might expect. Review the table below to see how quickly chronic absenteeism can negatively impact student learning.

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10	2 weeks	70
90%	17	3 weeks	119
85%	25	5 weeks	175
80%	34	7 weeks	238

75%	42	8 weeks	294
70%	51	10 weeks	357
65%	59	12 weeks	413

After the first 3 weeks of school, if a student falls below 90% attendance, they will be required to attend intervention outside of regular school hours in order to get credit for the work made up. (Teams will track this and determine the amount of intervention). All assignments must be made up prior to the end of the grading period in order to receive credit.

Important Dates

August 17	Fall Sports Practices Begin -Volleyball/Football/Football Cheer 3:00 pm
August 25	First Day of School- Cross Country tryouts begin at 2:45 pm
September 7	No School - Labor Day
September 11	Progress Report
September 18	No School - Staff PD Day
October 2	Progress Report
October 23	3 hr. Early Out - 11:45 Dismissal Last day of Q1
October 26	P/T Conferences 3:00-6:00
October 27	P/T Conferences 3:00-6:00
October 30	No School
November 2	No School-Staff PD Day
November 13	Progress Report
November 25-27	No School - Thanksgiving Break
December 4	Progress Report
December 18	End of 2nd Quarter
Dec. 21 – Jan. 1	No School – Winter Break
January 4	No School - Staff PD Day
January 6	Beginning of 3rd Quarter

January 18	No School - Martin Luther King Day
January 29	Progress Report
February 12	No School - Staff PD Day
February 15	No School - Presidents Day
February 19	Progress Report
March 12	3 hr. Early Out - 11:45 Dismissal - Last day of Q3 - Progress Report
March 15	P/T Conferences 3:00-6:00
March 16	P/T Conferences 3:00-6:00
March 19	No School
March 22-29	No School – Spring Break
April 17	Progress Report
May 7	Progress Report
May 26	Last Day of School- 3 hr. Early Release 11:45 PM

Academic Achievement

Evaluation of Student Achievement

[View the Board Policy IK](#)

The evaluation of students' academic achievement in the school district is based on the premise that students have diverse capabilities, interests, and individual patterns of growth and learning. The professional staff must have adequate information to assess a student's educational needs, growth patterns, and other factors necessary to design instructional plans for the student. Sharing of information among parents/ guardians, teachers, and students is an integral part of the evaluative process.

Through the district's methods of student evaluation and parent/guardian-student-teacher communications, the district strives to meet the following objectives:

Parents/Guardians are to be informed regularly, at least four times a year, as to the progress their children are making in school. The Parent Portal in PowerSchool will inform parents of the following:

- Summary of Current Grades (one grade per week) and Attendance
- Detail Report Showing Assignment Scores for Each Class
- Detailed Report of Attendance
- School Announcements

Grades

The issuance of grades on a regular basis (a minimum of one per week) serves to promote a process of continuous evaluation of student performance in the school district. Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure.

Grade Scale (Grades 3-8)

Grade	Percentage
A	94-100%
A-	90-93%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Promotion, Remediation as a Condition of Promotion, and Retention

When determining whether students should be promoted, accelerated or retained, the district will use all available information, including results of classroom performance assessments, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in developing student evaluation standards and apply those standards uniformly when making decisions regarding the promotion, acceleration or retention of students.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

Promotion

Students will normally progress annually from grade to grade unless, in the judgment of the district's professional staff, it is not in the best educational interest of the student to do so. The final decision to promote a student rests with the school administration.

Remediation as a Condition of Promotion

The district may require remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

Acceleration

The district will assist students in progressing academically in accordance with their capabilities. Acceleration refers to educational strategies that provide opportunities for students to more rapidly achieve their education goals. Effective acceleration matches the level, complexity and pace of the curriculum to the readiness and motivation of the student. Acceleration will not be used as a replacement for gifted education services or programs.

When determining whether a student should be accelerated, the district will consider all available student assessment data, the student's social and emotional maturity and the

student's academic strengths. Acceleration decisions shall be based on the best interest of the student.

Parents/Guardians or teachers who identify a student who may benefit from acceleration should contact an administrator in the student's school for more information.

Retention

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

Cell Phones and Electronic Devices

Under board policy EHB -AP and Senate Bill NO. 1481, the usage of personal technology, including cell phones, is restricted during the school day.

Under board policy EHB-AP, the usage of personal technology, including cell phones, is restricted during the school day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Failure to comply with reasonable requests about cell phones may result in additional consequences. Given the importance and prevalence of cell phones for communication purposes, the following expectations are outlined below.

Students are not allowed to have electronic personal devices once they enter the school. Students can access personal devices outside the school building after 2:45 pm. Students are not allowed to use cell phones or music technology during the academic periods. All devices and earbuds should be in a backpack at all times during the school day. This includes the hallways, counseling center, library, advisement, restroom, or during instructional periods.

In the event a student is using (or the device is visible) a cell phone, music device, gaming device, or other electronic device during the school day, the device will be confiscated, and the school will follow the ladder of consequences for electronic devices.

1st Offense	2nd Offense	Subsequent
● Confiscation ● Parent Contact	● Confiscation ● Parent Contact	● Confiscation ● ISS

● Student Pick-up	● Adult Pick-up	● Adult Pick-up ● Cell Phone Plan
---	---	--

*NOTE: If a student refuses to turn their cell phone/smartwatch/electronic device in due to a violation, the student will be subject to further disciplinary action for insubordination, NOT for the cell phone violation.

**The school, the staff, and the St. Joseph School District are not responsible for lost, stolen, or damaged cell phones.

Dress Code Standards

The purpose of the dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming, as well as developing good habits that will lead to “dressing for success” in college and career. Students shall maintain a clean, orderly appearance at all times. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not disrupt the educational process. A student who is dressed appropriately is demonstrating respect for self and others, as well as contributing to a safe and orderly learning environment.

The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

([View Board Policy JFCA](#) and [View Board Policy JFCA-AP1](#)).

For example, but not limited to:

- Footwear must be worn at all times. Sandals are acceptable if safe and securely worn.
- Clothing that advertises substances such as alcohol, cigarettes, drugs, and violence is not permitted.
- Clothing and accessories that refer to sexual connotations, obscenities, or are suggestive in any way is not permitted.
- Any clothing that exposes undergarments, a bare midriff, or is otherwise revealing, is not permitted.
- Shorts that are inappropriately short are not permitted.

- Heavy or lengthy chains are not to be worn at any time.
- For safety/student identification purposes, students may not wear hoods over their heads while inside the school building during school hours.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. Failure to comply may result in disciplinary action.

General Information

Athletics

Students are encouraged to participate in athletic opportunities. Athletes must have a current physical, Impact test, and insurance on file to participate. Parents and/or students may pick up a physical and insurance form in the office, or print them from the school's website. Athletes must have 14 practices to participate in the athletic competition. Athletes who are absent the entire school day will not be allowed to participate in athletic competitions that evening. Students will have grade requirements to be eligible to participate in athletics. Certain sports may have a tryout process to be a member of the team. Further information can be found in the Activities Handbook

Breakfast and Lunch Program

The St. Joseph School District has established nutrition guidelines consistent with the Missouri Eat Smart nutrition guidelines ([View Board Policy ADF](#)). The St. Joseph School District Nutrition Guidelines address breakfast, lunch, and after-school snack programs; à la carte food items; vending machines; school stores; fundraisers; classroom parties, and environmental factors. Visit [School Cafe](#) to set up online payments, manage balance, view menus, or apply for free and reduced lunches.

for additional information about nutrition services.

- Meal Prices - Breakfast and lunch service is available at our schools. Breakfast costs \$1.45 for students. Lunch costs \$3.60. Ala carte items are available for an additional cost.
- Alternate Meals - Students with negative balances exceeding \$50 may be given an alternate meal of the side items and milk until their account is credited.

- Online Payment - Visit School Cafe on the Nutrition Services page to access student accounts. You can monitor student balances and make online payments through this account. Please note, there is a convenience fee of 4.75% per transaction. That fee is approximately \$1.20 for a \$25.00 payment to the student account.

Digital Citizen Expectations

We strive to show students the safe, legal, and responsible use of information and technology. We embrace the following conditions or facets of being a digital citizen.

- Respect Yourself. I will select online names that are appropriate.
- Protect Yourself. I will not publish personal details, contact details, or schedules of activities for myself or anyone else. I will check with my teacher before registering at any website.
- Respect Others. I will not use technologies to bully, harass, or tease other people.
- Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. I will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. I will request to use the software and media of others produce.
- Respect Property. I will neither deface, damage, nor destroy the property of the St. Joseph School District.
- Protect Property. I will ensure the proper handling and safety of property belonging to the St. Joseph School District

DoorDash and Food Delivery Services

Students are not allowed to have food delivered to the school by DoorDash or any other food delivery service. If food is delivered to the school, the order will be rejected by the office at the door.

Interviews at School by Law Enforcement Agencies or Other Officials

- School children should be released by the principal if such a request is made by the Juvenile Officer or investigating officer.
- Parents will be contacted by school officials in the case of such release, unless law enforcement officials request that we do not.

- The Juvenile Officer, Police or Sheriff's Officers will be permitted to question students in the school without a school administrator present.
- Child abuse and neglect investigations shall be conducted by the appropriate authorities. Upon obtaining proper identification, the principal shall permit the investigating authority to conduct the interview. Parents will not be notified unless the agency conducting the interview allows the school to contact them.

Dances and Incentives

Student participation will depend on discipline referrals and attendance from dance to dance.

Students must meet the following criteria in order to attend:

1. Students must be in attendance and not in ISS on the day of the dance.
2. No more than 1 day of ISS and no days of OSS
3. 90% attendance (from dance to dance or YTD)
4. No office referrals 2 weeks preceding the dance

Leave Permits

Students shall be permitted to leave during the school day based on parental authorization, in writing, personal contact, or by telephone. Parent/guardian or authorized adult must come into the office to sign out students.

School Transportation

All persons riding in school districts or contracted transportation vehicles shall adhere to the following rules. 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. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.

4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. Bus riders who do not load the bus at the designated time and location for three consecutive days (without notifying the driver or bus company) will not be allowed to ride the bus again until a meeting with the building principal and bus company staff is held and a plan is made to resume riding the bus.
8. Riders of contracted alternative transportation need to notify the contracted service company of days or times (AM or PM) not riding the bus to or from school. Please contact SJSD Student Services to obtain the phone number to call. After three times of this call not being made, the alternative transportation will be discontinued and a meeting with the Student Services Director will need to be arranged to resume transportation.
9. A rider may be assigned a seat by the driver or by a building administrator or designated staff member.
10. Riders who damage seats or other equipment beyond reasonable repair will be required to reimburse the district for the cost of the repair or replacement before the student is able to resume riding the bus. This will be designated by the bus company manager and district or building administrator. Other restitution may be required to resume riding the bus.
11. Riders are not permitted to leave their seats while the vehicle is in motion.
12. Permission to open windows must be obtained from the driver.
13. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
14. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
15. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.

16. Students shall not throw objects about the vehicle nor out the windows.
17. Students shall keep feet off the seats.
18. Items sent to school will not be allowed on the bus home (e.g. flowers, balloons, glass bottles, food, and drinks).
19. No medications shall be in a student's possession on the school bus, unless there is a written doctor's order for permission to carry (emergency medication only). Medications should be delivered by the parent or guardian to the school nurse.
20. 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.

Student Discipline

Discipline Policy

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: [JG-R1](#), [JG](#), [JGB](#), [JGD](#), [JGE](#) and [JGF](#). A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a

court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

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

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies. All prohibited guidelines are outlined in the district handbook.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations, and procedures in a manner that is fair and developmentally appropriate, and that considers the student and the individual circumstances involved.

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

Tardy Policy and Consequences

This includes tardies between classes, not tardies to school.

Students are expected to be in their classroom when the bell rings.

- If a student enters the classroom after the tardy bell rings, the student must have a pass from the office, previous teacher, counselor, social worker, etc.
- If a student does not have a pass, students will be marked tardy
- Tardies will reset each Quarter

Number of Tardies	Consequence
5	3 days lunch detention
10	1 day ISS
15	3 day ISS
20	Private Passing Period