

# Parent/Student Handbook



201 East 133<sup>rd</sup> Street  
Kansas City, Missouri 64145  
Phone (816) 316-5700 Fax (816) 316-5751

Mr. Johnny Dodge - Principal  
Mr. Andy Leech- Assistant Principal  
Sherry McCombs - Instructional Coach

## DAILY BELL SCHEDULE

1 <sup>ST</sup> HOUR	2 <sup>ND</sup> HOUR	3 <sup>RD</sup> HOUR	4 <sup>TH</sup> HOUR	5 <sup>TH</sup> HOUR	6 <sup>TH</sup> HOUR	7 <sup>TH</sup> HOUR	Team Time/Bulldog Challenge (RTI)
8:15 – 9:00	9:03 – 9:48	9:51 – 10:36	10:39 – 11:58	12:01 – 12:46	12:49 – 1:34	1:37 – 2:22	2:25 – 3:05

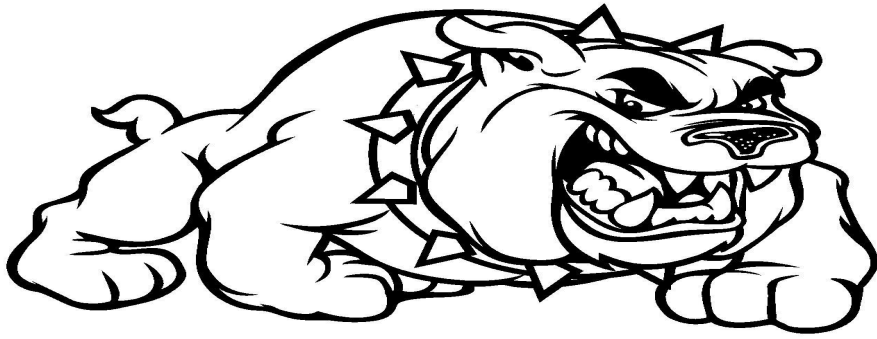
## Lunch

6 <sup>th</sup> Grade	10:39 – 11:04
7 <sup>th</sup> Grade	11:06 – 11:31
8 <sup>th</sup> Grade	11:33 – 11:58

## Notice of Non-Discrimination

The Grandview C-4 School District does not discriminate on the basis of race, color, religion national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment, and provide equal access to the Boy Scouts and other designated youth groups.

Assistant Superintendent for Human Resources  
Grandview C-4 School District  
13015 10<sup>th</sup> Street  
Grandview, Missouri 64030  
(816)316-5000



Dear Students:

Welcome to Martin City Middle School, home of the Bulldogs!

It is our intent for you to be successful not only as a student, but also to help you develop as a person during these middle school years. We encourage you to ask questions, (no question is too small) and know that our office and staff are here to help you in whatever way we can. Our school will have many opportunities for involvement, so please take advantage and sign up for some of the activities offered and have fun!

In this booklet, you will find important information on school procedures and policies. Also, included are dates for school activities and other calendar information. The assignment portion of this booklet, used on a daily basis, will assist you in being a successful student at Martin City Middle School. We ask parents to become involved by monitoring the use of this assignment book.

We look forward to getting to know you and we wish you a most successful school year.

Have a Great Year!

Mr. Johnny Dodge,  
Principal

Mr. Andy Leech,  
Assistant Principal

**CENTRAL OFFICE**  
**13015 10<sup>th</sup> Street**  
**Grandview, MO 64030**  
**Phone (816) 316-5000**  
**Fax (816) 316-5050**

Mr. Kenny Rodriquez, Superintendent of Schools

Ms. Lori Deanda, Assistant Superintendent  
Human Resource Development

Mr. Juan Cordova, Assistant Superintendent  
Curriculum and Instruction

Ms. Ann Marie Cook, Assistant Superintendent Finance & Operations

**BOARD OF EDUCATION**

Mr. Wayne Terpstra, President  
Mr. Leonard Greene, Vice President  
Mr. Paul Alexander, Treasurer  
Ms. Yolanda Bush, Member  
Mr. Ron Haley, Member  
Ms. Barbara Polette, Member  
Mr. Chuck Cornforth, Member  
Ms. Kathy Meyers, Secretary to Supt & BOE

**ADMINISTRATIVE SUPPORT STAFF**

Mr. Adam Schwarts  
Director of Transportation  
(816)316-5175

Mr. Jim Foy  
Director of Maintenance  
(816)316-5925

**MCM PROFESSIONAL SUPPORT STAFF**

<b><u>Principal's Secretary</u></b>	<b><u>Head Custodian</u></b>
Mrs. Stifter	Mr. Motsinger
<b><u>Secretaries</u></b>	<b><u>Custodians</u></b>
Mrs. Forgrave	Mr. Perkins
Mrs. Miller	Mr. Shearman
	Mr. Brittain

**Counseling Secretary**

Mrs. Fugate

**HEALTH ROOM PARA**

Ms. Quinn

**Professional Staff**

**Librarian** Mrs. Smith

**6th Grade Staff**

Ms. Starke	Mr. Reeser
Ms. Jenkins	Mrs. Williams
Mrs. A. Brown	

**7th Grade Staff**

Mrs. McCorn	Mr. Barrett
TBD	Mrs. M. Brown
Ms. Jefferson	

**8th Grade Staff**

Ms. Dairee Njie	Mr. Slavens
Ms. Lowe	Ms. Wiggins

**Special Education**

Ms. Christiansen	Mrs. Stringfield
Mrs. Perkins	

**Speech Therapist**

Mrs. Littlewood	Mrs. Holland
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**ELL**

Mrs. Nugent

**Encore Staff**

<b>Art</b>	Ms. Place-Worth
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<b>Band</b>	Mr. Dodd Mr. Sampsell
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<b>Computer Application</b>	Mr. Bartholomew
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<b>Family and Consumer Science</b>	Ms. Place-Worth
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<b>Gateway to Technology</b>	Mr. Bartholomew
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<b>Health/P.E.</b>	Mr. Swartz
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<b>Physical Education</b>	Ms. Higgins
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<b>Vocal Music</b>	Mr. Dodd and Mr. Bokay
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**MISSION STATEMENT**

Members of the Martin City community work together to inspire, motivate, and challenge students to achieve academic success and personal growth.

**VISION STATEMENT**

Martin City staff and students aspire to create a positive and motivating learning environment where students are physically and psychologically safe. We expect all members of the community to excel academically and to interact respectfully and responsibly. We embrace learning and work with each other and parents to achieve goals. We care about each other and strive to create positive memories for all.

**INDIVIDUAL ACCOUNTABILITY AND RESPONSIBILITY**

We believe that everyone has the responsibility to conduct him/herself in a manner that meets established academic and behavioral expectations.

**SCHOOL CLIMATE**

We believe in a safe, secure learning environment that promotes respect, acceptance and cooperation.

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The GC-4 Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. If a complaint cannot be resolved at the building level by speaking with teachers, counselor, and the building principal, then the complaint should be referred to the appropriate Central Office Assistant Superintendent. Concerns that cannot be resolved by speaking with the appropriate Central Office Assistant Superintendent should be referred to the Superintendent of Schools. If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

## **LEARNER-CENTERED APPROACH**

We believe that our students are in transition from childhood to adulthood.

- We believe that all decisions must serve students' emotional, social, physical and intellectual development.

## **CURRICULUM AND INSTRUCTION**

We believe that students learn best when exposed to a variety of instructional methods that accommodate unique styles of learning.

- We believe that a balanced curriculum for adolescents provides the opportunity for students to explore a wide variety of learning experiences.
- We believe that these learning experiences should provide students with connections between academic topics and adolescent issues.

## **HUMAN SEXUALITY CURRICULUM**

FILE: IGAEB-AF3

(Notification – Middle School)

Human Sexuality Curriculum may be delivered through courses in Physical Education, Health and Wellness, Social Science, and counseling lessons. Descriptions of topics covered in the district curriculum are located on the district website and parents and students are encouraged to review district curriculum. Parents will be notified at least two (2) weeks prior to the instruction of the human growth and development and human sexuality curriculum. When a parent prefers that their child not receive instruction in either of these content areas, a written notice must be provided to the classroom teachers.

Prior to instruction, the teacher will provide the principal with the names of the students whose parents provided written notification that they prefer that their children not receive instruction in the human sexuality curriculum. The principal and the teacher will determine alternative coursework for the students.

## **FAMILY INVOLVEMENT**

We believe that positive interactions with family greatly influence the success of each student. Therefore, we encourage family members to attend Curriculum Night, Awards Assemblies, Athletic Events, Band/Choir Concerts, Parent/Teacher Conferences and PTA Activities. Parents/guardians are encouraged to contact the school with any questions or concerns regarding the education of their child.

## **BUILDING POLICIES**

### **MIDDLE SCHOOL OFFICE HOURS**

The office is the administrative center of the school and all functions and activities must be sanctioned by this office in order to eliminate or minimize conflicts and to operate smoothly.

The office will be open from 7:30 A.M. to 3:30 P.M. Monday through Friday.

### **SCHOOL VISITORS**

All visitors must register in the office upon entering the school building. Before speaking with or signing out a student, visitors must present proper identification (driver's license or state ID). All classroom visitations must be authorized by an administrator. Visitors will sign in, be given an office pass and escorted to the classroom by a staff member. If you would like to sit in on one of your child's classes or lunch, we request that you provide us with 24 hour notice prior to your arrival.

### **TREATS FOR BIRTHDAYS/CELEBRATIONS**

Homemade snacks/treats are prohibited. If you choose to bring in treats for a birthday or celebration(s) all items must be store bought and in its original container/wrapper. Arrangements must be made with classroom teacher and/or administrator.

### **EMERGENCY AND INCLEMENT WEATHER PROCEDURES**

Each year there are occasions when it becomes necessary to delay the opening of schools, conduct early dismissals, or close schools due to emergencies or weather.

Announcements of delayed openings, early dismissal or school closings can be found on the district website and will be broadcast over the area television, and radio stations. Please do not call the school.

### **CRISIS, FIRE AND TORNADO DRILLS**

Each classroom has a written description of the evacuation routine for crisis, fire and tornado drills. Students are expected to follow the directions given by the staff, moving quickly and quietly to assigned areas. Students should familiarize themselves with exit routes for the rooms in which they attend classes.

Every student and staff member must recognize the seriousness of these drills. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action are required at all times.

### **Grandview C-4 School District advises parents about procedures during tornado warnings:**

#### ***All schools to go into full lockdown during area warnings.***

Grandview C-4 schools and facilities routinely practice tornado and other emergency drills. During a tornado warning, all C-4 schools and other facilities will be locked down. No students or staff members will be allowed to leave their take cover area until the warning has expired. For this reason, parents will not be allowed to pick up their children from school while a warning is underway as staff members would be required to leave their take cover area to release the students, putting both the students and school employees at risk.

When students and staff members take cover during tornado warnings, parents/guardians will receive a phone call through the district's automated calling system. The recorded calls will also inform parents that students will not be released from school during the warning. In addition, school staff members will not be answering the office telephones since they are required to be in their take cover positions. A second call will go to parents/guardians to notify them that the warning has expired and that students and school staff are returning to classrooms.

### **LOCKERS**

Students will be assigned a locker for their use. Each locker should be kept locked and clean at all times. Students should not give out the combination or put books or personal belongings in anyone else's locker. If a locker is not working properly it should be reported to the office, so it can be repaired. Students will be allowed to go to lockers before and after school, as well as between classes. **If hallway behavior becomes problematic students may be limited to the number of times they are allowed to go to lockers until behavior is acceptable.** School lockers and desks are school property loaned to students for their convenience. School authorities may search lockers or desks if they deem it necessary. School authorities acting "in loco parentis," are charged with the safety of all students under their care and supervision. Any illegal materials will be seized. Such materials may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

### **METAL DETECTORS**

Students should be aware that hand-held metal detectors are available for use by the administration. When it becomes necessary to use detectors, they may be used in three different ways.

1. **On an individual basis**—if there is reasonable cause to believe that a particular student has a weapon.
2. **Continuous**—when it is necessary to screen all students within or entering the building.
3. **Random**—when it is feasible to screen a statistical sample of the student body. Each student in the school has equal probability of being included in the sample.

**LOST OR STOLEN PROPERTY**

The C-4 District is not responsible for lost or stolen personal property.

**ACTIVITIES**

There are many enjoyable, interesting and worthwhile activities available to students who wish to become involved. We strongly urge everyone to select some extracurricular pursuit.

<u>Grade</u>	<u>Activity</u>
6, 7, 8	Instrumental Music
6, 7, 8	Vocal Music
6, 7, 8	Student Council
6, 7, 8	Student Newspaper
6, 7, 8	First Tech Challenge
6, 7, 8	After School Academic Success
6, 7, 8	After School Clubs
7, 8	National Junior Honor Society

The mission of the Middle School Activities Program is to encourage appropriate behavior, develop positive self concept, provide age-appropriate learning opportunities, and promote a concept of wholesome values through a variety of activities involving as many students as possible. The purpose of these activities is to promote the participation of all students and to help them accept others regardless of skill level.

**NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

NJHS is an organization that recognizes and encourages academic achievement while developing other characteristics of the middle school student. Scholarship, character, service, leadership, and citizenship are emphasized.

**STUDENT COUNCIL**

The Student Council gives students an experience in school government. Student Council is the voice of the student body. Council representatives are elected and responsible to:

1. Bring comments and questions before the Council.
2. Keep the student body informed of Council activities and decisions.
3. Model good school citizenship.

**ATHLETIC ELIGIBILITY**

**Students who have participated in an after school athletic program are required to return their uniforms and any other school equipment with-in five school days after the season has ended. Students who have not returned these items will not be allowed to participate in another sport until these items have been returned or paid for.**

To be eligible to participate in middle school athletics a student must meet the following criteria:

1. Receive no more than 1 failing grade (on grade card as “F” or an “I”) the previous grading period.
2. Have a physical examination on file in the District Athletic office.
3. Have parental permission and proof of insurance on file in the District Athletic Office.

A student who is suspended (OSS or ISS) may not participate in any athletic or after school events during the period of the suspension. (If serving ISS you may participate in practice.)

**8<sup>th</sup> grade**

<b>Football</b>	<b>Boys’ Basketball</b>	<b>Track</b>
<b>Wrestling</b>	<b>Girls’ Basketball</b>	<b>Cross Country</b>
<b>Cheerleading</b>	<b>Girls’ Volleyball</b>	

**7<sup>th</sup> grade**

<b>Track</b>	<b>Wrestling</b>	<b>Cross Country</b>
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## PHYSICAL EDUCATION

Gym clothes are required for physical education classes. Gym clothes may be purchased from the school (\$15 per uniform or \$8 for shorts and \$8 for shirt). Students are only allowed to wear shoes with non-marking soles. All items of clothing worn in classes must be properly marked with student's name. Clothing should be laundered at least once a week. Teachers will notify parent/guardian when students repeatedly fail to dress out for class.

Each student is expected to participate in all activities unless he/she is excused by a doctor. Students not able to perform the more strenuous activities will be assigned other class activities. No grades are given for any activity from which the student is excused for medical reasons over an extended period of time.

**Excuses:** To be excused from physical education, a note from the student's parent/guardian is required, stating the reason for the request. If the excuse is for more than two (2) consecutive days, a doctor's excuse is required.

## SCHOOL PICTURES

Individual school pictures are taken each year. Students will be notified in advance when pictures will be taken.

## CHANGE OF ADDRESS

Please inform our office as soon as possible in the event of address or telephone number changes for your home or your parents/guardians' place of work. This keeps the information current on our address mailing and is also important so parents/guardians may be contacted in the event of an emergency.

## DISMISSAL PRECAUTIONS AND RELEASE OF CHILDREN

The Grandview C-4 School District is legally responsible for the safety of its students during the school day.

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal.

In keeping with these precautions, the following procedures will be adhered to:

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian. **Identification must be presented before a student is released.**
- Telephone requests for early dismissal of a student shall be honored only if the caller can be identified as the student's parent or guardian.
- Children will be released to either biological parent unless a court order indicates otherwise.
- Students will only be released to a person whose name is listed on the enrollment card unless a call or letter has been received from the parent or guardian. School personnel will verify identity of parent or guardian before verbal permission to release student to someone not listed on the enrollment card can occur.
- Parents shall provide information concerning parental rights, including divorce decrees and restraining orders if any. School administration will review court documentation specifying custodial rights and parenting agreements and additional precautions may be taken.

## TEAM TIME and Bulldog Challenge

During Team Time students will be with their team teachers receiving information about their current academic status, and receiving additional academic help or enrichment in subject areas. This period will also be used for incentives and special programs.

Bulldog Challenge or RTI (Response to Intervention) will be held Tuesday, Wednesday and Thursdays during the last period of the day.. Students will be placed in tiers based on academic achievement levels referenced by grades, MAP test, Lexile scores as well as other educational tools. Students will receive appropriate interventions at this time such as small group learning, extended homework time or enrichment programs.

## GRADE REPORTS

The mid-quarter and quarterly reports notify parents of student's progress. Reports will be mailed home or sent home with students. However, all grades will be available at any time using our Student Information System or SIS, located on our website.

## HONOR ROLL

To be eligible for the Honor Roll, a student must have a GPA of 3.00 to 3.66 and no grade below C-. To be eligible for the Principal's Honor Roll, a student must have a GPA of 3.67 to 4.00.

A = 4.00   B = 3.00   C = 2.00   D = 1.00

A- = 3.67   B- = 2.67   C- = 1.67   D- = 0.50



B+ = 3.33 C+ = 2.33 D+ = 1.33 F = 0.00

### **TELEPHONE/CELLPHONES**

A staff member must approve the use of district phones by a student.

The possession and usage of cell phones, by students, for any reason (making/receiving calls, texting, taking pictures, etc.) are prohibited during school hours.

**Starting with the 2017-18 school year, this will be strictly enforced. Furthermore, due to distractions and other issues that cell phones have created in the classroom environment, it is strongly suggested that students not bring cellular devices to school at all. Cell phone use has always been prohibited in school. However, if a parent determines a need for their child to have a cell phone for time periods before and after school, students will be required to leave the phone in their locker during school hours. If a student fails to keep the phone in their locker, the school will hold the phone in the front office until the end of the day. If this happens more than once, it will be treated as a defiance issue via board policy D20.**

**There will be zero tolerance for having a cell phone in school bathrooms and locker rooms. If a student is found using a phone in the restroom or locker room, there will be an office referral and a parent phone call will be made.**

### **BUILDING TRAFFIC**

Please observe the rules listed to avoid confusion.

Always walk to the right of the corridor.

There is to be no running in corridor.

Excessive noise and inappropriate behavior is not acceptable.

Students are not allowed to walk in large groups in the corridor.

### **TEXTBOOKS**

All textbooks, workbooks, and basic instructional materials are issued by the school on a loan basis and are to be returned at the end of the school year in as good condition (allowance for normal wear) as when issued. Any book, equipment, etc., loaned to a student that is not properly returned will be charged to the student's account at replacement or repair cost.

### **STUDENT ACCIDENT INSURANCE**

The C-4 School District does not carry accident insurance on students in the school district. The cost and administration of providing the insurance would be prohibitive. However, the school provides an application (on an optional basis) to purchase insurance that covers students while at school. Should one choose to purchase this insurance, it is strictly a contract between the family and the insurance company. These forms will be sent home with students during the first few days of school. If parents choose to take the insurance, mail the application and payment directly to the company.

### **MIDDLE SCHOOL HOMEWORK POLICY**

Homework is a major component and a vital part of the Middle School Program. It is an extension of the regular daily school program. The goal is to help students develop good homework/study habits through regular homework assignments.

Homework assignments should generally fulfill one or more of the following purposes:

1. Practice to reinforce and/or strengthen skills.
2. Reading of assigned literature or text material.
3. Research activities.
4. Complete long-term projects.
5. Review material covered in class.

**Amount of Homework:** The amount of homework assigned normally increases as the student progresses through school. While it is not feasible to establish rigid time limits, students should expect homework on a daily basis.

**Late Homework:** It is the student's responsibility to see that homework assignments are turned in or are ready to be checked on the due date assigned by the teacher.

### **MAKE-UP WORK**

Make-up work will be granted for full credit for excused absences. It will be the responsibility of the student to contact his/her teachers the day following the absence.

### **No Zero Policy**

Students are expected to turn in all assignments. Therefore a list of missing assignments will go out every Monday to all students. Students are expected to finish all missing assignments before the end of the week. Any assignment not finished will show up on the report until it has been turned in. Students will receive at least 50% credit for late assignments but teachers can give more or full credit at their discretion.

### **RIDING A SCHOOL BUS**

Riding the school bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey his/her requests.

Students riding the bus are expected to go directly from the bus to the building each morning. After school, students are to board the bus without leaving school property.

Failure to observe all rules will result in a referral to the principal's office. If a student cannot comply with the regulations, he/she may be denied the privilege of riding the bus.

**Upon arrival to school, students requesting to ride any bus other than their assigned bus or getting off at a bus stop other than their assigned stop must present a signed note from both sending and receiving parents granting permission, which would indicate the reason, bus stop, name, address and phone number of destination. This must be approved by a staff member.**

### **LIBRARY**

Students are encouraged to use the library at every opportunity. A librarian is on duty to assist students and staff. Materials available include books, magazines, newspapers and reference materials. Most books may be checked out for two weeks and renewed if necessary. All materials are to be returned to their proper place after each use. Students are expected to pay for lost, damaged and over-due materials.

### **GUIDANCE AND COUNSELING**

The purpose of the Guidance Program is to assist the students in making wise choices concerning both educational and personal development. Any student wishing to see a counselor should make an appointment in the Guidance Office. When resolving conflicts, students are expected to contact an adult (teacher, counselor or administrator) prior to trying to address the situation on their own.

### **MEDICATIONS AT SCHOOL**

Please be aware that we do not give any medications at school without a prescription/doctor orders – this includes non-prescription medications. **Medications need to be brought to the Health Room in the original container by an adult.**

### **CAFETERIA**

Breakfast and lunch are served daily in the school cafeteria. Lunch and/or breakfast may be purchased on a daily basis or students may put money on account for future purchases (Breakfast = \$1.80 and Lunch = \$2.45).

In order to keep the cafeteria clean and pleasant, the following rules will be observed by all students:

1. **Leave top of table clean.**
2. **Leave floor free of debris, even if left by previous group.**
3. **Leave chairs upright and under table.**
4. **Refrain from excessive noise and/or unacceptable conduct. This will not be tolerated and may result in loss of cafeteria privileges.**
5. **Do not cut in the food line, change seats or tables, or bother another's lunch tray.**
6. **Leave items purchased during breakfast or lunch in the cafeteria.**
7. **Wait for your classroom teacher to escort you to and from the cafeteria.**
8. **Eat only cafeteria food or individual sack lunches in the school cafeteria.**

### **Use of Canine (See Board Policy JFG)**

The Grandview consolidated school district is committed to providing a drug-free environment for students, staff, and visitors. The use of drug detection dogs could be utilized during the school year to search all accessible areas in the **building**. The searches **could** be done at "random." Students are not allowed or permitted to have any contact with the dogs because of safety reasons. Students that initiate any contact with the dogs will be subject to disciplinary action.\

### **GENERAL SCHOOL REGULATIONS**

1. Do not arrive on the school grounds before 7:55 A.M. if walking or coming in a private car.
2. Do not leave the school grounds after arrival in the morning, during lunch period, between any class period or while waiting for a bus, without permission from the office. A written notice or personal contact from a parent/guardian is necessary to receive permission to leave the school grounds.

3. Keep all unnecessary noise to a minimum when changing from one class to another. Do not use hall areas other than those needed in changing rooms.
4. Proceed directly to your next class. Any student who takes more than three minutes getting to his/her next class will be considered tardy.
5. Obey the teachers on hall duty and follow their instruction.
6. Close locker doors without slamming them. Lockers will be inspected periodically as to maintenance and cleanliness.
7. Keep to the right when passing in halls. NO RUNNING IN HALLS.
8. Do not loiter in the main lobby, halls, restrooms, or any unsupervised area. Any group of more than two students will be asked to move.
9. Walk on the sidewalks at all times when entering or leaving the building. Stay off the lawns and shrubbery areas.
10. Do not throw objects near the school building or where other students are in danger of being hit. Snowballing is not permitted on school property.
11. Take proper care of all books and school property. Students will be charged for books, lockers, or other materials damaged beyond normal wear. The price of any lost book will be determined by the cost of its replacement. The student responsible for the lost book will be required to pay at the end of the school year.
12. Keep lockers in order and locked at all times. Do not open any locker other than the one that is assigned.\

### **SEXUAL HARASSMENT**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff or any student to harass a staff member or student through conduct or communication of a sexual nature as defined below. Sexual harassment includes, but is not limited to, any unwelcome sexual overtures, requests for sexual favors, or a sexually offensive environment made or maintained by a member of the school staff or by a student. Sexual harassment may include the following:

- Unsolicited or unwelcome verbal comments
- Gestures or physical contact of a sexual nature
- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications, unwelcome touching and suggesting or demanding sexual involvement
- accompanied by implied or explicit threats concerning one's job, grades, promotion, salary, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to the building principal, guidance counselor, or other individual designated to receive such complaints.

If such a designated person is the accused, then the complainant may file his or her complaint with that person's supervisor or superior. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status in the district, nor will it affect future grades, promotions, work assignments, etc.

Right to confidentiality, both of the complainant and the accused, will be respected and consistent with the district's legal obligations and with the necessity to investigate allegations of the misconduct which occurred.

A substantiated charge against a staff member shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

### **DISCIPLINE GUIDE**

The discipline and attendance policies of the Grandview Public Schools, while assuring due process for students, foster communication among school personnel, students and parents. Their purpose is to promote a safe and orderly educational atmosphere. Students are expected to attend school regularly, be respectful of other people and their belongings, be respectful and cooperative with school staff members, and cause no disruption to the learning environment. A district-wide discipline policy is enforced and explained to students during the first week of school and periodically throughout the school year.

### **STUDENT DISCIPLINE**

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

Management of student discipline is most effective when school personnel, parents and students work cooperatively. Communication between all parties is critical. Therefore, all disciplinary actions taken will be accompanied by a principal/parent/student conference (PPSC). Teachers and other staff may be requested to participate in conferences as deemed necessary by the principal. All disciplinary actions will be noted in the student's disciplinary record. Law enforcement officials will be notified consistent with procedures outlined in the Missouri Safe Schools Act.

### **Definitions**

*Suspension* – Suspension refers to both in-school suspension (ISS) and out-of-school suspension (OSS) unless otherwise noted. Students who are suspended (in or out of school) may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation. Any assignment that would require them to be in attendance outside the normal day (e.g., concerts) must have an alternate assignment provided. Students who are suspended out of school for only one to two days will have the ability to make up missed assignments. Work given while a student is suspended will be due no later than two days after the student returns.

*Crossroads* – A program that provides an opportunity for students who have an OSS to make up work. Students who are recommended for Crossroads and who choose to attend will have their out-of-school suspensions changed to in-school suspensions in their records. Students suspended out of school and not attending Crossroads may make up any work unless otherwise noted in this regulation. Students choosing not to attend Crossroads will have their suspensions recorded as out-of-school suspensions in their records.

Occasionally, Crossroads will be at capacity and unable to accept new students. Students who receive an out-of-school suspension and are recommended for Crossroads during that time will be able to make up assignments.

*Restitution* – Reimbursement/Replacement needed for equipment, furniture, walls, etc., that have been damaged due to a student's actions, whether willful or accidental.

### **Reporting to Law Enforcement**

It is the policy of the Grandview C-4 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten 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. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

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

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

### Student Offenses and Consequences

The following are descriptions of prohibited conduct and 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 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.

At the elementary level, some consequences are divided by primary and intermediate. Primary is defined as Pre K-2; intermediate is defined as grades three through five.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, no credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, no credit for the work, grade reduction, course failure, or detention or 1-5 days ISS.

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action, whether it was willful or accidental will be made if appropriate, PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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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 or fourth degree. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

**Of a Staff or Faculty Member**

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC and 3-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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**Of a Fellow Student**

First Offense:	Administrative options include one or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

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

First Offense:	Administrative options include one or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: 10 days OSS and a referral for consideration of long-term suspension or expulsion.

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or

retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**Bus or Transportation Misconduct** – Any offense committed by a student on transportation provided by or through the district shall be disciplined 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation. Penalties will be consistent with this regulation and other policies referenced herein.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC and detention with possible revocation of bus privileges from 1-180 days, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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**Combination of Repeated Offenses** – Behavior that is continually disruptive to the learning process thus requiring discipline in a combination of categories as outlined in this regulation. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First - Third Offenses:	Administrative options include one or any combination of the following consequences: PPSC and 3-5 days OSS or Crossroads.
Subsequent Offenses:	Administrative options include one or any combination of the following consequences: PPSC and 10 days OSS with a possible referral for consideration of a long-term suspension or expulsion.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery, cheating and plagiarism. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.
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**Defiance, Insubordination** – Stated or implied intention to not comply with school rules or reasonable requests of a staff member. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**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, 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First - Third Offenses:	Administrative options include one or any combination of the following consequences: PPSC and verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, detention, 3-10 days ISS, 5-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Disruptions Caused by Gang-Related Activity or Disruptions by Other Threatening Groups** – 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 effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on district property or while attending a district 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.



All Offenses:	Administrative options include one or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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***Disruptive Common Area Behavior*** – This category would include conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts the school environment. Common areas include but are not limited to: halls, cafeteria, restrooms, playground, field trips, school grounds, assemblies and parking lots. Examples are horseplay, shouting and yelling and in other ways creating a disturbance. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
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***Drugs/Alcohol (see Board policies JFCH and JHCD)***

a. Possession of or attendance while under the influence of or soon after consuming any over-the-counter drug, herbal preparation or imitation of the above, 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC and 10 days OSS with possible referral for consideration of a long-term suspension or expulsion. Offenders may receive up to 5 days ISS or Crossroads in lieu of an equal number of days to be suspended out of school if the parents and students agree in writing for the student to undergo a professional evaluation for possible chemical dependence.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

b. Sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation of the above, prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with referral for consideration of a long-term suspension or expulsion.
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**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, restitution, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC and restitution, 1-5 days ISS, 10 days OSS or Crossroads with a referral for consideration of a long-term 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:	Administrative options include one or any combination of the following consequences: PPSC with restitution, detention, or 1-5 days ISS.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC with restitution, detention, or 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion..

**Failure to Comply with Conditions of Suspension, Expulsion and Other Disciplinary Consequences** – All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

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

- a. The student is under the direct supervision of the student's parent, legal guardian or custodian.
- b. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
- c. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	If a student violates this prohibition, the police will be called and the student may be arrested for trespassing, and may be subject to additional disciplinary consequences.
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**False Alarms** – 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, or other damages incurred due to student's action whether it was willful or accidental will be made, PPSC, verbal reprimand, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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**Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

a. Verbal Conflict

First Offense:	Administrative options include one or any combination of the following consequences: PPSC and mediation, verbal reprimand, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

b. Physical Conflict

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, mediation and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension. If fight involves groups of people or it is a gang fight, there will be a recommendation for consideration of long-term suspension or expulsion.
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**Fireworks, Chemical Disruption** – Possession or ignition of fireworks or chemicals on district property. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term 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:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention or 1-10 days ISS.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, detention or 1-10 days ISS, 1-10 days OSS or Crossroads.

**Harassment, including Sexual Harassment (see Board policy AC)** – Harassment also includes Internet use or other electronic technology to harass or intimidate.

a. Use of material of a sexual nature or unwelcome verbal, written, digital (use of technology to harass) or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law or “Additional Prohibited Behavior” outlined in policy AC. 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law or “Additional Prohibited Behavior” outlined in policy AC. 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; or by “Additional Prohibited Behavior” outlined in policy AC. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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**Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Inappropriate Use of Technology and/or Property (see Board policies EHB and KKB and procedure EHB-API)** – This includes, but is not limited to, inappropriate use of technology (Internet, text messaging, cell phones, or other electronic technology, etc.), phones, school address, videos or music. Inappropriate material will be confiscated.

The use of any C-4 computer is a privilege, not a right. This privilege may be revoked by the administration at any time upon violation of acceptable use. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made. PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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**Incendiary Devices** – 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.

All Offenses:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
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**Miscellaneous Offenses** – In addition to offenses previously stated, disciplinary action may be taken for any general threats to harm or injure others or offenses deemed to constitute conduct that is prejudicial to good order and discipline in the schools or that tends to impair the morale or good conduct of the students. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
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**Nuisance Items** – Possession or use of items such as toys, games and portable media players that are not authorized for educational purposes.

First Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-5 days ISS.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.

**Recording** – Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, 1-5 days ISS.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term 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.

All Offenses:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
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**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
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**Staff or Faculty Member Safety Violations** – Inappropriate behavior or physical contact with any school employee or volunteer, including physical contact that does not rise to the level of assault but is physical contact that reasonably could be expected to be injurious. This includes physical contact committed recklessly and without specific intent.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC and 3-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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**Theft** – Theft, attempted theft or possession of stolen property. When appropriate, restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action whether it was willful or accidental will be made. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
Second Offense:	Administrative options include one or any combination of the following consequences: PPSC, detention, 3-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**Threats or Verbal Assault** – Verbal, written, pictorial, digital (use of electronic technology to harass) or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Students found to be in violation and receiving a suspension may not attend

any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.
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**Tobacco**

a. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

b. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-5 days ISS.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC and 1-10 days ISS, 1-10 days OSS or Crossroads.

**Truancy or Tardiness (see Board policy JED and procedure JED-API)** – Absence from school or class without the knowledge and consent of parents/guardians and school staff; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-3 days ISS.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 3-5 days ISS.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; entering or assisting any other person to enter buses or the transportation facility the person is not authorized to enter; assisting unauthorized persons to enter a district facility through any entrance. Students found to be in violation and receiving a suspension may not attend any district



functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Unservd Detention Periods** – This category is defined as unapproved absence from assigned detention hours or the failure to complete principal-assigned corrective tasks. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: PPSC, 2 office detentions, long detention.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: PPSC, long detention, 1-3 days ISS, 3-5 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**Unservd Long Detentions** – This category is defined as unapproved absence from assigned detention hours for reasons other than those that are approved by the proper school official. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: PPSC, 1-10 days ISS, up to 3 days OSS, or Crossroads with a possible referral for consideration of a long-term suspension.
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**Vandalism (see Board policy ECA)** – Damage or the attempt to cause damage to real or personal property belonging to the district, staff or students including equipment, furniture, walls, etc. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made, PPSC, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
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Subsequent Offense:	Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.
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***Weapons (see Board policy JFCJ)***

a. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. This would also include toys that resemble weapons. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a suspension or expulsion.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC and 10 days OSS or Crossroads with a referral for consideration of a suspension or expulsion.

b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

All Offenses:	Administrative options include one or any combination of the following consequences: Confiscation and one calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
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c. Possession or use of ammunition or a component of a weapon. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

First Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a suspension or expulsion.
Subsequent Offense:	Administrative options include one or any combination of the following consequences: Confiscation, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a referral for consideration of a suspension or expulsion.

## **ATTENDANCE POLICY – PER SEMESTER**

### **Three (3) Days of Absence**

- Letter sent home explaining the Attendance Policy.

### **Six (6) Days of Absence**

- Letter sent home explaining the Attendance Policy.
- Team teachers, assistant principal and counselor meet with student to discuss reasons and provide prevention and intervention strategies.

### **Nine (9) Days Absence**

- Letter sent home explaining the Attendance Policy.
- Conference with the parent(s), student, student's team teachers, assistant principal and counselor is scheduled.
- Possible hotline to the Children's Division of the Missouri Department of Social Services made if recommended as a result of the conference.
- Hotline to Children's Division of the Missouri Department of Social Services made if absences persist without reasonable explanation.

### **Truancy:**

Truancy is being absent from school without the knowledge of school officials or parents, regardless if for one class period or all day. The truancy policy is for all year, not by semester. Parents will be notified by phone if truancy occurs.

### **Tardy to School (per quarter) -**

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> offense = Student warned

4<sup>th</sup> offense = Phone Call or E-mail sent home to parent/guardian

Subsequent Offenses = Phone Call or e-mail to parent/guardian

### **Tardiness from Class to Class:**

Students are required to be in class on time. The student is responsible for being prepared to undertake the academic activity when class is scheduled to begin. A four (4) day grace period will be in place at the beginning of the school year. There will be a two (2) day grace period at the beginning of each quarter for new classes. New students, who enter the district after the school year has started, will be given a five (5) day grace period.

### **The following procedures will be in place regarding tardys:**

1. Tardies will be tracked using the school's student information system. Parents will have daily access to attendance and tardy information.
2. After 4 tardies, students will receive a warning and parents will be notified.
3. If two more tardies are received after the warning, students will be placed on hall freeze for 1 week.
4. Hall Freeze will require students to remain in class while other students are changing classes. After the tardy bell, hall freeze students will then go to their locker and directly to their next class. All bathroom privileges will occur during class, not during the walk to their next class.
5. If two more tardies are received after the first week of hall freeze, student will be placed on hall freeze for the remainder of the quarter.
6. Students who fail to meet the conditions of the hall freeze will be subject to disciplinary action under the defiance/insubordination school policy. This will result in 1-5 days of In School Suspension for the first offense and 1-10 days in school suspension for subsequent referrals.
7. Tardies will restart at the beginning of the quarter. However, teachers have the right to create specialized plans for students who show an inability to get to class on time.

### **Student and Parent Responsibilities:**

- It is the student's responsibility to make arrangements with teachers and to complete all work prior to missing class in a school sponsored activity or field trip.
- When absent on the day of a school sponsored activity, the student must have the approval of the building administrator to participate.
- Students who leave school for any reason during the school day must check out through the attendance office. Students not following this procedure or supplying false or fraudulent reasons will be considered truant. Students must have parental permission verified by phone by the office in order to leave school.
- Parents of absent students are required to call the school by 8:00 A.M. the morning of the absence.
- If parents, for some reason, are unable to notify the school of the student's absence, the school will try to contact the parents. If contact cannot be made, the student will be classified truant.
- Missouri School Law, under the Compulsory School Attendance subsection, places the burden of responsibility for school attendance on the parent.
- Parents are to personally sign students out when picking them up to leave the building.
- If parents plan to take a student out of school for three or more days, they must make arrangements with the administration two (2) days in advance. This time is needed for make-up work.

### **TAKE YOUR CHILD TO WORK DAY:**

The Department of Elementary and Secondary Education (DESE) attendance policy requires that students who participate in Take Your Child to Work Day are marked as absent. This is a state decision that the district must adhere to. Below is the official DESE Attendance Reporting rule: Excused Absences-A district may have policies allowing an excused absence for various purposes such as illness, religious beliefs, testing, etc. However, there is no authority to give attendance credit for students neither in attendance nor under the direct supervision of a certificated teacher. Students must be in attendance in an instructional capacity under direct supervision of a certificated employee of the district to be counted for attendance state aid purposes.

### **Check Acceptance Policy:**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

## **Martin City Middle School Dress Code**

Martin City Middle School wants kids to feel comfortable while attending classes. However if a student's apparel or personal appearance disrupts the learning process or interferes with the intended function of the school, it will not be allowed.

Clothes that are too revealing and expose too much of the body will not be allowed. As a general rule, clothes should always cover student's backside, chest, stomach, and back. Undergarments should never be exposed due to sagging pants, loose garments, or holes in clothes. Clothing with potentially offensive words or pictures will also not be permitted.

The school may restrict any student from attending classes or school activities when that student's dress, or general appearance creates safety, or potential discipline problems. We will make every effort to be fair and consistent, however enforcement of the dress code will be based solely on staff's discretion.

Hats, heavy coats and backpacks should be left in student's lockers upon entering the building.

**Dress Code Violation First Offense:** Student will be asked to change into other clothes (possibly gym clothes if available) or parents will be called to bring a change of clothes. Student will be reminded of the dress code and given a warning.

**Subsequent Violations:** Student will be asked to change clothes if available or parents will be called to bring a change of clothes. Students will again be reminded of the dress code and given 1 to 5 days of In School Suspension for defiance/insubordination.