

Welcome

The teachers, staff, and administration would like to welcome you to Fordland Elementary School, home of the Eagles. We look forward to getting to know you and helping you to gain positive life experiences. In your journey here at Fordland you will make new friends, meet some great teachers, and have a lot of fun. We encourage you to maintain your individuality, always treat others as you would like to be treated, and maintain strong character throughout the school year.

It is our intentions that you will be successful, receive a great education, and feel welcomed at Fordland. Please feel free to contact us with any concerns or questions that you have throughout the school year. I feel open communication between home and school is the key to your success as a student.

The following rules and procedures are for you and your parents to read and better understand our guidelines. Any questions or clarification may be directed to the elementary office. Obviously, it would be impossible to offer a list of guidelines to cover every problem and situation and no attempt has been made to do so. Suffice it to say that students are expected to show good judgment, and the judgment of the administration will be imposed when necessary.

Doug Crawford
Elementary Principal

School Song

Fordland Forever....
Fordland Forever
We will strive to keep our honors bright.
All join together
We're behind the team and we will
Fight, Fight, Fight
For Fordland Forever.
One for all and all for one are we,
Shoulder to shoulder
Marching on to victory! Hey!

School Colors

Blue and Gold

School Mascot

Eagle

School Motto

"I'm proud to be an Eagle".

SCHOOL TELEPHONE NUMBERS

Elementary Office/Preschool: 767-2307, 738-2223

Superintendent's Office: 767-2298, 738-2296

2011-2012 School Calendar

August 2011

18 First Day of School

September 2011

2 Dismiss at 12:30 p.m.
5 Labor Day – No School
12 PDC Workshop-Ddismiss at 12:30 p.m.
26 PLC-Ddismiss at 2:00 p.m.

October 2011

10 PDC Workshop-No School
14 1st Quarter Ends (40 days)
20 Early Dismissal 12:00 Parent/Teacher Conference
from 12:00-8:00 p.m.
21 No School - Fall Break
24 PLC – Dismiss at 2:00 p.m.

November 2011

7 PDC Workshop –Dismiss at 12:30 p.m.
21 PLC-Ddismiss at 2:00 p.m.
23 Dismiss at 12:30 p.m.
24– 25 Thanksgiving Vacation – No School

December 2011

12 PDC Workshop –Dismiss at 12:30 p.m.
21 2nd Quarter Ends; 1st Semester ends (85 days)
21 Dismiss at 12:30 p.m.
22– 31-Jan 2 Winter Break – No School

January 2011

3 School Resumes for Students
9 PDC Workshop –Dismiss at 12:30 p.m.
16 Martin Luther King Day – N/S (Make up #1)
23 PLC-Ddismiss at 2:00 p.m.

February 2011

6 PDC Workshop –Dismiss at 12:30 p.m.
20 President’s Day – N/S (Make up #2)
27 PLC-Ddismiss at 2:00 p.m.

March 2011

2 3rd Quarter Ends (43 days)
5 PDC Workshop –Dismiss at 12:30 p.m.
15 Spring Break – N/S (Make up #5)
16 Spring Break – N/S (Make up #9)
19 Spring Break – N/S (Make up #8)
26 PLC-Ddismiss at 2:00 p.m.

April 2011

5 Spring Break – N/S (Make up #6)
6 Good Friday – No School
9 Spring Break – N/S (Make up #7)

May 2011

16 Last Day of School; Dismiss at 12:30 p.m.
17-18 No School-(Make up #3 & #4)

***Any extra snow days will be added on to the end of the school year**

Recess Schedule

K-1 1st Recess- 11:15-11:30 a.m. 2nd Recess- 1:30-1:45 p.m.
2-3 1st Recess- 9:45-10:00 a.m. 2nd Recess- 12:15-12:30 p.m.
4-5 1nd Recess-10:00-10:15 a.m. 2nd Recess- 12:00-12:15 p.m.

Lunch Schedule

K-2 10:45-11:15 a.m.
3-5 11:25-11:55

FORDLAND ELEMENTARY STAFF- 2011-2012

Richard Spacek, Superintendent
Doug Crawford, Elementary Principal

| | | |
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| All staff email addresses can be accessed at the district's website | | http://www.fordland.org |
| PARENTS AS TEACHERS | Christy Crowe | ccrowe@fordland.k12.mo.us |
| PRESCHOOL | Jennifer Porter | jporter@fordland.k12.mo.us |
| PRESCHOOL AIDES | Judy Williams | jwilla@fordland.k12.mo.us |
| KINDERGARTEN | Sarah Gatewood Tracy Owens | gatewood@fordland.k12.mo.us towens@fordland.k12.mo.us |
| FIRST GRADE | Martha Stewart Heather Whobrey | mstewar@fordland.k12.mo.us hwhobrey@fordland.k12.mo.us |
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| THIRD GRADE | Heather Barker Kylee Jernigan Celene Brooks | hbarker@fordland.k12.mo.us kjernigan@fordland.k12.mo.us cbrooks@fordland.k12.mo.us |
| FOURTH GRADE | Mandy Neal Callie Maher | mneal@fordland.k12.mo.us cmaher@fordland.k12.mo.us |
| FIFTH GRADE | Alesha Franklin Cheryl Letterman Elaine Rhodes | afrank@fordland.k12.mo.us cletter@fordland.k12.mo.us erhodes@fordland.k12.mo.us |
| SPECIAL EDUCATION | Mary Provance Diane Pierce | mprov@fordland.k12.mo.us dpierce@fordland.k12.mo.us |

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|----------------------------|---|--|
| TITLE I MATH | Erin Cline | ecline@fordland.k12.mo.us |
| TITLE I COMMUNICATION ARTS | Lori Vines | lvines@fordland.k12.mo.us |
| READING RECOVERY | Erin Cline | ecline@fordland.k12.mo.us |
| ART | Roy Scherer Julie Jones | rscherer@fordland.k12.mo.us jtaylor@fordland.k12.mo.us |
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| SOLUTIONS | Elaine Kindall | bekindal@fordland.k12.mo.us |
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| LIBRARIAN | Tricia Farnsworth | tfarns@fordland.k12.mo.us |
| SPEECH | Tracy Dennis | tdennis@fordland.k12.mo.us |
| NURSE | Misty Lee | mlee@fordland.k12.mo.us |
| SECRETARY | Judith Haynes | jhaynes@fordland.k12.mo.us |
| FOOD SERVICE ATTENDANT | Denise Bresee | dbresee@fordland.k12.mo.us |
| COOKS | Janie Glenn Joyce Jones Gaila Wester | |
| PARAPROFESSIONALS | Linda Burks Becky Owens Leveta Ray Amanda King Marie Galloway Holly Page Carolyn Kilgore Dottie Crewse Jeanne Seely Nathan Billedo | lburks@fordland.k12.mo.us bowens@fordland.k12.mo.us lray@fordland.k12.mo.us aking@fordland.k12.mo.us mgallow@fordland.k12.mo.us hpage@fordland.k12.mo.us ckilgore@fordland.k12.mo.us dcrewse@fordland.k12.mo.us jseely@fordland.k12.mo.us nbilledo@fordland.k12.mo.us |
| CUSTODIANS | Cheryl Christian Janice Lawson | |

ACCELERATED READER

The Accelerated Reader Program is a computerized reading management program. We are proud to use this motivational program that promotes and builds reading skills. The Accelerated Reader process is an easy one.

1. A student individually selects a book to read by grade level.
2. The student then reads the book at his/her own pace.
3. The student takes a computerized test on the book, and points are awarded for correct answers.

ASSISTANCE TO PARENTS AND STUDENTS

The Teacher: The person a student should approach first for assistance with a problem or concern is the teacher. Many times a teacher may be the best source for assistance and the quickest way a student can get a problem solved. In terms of class assignments and academic help, a student's classroom teacher is the only one they will need to see.

The Guidance Counselor: The guidance program is an integral part of the elementary school curriculum. It includes a developmental program, which provides students with the opportunities of growth in the areas of self-concept, understanding, and getting along with others, decision-making, and future goals. The counselor is available to assist students, parents, and teachers in coping with the unique problems and situations that may occur during the elementary years. The counselor also is available for specialized educational testing.

The Elementary Principal: The principal will always be available to talk with any student or parent concerning an academic, personal, or social problem.

ARRIVAL AND DISMISSAL

SCHOOL HOURS: The school day for instruction is from 8:30 a.m. until 3:05 p.m. Students should not arrive before 8:00 a.m. Any student who arrives after 8:30 a.m. or leaves school early must report to the office for attendance and lunch count purposes.

For security and attendance purposes, students should be dropped off and picked up **ONLY** at the front door of the school. Parents dropping off or picking up children should come to the office and not go directly to the classroom. The secretary will call down for the students on the intercom. (**We must maintain some control of adult availability to students because of requests not to allow certain individuals contact with their children. We appreciate your cooperation in following out formal procedures.**) A student who has an appointment with a doctor or dentist who will be late arriving at school, should bring a note to the teacher the day before the appointment.

When dropping off or picking up your child, please remember to drop off and pick them up at the new designated student drop-off/pick up zone of the school building (west side of the school). **DO NOT DROP OFF YOUR CHILD UNLESS YOU ARE PARKED IN THE DROP OFF ZONE.** The buses will be loading and unloading on the east side. Make sure that your child knows each morning before they come to school whether you are picking them up or if they need to ride the bus. This eliminates last minute changes. Please send a note to your child's teacher with pick-up instructions, and then it won't be necessary to check in or call the office.

ATTENDANCE POLICY

Philosophy

It is the philosophy of Fordland Elementary School that regular attendance is extremely important. Each student is expected to attend school everyday except when illness, injury or some other condition beyond his control prevents his doing so.

Attendance Policy

For students to qualify for perfect attendance field trips they can miss 0 hours from school that semester. Any student who arrives to school after 8:45 a.m. will be counted absent 1 hour from school each time it occurs. In addition, any student who arrives to school prior to 8:44 a.m. or leaves school at 2:45 p.m. or later the minutes will not be counted against student attendance.

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Students will be allowed to make up schoolwork missed when they are absent, but the daily participation grades will be lost. The student shall have twice the number of days they were absent to make up work missed except in the case of prolonged illness.

Any student who misses more than eight (8) times in any class period in one semester, including absences for medical reasons, shall be subject to such disciplinary action as determined by the principal. If the absences over eight (8) days are not due to medical reason as verified by a physician's statement, a required religious observance, or related to a handicap, the student will be required to attend a Saturday school day for each day over the limit. If the absences have occurred in a single class, the student will be required to attend a full day of Saturday school when the limit is exceeded. Failure to attend the Saturday session without an acceptable reason will result in loss of credit for the semester in those classes in which the absences occurred. An acceptable reason will permit the student an alternate Saturday session chosen by the administration. An acceptable reason is defined as circumstances beyond the control of the student and his parents. Examples might be: illness as verified by a physician's note, death in family, etc. Work schedules cannot be considered an acceptable reason. Although students holding a job are not discouraged, the primary job of the students is school success. Being a responsible employee at another job would necessitate that one not get themselves in this situation.

Before academic credit is removed for excessive absences, a student will be afforded an opportunity for contested case due process hearing which is in accordance with the Administrative Procedures Act.

Students and parents are provided the right to appeal any disciplinary measure to the superintendent by requesting an appeal within three days of the notification of the impending action. The superintendent will schedule a hearing within three workdays of the request. The parents and child shall be permitted to present any rationale and/or evidence. The decision of the superintendent will be sent in writing to the parents of the child within three days of the hearing. If the parents are not satisfied with the decision of the superintendent, they may request to be placed on the agenda at the next regular meeting of the board of

education. The decision of the board shall be final, subject only to judicial review by a court of competent jurisdiction. Adopted by Board of Education 12-19-96.

Make-Up Work

Teachers must provide make-up work at the request of the student for the day(s) absence. The length of time for the completion of make-up work shall be equivalent to twice the period of the absence (2 days approximately to make-up the work for every day absent). Work not completed and turned into the teacher within that time span shall be recorded as a zero. All make-up work shall be completed no later than 10 school days after the end of the quarter. Students involved in school activities are responsible for their class work as if they were in class. It is the student's responsibility to contact the teacher on make-up work.

Students requesting school work before they go on a planned extended leave will be expected to return with all assignments ready to turn in. Students are to be prepared to take any test missed upon returning.

Doctor Notes

When a student returns to school after an absence, he may present a written statement signed by a parent or guardian as to the nature of the absence. Students seeing a doctor, dentist, etc., will need to get a note saying they were there and turn it into the elementary office within three days of the visit.

BREAKFAST, LUNCH AND MILK FOR STUDENTS

The Elementary uses a computerized breakfast and lunch program. Parents are encouraged to send larger amounts of money and pay less often. The computer will keep track of all deposits received and meals or milk. Please send all money in a sealed envelope with the student's name, teacher's name and amount of money.

Free and reduced meals are available for those students in need of such services who meet requirements set forth by the State of Missouri. There is a charge for afternoon milk even though the child has been approved for free and reduced meals. Contact the school office for further information.

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| STUDENT BREAKFASTS | \$1.25 |
| STUDENT LUNCHESES | \$1.75 |
| AFTERNOON MILK | .30 |

Charging Meals: Students may charge meals in unusual circumstances. Payment should be prompt. Grade cards are held for failure to pay school meal charges. Student accounts cannot exceed \$30, if this occurs administration will be contacting you.

BRINGING ANIMALS TO SCHOOL

Without prior approval, animals should not be brought to school. Students should be encouraged to avoid confinement of wild creatures.

CHILD ACCESS POLICY

The Fordland R-III School District requires that a divorce decree be on file in the office of their child's building before a parent can be denied access to his/her child.

In custody disagreements we will follow court orders to the letter. The sheriff will be called if there is a problem. Occasionally there will be a martial dispute and a parent will say not to let the other parent see the child. This is impossible without a court order. In this case we will call the parent to say the contact is being made.

CLASS INTERRUPTIONS

Class interruptions should be kept to a minimum. All visitors should stop in the office before proceeding to the classroom. Pamphlets, notes, flowers, etc. will be handed out just before school is dismissed to protect instructional time. Flowers with glass vases and balloons will need to be picked up at the end of the day, they will not be allowed on the bus.

CLASS PLACEMENT OF PUPILS

Initial class assignments are made on a heterogeneous, self-contained basis in most instances. The office does not accept parent requests for teachers.

CLOSED CAMPUS

Fordland Schools have closed campuses and lunch periods. Students are not allowed to leave school grounds or accept commercial food deliveries during school hours. Visitors and other types of deliveries are to be made to the principal office.

COMMUNICAL DISEASE POLICY

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that; (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy.

The district has implemented reporting and disease outbreak control measures in accordance with 19 CRS 20-20.010 through 20-20-060 & 19 CRS 20-28.010. This policy was approved by the State Board of Education on October 15, 1987. Adopted by Fordland Board of Education on January 20, 1988. 503.3

COMPUTER ACCEPTABLE USE POLICY

The Fordland School District offers network and Internet access for teacher and student use. This document contains the Acceptable Use Policy for use of the network system. Both parents and students should read the policy carefully before signing the Student User Agreement.

A. Educational Purpose

1. The network and Internet access has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The network and Internet access has not been established as a public access service or a public forum. The Fordland School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district's disciplinary policies and federal, state and local laws.
3. You may not use the network and Internet access for commercial purposes. This means you may not offer, provide, or purchase products or services through the network or the Internet.

B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Students will have e-mail access only under their teacher's direct supervision using a classroom account. Individual e-mail accounts are not being provided to students through the Fordland network.
3. Parents and students must sign a Network User Agreement for students to be granted Network and Internet access. Parents can withdraw their approval at any time.

C. Responsibilities of Network Users

With the rights and privileges of network use come certain responsibilities. Users need to familiarize themselves with these responsibilities. Conduct that is in conflict with the responsibilities outlined in this document may result in the loss or restriction of network privileges.

1. Posting personal contact information about yourself or other people is prohibited. Personal contact information includes your full name, address, telephone, picture, etc.
2. Respect resources limits. Do not knowingly degrade the performance of the network. All network users have the right to equal access to network resources. The system is to be used only for educational and career development activities and limited, high-quality, self-discovery activities. Uses, such as approved class work, have priority over other uses, such as browsing or "net surfing." No single user should monopolize a computer or the network.
3. Obey the rules of copyright and personal property. Network uses must respect all

copyright issues regarding software, information, and the attributions of authorship. Commercial software may not be installed on the system without the express permission of the system network administrators.

4. Posting personal communications to a public forum without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. However, all messages posted in a public forum such as news groups or aliased e-mail may be copied in subsequent communications, so long as proper attribution is given.

5. Use of the network for any illegal activities is prohibited. Illegal activities include any purpose or activity that is prohibited by federal, state, or local laws, rules, or regulations.
(a) Tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files is considered a crime under state and federal laws.

(b) Network users will not attempt to go beyond the user's authorized access to the school network, or to any other computer system through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

6. Avoid the knowing or inadvertent spread of computer viruses. "Computer viruses" are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the school network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.

7. Use appropriate language. Profanity or obscenity will not be tolerated on the school network. All network users should use language appropriate for school situations as indicated by school codes of conduct.

8. Access only educationally appropriate material.

(a) The network is not to be used to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both teacher and parent have approved.

(b) If appropriate material is mistakenly accessed, you should immediately "back out" of the access and tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.

(c) Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

9. Avoid offensive or inflammatory speech. Network users must respect the right of others both in the local school network and in the Internet at large. Personal attacks are an unacceptable use of the network. If you ever feel harassed or threatened by somebody

on the network, bring it to the attention of a teacher immediately.

10. Impersonation or pseudonyms are not permitted. As an educational network, we believe that individuals must take responsibility for their actions and words.

11. Exemplary behavior is expected. When “visiting” locations on the Internet, network users must conduct themselves as representatives of both their class and the entire school community as a whole. Treat people you meet on the Internet as if they were honored guests at your school.

D. Privileges and Rights of Network Users

1. Free Speech - Students' right to free speech applies also to communication on the Internet. The school network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict speech for valid educational reasons. The district will not restrict speech on the basis of a disagreement with the opinions being expressed.

2. Search & Seizure (a) There is no expectation of privacy on the school network. This situation is similar to the rights students have in the privacy of the lockers. (b) routine maintenance and monitoring of the school network may lead to discovery of violation of this Policy, the school disciplinary code, or the law. (c) An individual investigation will be conducted if there is reasonable suspicion that a student has violated this Policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process - (a) the district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's network. (b) in the event there is a claim that a student has violated this Policy of the school disciplinary policies in the use of the school network, the student will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth.

E. Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

It is presumed that users will comply with district network and Internet standards and will honor the agreements they sign. When using the school network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little “electronic footprints,” so the odds of getting caught are really about the same as they are in the real world.

CRISIS PLANS

Tornado Evacuation Procedure

One long continuous bell will be sounded if possible.

1. The alarm will be sounded over the public address system. Evacuate to the central part of the main hallway around the science room. In the event that there is not enough time to evacuate to this area, go to the inside wall of the room, lie down on the floor under desks or heavy pieces of furniture.
2. Do not worry about windows and doors, leave the room immediately.
3. Teacher will take attendance roll or class record with them.
4. The position to take for greatest safety is squatting with hands locked at the back of the neck, head on knees and facing toward the wall.
5. Students should keep quiet and listen for instructions. Teachers will check attendance.

Fire Evacuation Procedure

1. The evacuation will be sounded over the public address system.
2. The evacuation will then immediately start.
3. Instruction for evacuation:
 - a. The teacher will appoint leaders or select a procedure for evacuation of each classroom the first week of school.
 - b. Teachers should close the door as they leave to prevent fire drafts and indicate the room is empty.
 - c. Students should proceed in orderly lines along the side of the corridor that your room is located on. (March or walk...do not run).
 - d. Quietly - no talking (so that change of instructions may be easily heard).
 - e. Teachers should be last so as to check restrooms and vacant rooms.
 - f. Once students have cleared the area, teachers should take a roll count to establish if everyone has been cleared from the building.
 - g. Teachers report to the principal immediately after they take a roll check.

Earthquake Safety Procedures and Evacuation

During an earthquake:

1. Keep calm. Do not run or panic. If you take the proper precautions, the chances are you will not be hurt.
2. Stay where you are. Most injuries occur as people are entering or leaving buildings.
 - a. If you are indoors, take cover under a desk, table, bench or against inside walls or doorways. Stay away from glass, windows and outside doors.
 - b. If you are outside, move away from buildings, utility wires and gas tanks. Make your way to the baseball field area.

After an earthquake...

1. Stay in your rooms, stay calm. Do not run outside. You will be released by the office when the building is secured.
2. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Pressure should be applied to any cut to stop bleeding.
3. When the building is secured the office will notify your class to evacuate the buildings. Everyone will assemble in the baseball center field area. Direction on which exit to use will be given. Do not go out an exit unless you are given the all clear.
4. Teachers will need their grade books to take roll. Students are to stay with their teachers at all times until buses are loaded or parents pick you up.

Bomb Threats

1. When a bomb threat is received, the administrator will evaluate the information and determine if imminent danger requires an immediate evacuation. If evacuation needs to occur the building will evacuate to the baseball field upon announcement by intercom.
2. The custodians will check for all students in restrooms, storage areas, and any other areas not presently occupied by a class. These personnel will then report to the principal for further direction.
3. The superintendent is to be notified immediately. The superintendent will then notify the local law enforcement. In the event that the superintendent cannot be contacted, the central office secretary will notify law enforcement. The central office will also notify the media that school is to be dismissed for the rest of the day. Usual emergency dismissal procedures will be followed.
4. All personnel will be provided an in-service on all emergency procedures at the beginning of each school year.

Intruder In The Building

1. All visitors to the building are expected to stop first at the office where they will be provided a visitors badge. This badge is to be worn in plain view at all times while visiting the school. This includes all parents, salesmen, DESE employees, or anyone else not a

regular employee or student. If anyone is seen in the building without the pass, it is every personnel's responsibility to ask him or her to report to the office to get the visitor pass as a safety precaution. The employee should either escort the visitor to the office or immediately notify the office by intercom.

2. If an unauthorized intruder is felt to be in the building, the principal should be notified immediately. The principal will call for a lockdown of the building. The custodians will secure the entrances, the teachers will lock all classroom doors. The teachers will keep all students in the room and await further instructions from the principal. The custodians will check all restrooms, storage areas, and any other areas not presently occupied by a class. These personnel will then report to the office for further direction.
3. The superintendent is to be notified immediately. The superintendent will then notify the local law enforcement. In the event that the superintendent cannot be contacted, the central office secretary will notify law enforcement.
4. All personnel will be provided an in-service on all emergency procedures at the beginning of each school year.

DAMAGE TO SCHOOL PROPERTY OR LOSS OF SCHOOL MATERIALS

The student shall replace any property taken, lost, or damaged. They will be expected to pay a replacement price on lost books and the full price on other items that must be replaced. Parents will be notified when their child is expected to replace school property.

FORDLAND ELEMENTARY DISCIPLINE- CODE OF CONDUCT

Purpose of Guidelines

The purpose of these administrative guidelines is to improve establish and define the student discipline policies of the Fordland R-III School District. These guidelines shall be subordinate to the written policies of the district's board of education.

Scope of Guidelines

The student discipline guidelines are applicable to conduct which occurs: on or in school district property; while the student is traveling to or from school; while the student is present at or engaged in a school-sponsored or school-directed activity; or in the immediate vicinity of school district property immediately before or after, or during the school day.

Non-Discrimination in Application of Policies

The school district is committed to maintaining and administering its student discipline policies and guidelines without regard to the race, color, religion, ancestry, national origin, sex, age, or disability of any student, parent or other person affected by the policies. Any person having inquires concerning the school district's compliance with Title VI, Title IX, the Americans with Disabilities Act or Section 504, or their implementing regulations should contact the superintendent's office.

Application to Students With Disabilities

Discipline for special education students will be administered according to their individual educational programs and in accordance with Public Law 94-142 and other laws pertaining to special education students.

Other Considerations

In determining the consequences or punishment for violating the standards of conduct, the responsible school official shall examine the facts and circumstances surrounding the case. In arriving at the consequence or discipline to be imposed, consideration shall be given to:

- The maturity level of the student
- Any extenuating circumstances
- The seriousness of the act
- Prior incidents of misconduct
- Intent of the student
- Degree of involvement of the student
- Appropriateness of the punishment
- Cooperation of the parents/guardians and/or student
- Special Education guidelines
- Missouri Safe Schools Act

Due Process

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. Some of these procedures are outlined below:

1. The pupil shall be given oral or written notice of the charges against him/her; and
2. If the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
3. The pupil shall be given an opportunity to present his version of the incident; and
4. An attempt will be made to notify parents by phone of any disciplinary actions which would interrupt the flow of students educational process (ISS or OSS)
5. In the event of a suspension for more than ten days, where the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupils presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.
6. There needs to be no delay between the time notice is given in item one (1) and the above time of the hearing in item three (3) above.

Suspension Appeal

The board of education authorizes the principals to suspend a student for a maximum of 10 days and by the superintendent not to exceed 90 school days as provided in Section 167.171 and Section 563.061. In case of a suspension by the superintendent of more than 10 days, the pupil or his parents or others having custodial care may appeal the decision of the superintendent to the board. Any suspension of more than 10 days may be appealed to the board of education. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event of an appeal to the board the superintendent shall promptly transmit it to a full report in writing of the facts relating to the

suspension, the action taken by him and the reasons thereof, and the board, upon request, shall grant a hearing to the appealing party to be conducted as provided in Section 167.161 and 167.171.

1. Alcohol/Drugs:

First Offense:

1. The principal or designated individual will notify the student that he/she has become liable for a conference- 10 day suspension in compliance with the student's due process procedure.
2. The principal or designated individual will notify the parent(s) in writing and verbally to explain the incident and arrange a conference.
3. The principal or designated individual will notify the school nurse and the appropriate counselor. It is strongly recommended that a student seek a professional evaluation from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. If the student agrees to the evaluation, the suspension may be limited to five days pending proof of evaluation.

Second Offense:

1. The principal will suspend the student for a period of 1 day- 10 ten days in compliance with the student's due process procedures.
2. The principal will recommend to the Superintendent of Schools expulsion unless the following procedure is followed:
 - a. The student must agree to be evaluated by a trained chemical dependency counselor or licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction.
 - b. The chosen agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will not be recommended for expulsion.

Third Offense:

1. The principal will suspend the student for 2 days- 10 days ten and will recommend to the Superintendent of Schools that the student be expelled in compliance with the student's due process procedures.

Prescription Drugs: Students under a physician's care who require medication are allowed to bring the amount only for that day and leave it at the office for distribution. Students may bring the multiple day amounts to the front office only with permission of the principal or school nurse. All medication brought to school MUST be in the original prescription bottle. Students are not to carry any medication with them unless a physician's order states so and the principal is notified in writing by the physician.

2. Arson:

Arson is defined as the intentional and knowing use of fire on School District property which may or may not cause damage to School District property or property of others.

Discipline:

- | | |
|-----------------|-------------------------|
| 1 st | Conference to 1 day OSS |
| 2 nd | 1 day to 5 days OSS |
| 3 rd | 5 days to 10 days OSS* |

3. Assaultive Behavior:

Assaultive Behavior is generally defined as intentionally or recklessly causing physical injury to another. Assaultive Behavior is divided into six categories.

A. Class I Assaultive Behavior--Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of class II assaultive Behavior.

B. Class II Assaultive Behavior--Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person).

C. Class I Fighting--Is defined as physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.

D. Class II Fighting --Is defined as physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict.

E. Threatening to Fight--Is defined as expression of the intent to engage in assaultive behavior toward another.

F. Assaultive Behavior Toward School Personnel -- Is defined as assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; Threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off School District property.

G. Assaultive Behavior toward Non-Students- Is defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, and law enforcement personnel; threatening to engage in assaultive behavior toward non-students; verbally or physically intimidating conduct toward non-students on school district property or at a school sponsored event.

H. Threats of Violence toward a Person- Is defined as the verbal, written or physical communication of a threat:

- 1) To inflict serious physical injury or death upon any person; or,
- 2) To bring a class III Weapon or a class II Explosive Device onto School District property or the immediate vicinity thereof; or,
- 3) To possess a class III Weapon or class II Explosive Device while traveling to or from school; or,
- 4) To bring a class III Weapon or a class II Explosive Device onto a vehicle operated by, or for, the School District for the transportation of student; or,
- 5) To bring a class III Weapon or a class II Explosive Device, to a school-sponsored or school-directed activity; or,
- 6) To use a class III Weapon or a class II Explosive Device upon any person.

I. Threats of Violence Involving Property -- Is defined as the verbal, written or physical communication of a threat to inflict serious property damage upon School District property or property which is located on School District property by use of a class III Weapon; or, a class II Explosive device; or by use of fire.

Discipline:

- A. Class I assaultive Behavior Offense
1st: Conference to 1 day OSS

- 2nd: 1 day ISS to 3 days OSS
- 3rd: 3 days OSS to 10 days OSS*
- B. CLASS II assaultive Behavior Offense
 - 1st: 1 day ISS to 3 days OSS
 - 2nd: 3-10 days OSS*
- C. CLASS I Fighting
 - 1st: Conference to 3 days to OSS
 - 2nd: 1 day ISS to 5 days OSS
 - 3rd: 3 days ISS to 10 days OSS*
- D. CLASS II Fighting:
 - 1st: Conference to 5 days OSS
 - 2nd: 2-10 days OSS*
- E. Threatening to Fight
 - 1st: Conference to 3-days ISS
 - 2nd: Conference to 3 days OSS
 - 3rd: Conference to 5 days OSS
- F. Assaultive Behavior toward School Personnel
 - 1st: 3-10 days OSS*
- G. Assaultive Behavior toward Non-Students
 - 1st: 3-10 days OSS*
 - 2nd: 10 days OSS*
- H. Threats of Violence toward a Person
 - 1st: 1-10 days OSS
 - 2nd: 10 days OSS*
- I. Threats of Violence Involving: Property
 - 1st: 1-10 days OSS
 - 2nd: 10 days OSS*

4. Bus Policy:

In addition to the discipline plan for the Fordland School District, the following shall apply to behavior on the school bus.

- A. Transportation Procedures
 1. The driver of the bus will be given a roster of the names of the students assigned to the bus.
 2. Any student who is transported to school by bus must be transported home on his regular assigned route unless the parents of the student have made other arrangements through the principal's office.
 3. Students are expected to adhere to the rules of conduct which apply to student behavior in the school building.
- B. Bus Discipline Procedures
 1. The bus driver is responsible for referring discipline problems to the principal through use of the Bus Incident Report. The driver will give all copies of the incident report to the principal or the transportation supervisor.
 2. A student may be suspended from transportation and/or school as a result of misconduct on the bus. This action can be taken only by the principal or his designee. The

student will be permitted to ride the bus until his parents have been notified of the suspension.

3. Students are expected to adhere to rules of conduct which govern student behavior.
4. During the suspension of bus privileges, it shall be the parent's or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide for an excused absence.
5. A driver cannot refuse to transport a student providing it is his regularly assigned bus, unless the driver has reason to believe that the student would be a danger to himself or the other students. If this action is taken the principal must be contacted, IMMEDIATELY!
6. The principal has the power of assignment of students to other buses as he determines necessary.

C. Bus Incident Report: Reasons for Writing

1. Excessive noise and disruption - lack of courtesy and respect.
2. Fighting or scuffling on the bus or at the bus stop.
3. Deliberate delay of loading or unloading the bus.
4. Deliberate defiance or refusal to cooperate with the bus driver.
5. Obscene and unacceptable language, gestures, remarks or signs.
6. Throwing items of any kind inside the bus, at the bus, or out of the windows.
7. Smoking and/or chewing tobacco.
8. Destruction of property.
9. Extending hands, arms, or any portion of the body out of the bus window.
10. Tampering with equipment - deliberate vandalism - damage resulting from careless and/or imprudent behavior.
11. Refusal to stay seated.
12. Interference with the normal operation of the bus which results in jeopardizing the driver's or student riders' safety.
13. Violation of any other rule of student conduct which governs student behavior at Fordland School.
14. Illegal use of possession of a controlled substance.
15. Lighting matches or other incendiary devices.
16. Spitting.
17. Other (conduct prejudicial to the maintenance of good order and safety).

D. Discipline Guidelines

A student who receives an incident notice from the bus driver will be subject to disciplinary action(s) as outlined in the Standards of Conduct Policy adopted by the Fordland School District. Fordland R-III will follow rules of the Safe Schools Act.

E. Transportation Discipline Plan

In order to guarantee your child and other children riding the bus the safe transportation they deserve, we are utilizing the following discipline plan:

If a student chooses to break a rule:

1st Incident: Driver verbally warns the student.

2nd Incident: Driver writes discipline slip on student and turns into Principal. Principal holds conference with student, warning sent home to parents.

3rd Incident: Driver writes out discipline slip and turns into Principal. Principal takes appropriate disciplinary action as outlined in the Standards of Conduct Policy adopted by the Fordland School District. Options or disciplinary measures (consequences) include the following: Recess detention (elementary), seating reassignment, loss of privileges, extra work assignment, lunch detention, after school detention, in-school detention, in-school suspension, out-of-school suspension, or a combination of the above.

4th Incident: Driver writes out discipline slip and turns into Principal. Student receives automatic three (3) day bus suspension.

5th Incident: Driver writes out discipline slip and turns into Principal. Students lose bus privileges until parents meet with the board of education. (Maximum of 10 days). At that time, the board will determine the length of time student is denied bus privileges.

STUDENT WILL START WITH A CLEAN RECORD EACH SEMESTER.

Severe disruptions can result in automatic suspension of transportation privileges even on the first incident. Examples of severe disruptions include the following.

1. Physical harm or verbal threat to the bus driver.
2. Property damage.
3. Fighting
4. Total disruption (which creates a safety hazard).
5. Insubordination.
6. Smoking, chewing or possession of tobacco.

If questions arise, please contact the appropriate school administrator. Adopted by the Fordland Board of Education, August 18, 1992.

5. Computer Usage

Discipline:

A. Unacceptable Computer Use:

1st: conference- 1 day ISS and loss of Tech for 30 days.

2nd: 1 day ISS- 3 days ISS and loss of Tech for 90 days

3rd: 3 days ISS- 3 OSS and loss of Tech for 180 days.

B. Tampering with Computer Equipment or Data

1st: 1 day ISS- 3 days OSS Loss of Tech for 90 days

2nd: 3 days OSS-5 days OSS Loss of Tech for 180 days

6. Defiance of Authority or Disrespect for Authority

Authority is divided into two categories:

A. Defiance of Authority insubordination--Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority.

B. Disrespect for Authority--Is defined as overt conduct which exhibits a lack of proper respect for school personnel or others in authority such conduct includes, but is not limited to: incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored or school-directed activity either on or off School District property.

Discipline:

A. Defiance of Authority/Insubordination

1st: Conference to 1 day ISS

2nd: Conference to 2 days ISS

3rd: Conference to 3 days ISS

4th: Conference to 4 days ISS

B. Disrespect for Authority

1st: Conference to 1 day ISS

2nd: Conference to 2 days ISS

3rd: Conference to 3 days ISS

4th: Conference to 4 days ISS

7. Destruction of Property and/or Vandalism - Is destruction of Property and/or Vandalism or conduct which destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the school district or school personnel wherever the property is located; or toward property of others which is located on School District property. Destruction of Property and/or Vandalism is divided into two categories:

A. Class I Destruction of Property and/or Vandalism Offense--Is defined as conduct which involves destruction of property/vandalism where the property Destroyed/vandalized has a market value, replacement or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.

B. Class II Destruction of Property and/or Vandalism Offense - Is defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration.

Discipline:

A. Class I Destruction of Property and/or Vandalism Offense

1st Conference to 1 day ISS

2nd Conference to 2 days ISS

3rd Conference to 3 days ISS

B. Class II Destruction of Property and/or Vandalism Offense

1st Conference to 1 day ISS

2nd 1 day ISS to 1 day OSS

8. Disorderly Conduct: Disorderly conduct is divided into three categories:

A. Disorderly Conduct--Is defined as conduct outside of the classroom which is riotous, rowdy, disruptive or unruly, including but not limited to the use of non-directed profanity; or offensive inappropriate language or conduct, or possession and/or use of inappropriate material.

B. Disorderly Conduct in the Classroom--Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom.

C. Group Disorderly Conduct--Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process, or school sponsored or directed

activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. Security Report must be written by a School Resource Officer. (Group Disorderly Conduct only)

Discipline:

- A. Disorderly Conduct
 - 1st Conference to 1 day ISS
 - 2nd Conference to 2 days ISS
 - 3rd Conference to 3 days ISS
- B. Disorderly Conduct in classroom
 - 1st Conference to 1 day ISS
 - 2nd Conference to 2 days ISS
 - 3rd Conference to 3 days to ISS
 - 4th Conference to 4 days ISS
 - 5th Conference to 5 days ISS
- C. Group Disorderly Conduct
 - 1st Conference to 10 days OSS*

9. Explosive Devices. Possession or use of Explosive Devices is divided into two categories:

A. Class I Explosive Devices--Is defined as the possession or use of fireworks which are otherwise legal to possess.

B. Class II Explosive Devices-- Is defined as the possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. Security Report must be written by a School Resource Officer.

Discipline:

- A. Class I Explosive Devices
 - 1) Possession
 - 1st Conference to 3 days ISS
 - 2nd 2 days to 5 days OSS
 - 2) Use or Attempted Use
 - 1st Conference to 10 days OSS*
- B. Class II Explosive Devices
 - 1st Conference to 10 days OSS*

10. Extortion: Extortion is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats which place the person in fear.

Discipline:

- 1st Conference to 3 days OSS
- 2nd 1 day ISS to 10 days OSS*

11. Falsification of Information: Falsification of Information or Records is divided into two categories:

A. Giving False Information/Falsifying School Records -- Is defined as falsely altering any record maintained by the School District; or filing, processing or using false information with the School District with the intent to deceive School District personnel.

B. Forgery--Is defined as conduct which consists of making and/or using a signed document which is purported to have been signed by another.

Discipline:

- A. Giving False Information / Lying / Falsifying School Records

- 1st: Conference to 2 days ISS
- 2nd Conference to 2-5 days ISS
- 3rd Conference to 5 days ISS to 3 days OSS
- 4th Conference to 3-10 days OSS*

B. Forgery

- 1st Conference to 2 days ISS
- 2nd Conference to 2-5 days ISS
- 3rd Conference to 3 days OSS
- 4th Conference 3-10 days OSS*

12. Harassment: Is divided into the following four categories:

A. Inappropriate Non-Physical Harassment--Is defined as harassment which is inappropriate verbal, written or non-verbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin, disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

B. Inappropriate Physical Harassment--Is defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin, disability or, physical or sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct.

C. Bullying:-Bullying is defined as action that appears or tends to establish an intimidating atmosphere that could result in fear or apprehension to one or more persons or is meant to provoke another person(s) into disruptive behavior, create unrest, or generally disrupt the educational climate of a school environment.

Discipline:

A. Inappropriate Non-Physical Harassment

- 1st Conference to 3 days OSS
- 2nd Conference to 3 days ISS to 5 days OSS
- 3rd Conference to 3 days to 10 days OSS*

B. Inappropriate Physical Harassment

- 1st Conference to 1 days OSS
- 2nd Conference to 1 day ISS to 5 days OSS
- 3rd Conference to 1 day to 10 days OSS*

C. Bullying

- 1st Conference to 1 day OSS
- 2nd Conference to 2 days ISS to 3 days OSS
- 3rd Conference to 3-10 days OSS*

13. Sexual Misconduct: Sexual Misconduct is divided into three categories:

A. Class I Sexual Misconduct-- Is defined as the exhibitionist display of a person's genitals, buttocks or the female breasts.

B. Class II Sexual Misconduct--Is defined as conduct which is of a sexual nature by or between students which involves the intentional physical contact with a person's clothed or unclothed genitals, buttocks, or the breasts of a female.

C. Class III Sexual Misconduct --Is defined as conduct which is of a sexual nature by or between students such as sexual intercourse or masturbation.

Discipline:

A. Class I Sexual Misconduct

- 1st Conference to 3 days OSS

- 2nd Conference to 3 days ISS to 5 days OSS
- 3rd Conference to 6-10 days OSS*
- B. Class II Sexual Misconduct
 - 1st Conference to 1-5 days OSS
 - 2nd Conference to 6-10 days OSS*
- C. Class III Sexual Misconduct
 - 1st 10 days OSS with recommendation for extended suspension and/or expulsion

14. Theft: Theft is defined as taking property of the School District or others. Theft is divided into two categories:

- A. Class I Theft Offense--Is defined as conduct which involves a theft of property which has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.
- B. Class II Theft Offense--Is defined as conduct which involves a theft of property which has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration

Discipline:

- A. Class I Theft Offense
 - 1st Conference to 3 days ISS
 - 2nd Conference to 1 day ISS to 5 days ISS
 - 3rd Conference to 1 day to 5 days OSS
- B. Class II Theft Offense
 - 1st Conference to 1 day ISS to 3 days OSS
 - 2nd Conference to 3 days to 5 days OSS

15. Tobacco: Is defined as the possession or use of smoking or smokeless tobacco on school premises or on during any school activity

Discipline:

- 1st Conference to 3 days ISS
- 2nd Conference to 1 day ISS to 3 days OSS
- 3rd Conference to 3 days OSS

16. Truancy: Truancy is defined as intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to or leaving campus without permission.

Discipline:

- 1st: Conference to 2 recesses
- 2nd: Conference to 3 recesses

17. Cheating: Cheating has no place in the Fordland School System. Cheating is defined as cribbing, copying other student's work, representing other work as their own, the unauthorized possession of, or distribution of teacher's test or manuals, and other forms of cheating.

Discipline:

- 1st: The student will receive a zero on that assignment and is given a conference-one day in-school suspension. A parent-teacher-principal-student meeting will be held.
- 2nd: The student will receive a zero on that assignment and is given a conference-three day in-school suspension. A parent-teacher-principal-student meeting will be held.

3rd: The student will lose quarter credit and receive an “F” grade for the quarter for the course in which the cheating occurred. The student will also be suspended out-of-school for one day. A parent-teacher-principal-student meeting will be held.

4th: The student will lose semester credit and will receive an “F” grade for the semester for the course in which the cheating occurred. The student will also be suspended out-of-school for three days. A parent-teacher-principal-student meeting will be held.

Any student having more than four offenses will be dealt with according to the punishment under the fourth offense. Students choosing to cheat in any succeeding year will be disciplined starting at the second offense level in the Cheating Policy. The age of the student and administrator discretion will be used when determining the discipline of students in grades K-3rd grade.

19. Out-of-Assigned Area

Consequences determined by School Administrator

20. Cell Phones

Discipline:

1st: Cell Phone confiscated- Parent or guardian must come to school to pick-up –
1 day ISS

2nd: Cell Phone confiscated- Parent or guardian must come to school to pick-up-
1 day ISS

21. Bringing Inappropriate Materials to School

Consequences determined by School Administrator

22. Inappropriate Language

Consequences determined by School Administrator

23. Failure to Follow Attendance Procedures

Consequences determined by School Administrator

24. All other offenses not listed

Consequences determined by School Administrator

* An asterisk within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than 10 days or the potential exists of law enforcement notification in compliance with the Safe Schools Act.

REPORTING REQUIREMENTS--LAW ENFORCEMENT: The following policies and procedures shall be applicable to the reporting of student discipline violations to law enforcement agencies:

A. Felony Criminal Conduct--The Superintendent or Principal who is responsible for the student shall, as soon as reasonably practical, report to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies:

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.02 1, RSMo;
3. Kidnapping under section 565.110, RSMo;
4. First degree Assault under section 565.050, RSMo;
5. Forcible rape under section 566.030, RSMo;

6. Forcible sodomy under section 566.060, RSMo;
7. Burglary in the first degree under section 569.160, RSMo;
8. Burglary in the second degree under section 569.170, RSMo;
9. Robbery in the first degree under section 569.020, RSMo;
10. Distribution of drugs under section 195.2 11, RSMo;
11. Distribution of drugs to a minor under section 195.2 12, RSMo;
12. Arson in the first degree under section 569.040, RSMo;
13. Voluntary manslaughter under section 565.023, RSMo;
14. Involuntary manslaughter under section 565.024, RSMo;
15. Second degree Assault under section 565.060, RSMo;
16. Sexual Assault under section 566.040, RSMo;
17. Felonious restraint under section 565.120, RSMo;
18. Property damage in the first degree under section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Third degree Assault under Section 565.050, RSMo;
21. Possession of Controlled Substance;
22. First degree Child Molestation under section 566.067, RSMo;
23. Deviate Sexual Assault under section 566.070, RSMo;
24. Sexual Misconduct with a child under section 566.083 RSMo;
25. Sexual Abuse under section 566.100. RSMo;
26. Statutory Rape
27. Statutory Sodomy

B. Notification of Suspensions and/or Expulsions--The Superintendent shall notify the appropriate division of the juvenile or family court upon any student's suspension for more than ten (10) days or expulsion of any student that the School District is aware is under the jurisdiction of the court.

C. Assault, Sexual Assault or Deviate Sexual Assault--The Principal shall immediately report to the appropriate law enforcement agency and the Superintendent, any instance when any person is believed to have committed an act on School District property, which if committed by an adult would constitute:

1. First degree assault under Section 565.050, RSMo;
2. Second degree assault under Section 565 .060, RSMo;
3. Third degree assault under Section 565.070, RSMo;
4. Sexual assault under Section 566.040, RSMo;
5. Deviate sexual assault under Section 566.070. RSMo.

Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such incident to the Principal.

D. Possession of a Controlled Substance--The Principal shall immediately report to the appropriate law enforcement agency and the Superintendent, any instance when a student is discovered to have on or about the student's person, or among such student's possessions, or placed elsewhere on School District property, any controlled substance as defined in Section 195.0 10, RSMo. Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such incident to the Principal.

E. Possession of weapon--The Principal shall immediately report to the appropriate law enforcement agency and the Superintendent, any instance when a student is discovered to have on or about the student's person, or among such student's possessions, or placed elsewhere on School District property,

any weapon. Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such incident to the Principal.

The possession or use of a weapon, concealed or otherwise, by any student, shall be prohibited, upon or in the vicinity of school premises, while on a school bus or in other school transportation or at any time the student is engaged in any school sponsored activity.

Class I Weapon: Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, when such items are so used. Examples of these items are belts, combs, pencils, files, compasses, scissors, chains, cafeteria trays, etc.

Class II Weapon: Any knife, butterfly knife, dagger, dirk, stiletto or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. Any knuckles, blackjack, including any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person; or, Any switchblade knife, of whatever length that opens automatically with a button or other device or opens by force of gravity or application of centrifugal force;

Class III Weapon: Any firearm or other weapon that is designed or adapted to expel a projectile by the action of an explosive, including but not limited to: firearms, concealable firearms, machine guns, rifles, shot guns and spring guns; or, any explosive weapon. Any projectile weapon, such as any bow, crossbow, pellet gun, paint gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.

DISRUPTION OF THE ACADEMIC PROCESS

Student behavior that tends to disrupt or threaten to disrupt the academic process or impair the morale or good conduct of pupils or is prejudicial to good order and discipline will not be tolerated. Principals will suspend those involved for a minimum of three days and a maximum as outlined in board policy 501.2 Suspension and Expulsion. Students rights of appeal are outlined in board policy 506.1. Student Right to Due Process-Grievance Procedure. (RSMo 167.161 and 167.171.)

EARLY DISMISSAL OF STUDENTS

For the safety of each child, the parent, grandparent, or guardian must come to the office in person and sign the checkout form. The office will call the classroom and have the student report to the office. **No student will be dismissed directly from the classroom.** A note should be sent to the teacher on the day of early dismissal explaining the nature of the dismissal and the time the child is to be dismissed. We discourage early dismissal since it disrupts the regular learning environment. We will not release any student to anyone other than parents or legal guardians without expressed written consent from parents.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices are not allowed in the school building. These include cellular phones, cameras, MP3 players, electronic door openers, beepers, pagers, CD players, etc. Those violating this policy will be punished under discipline categories I, II, and III and the item will be confiscated immediately.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Fordland R-III School District has designated certain information contained in the educational records of its students as directory information for purpose of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: 1. student's name, 2. parent's name, 3. grade level, 4. major field of study, 5. enrollment status, 6. participation in officially recognized activities and sports, including audiovisual or photographic records of the openly visible activities (sporting contests, assemblies, etc.) 7. degrees, honors and awards received, 8. weight and height of members of athletic teams, 9. dates of attendance, 10. photographs of regular school activities that do not disclose specific academic information.

The Fordland R-III School District may disclose directory information for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Parents or eligible students will have ten (10) school days after notice to view the student's directory information and to provide notice in writing to the building principal that they choose not have this information released.

In the event a notification of refusal is not filed, the Fordland R-III School District assumes that neither a parent of a student of an eligible student objects to the release of the directory information designated.

FEDERAL PROGRAMS THE NO CHILD LEFT BEHIND ACT OF 2001 (PUBLIC LAW 107-110)

The Fordland R-III School District is required to inform parents/guardians of certain information according to the No Child Left Behind Act of 2001 (Public Law 107-110).

Upon your request, The Fordland School District is required to provide you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Adopted: September 21, 2006.

Fordland R-III School District, Fordland, Missouri

**FEDERAL PROGRAMS
Fordland R-III Schools
Standard Complaint Resolution Procedure
For No Child Left Behind Programs**

**File: CI
Basic**

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 (forms available in central office) must be filed and the resolution pursued in accordance with local district policy. **Upon the receipt of a written complaint the Superintendent or his representative, shall investigate the complaint and shall provide an opportunity, if so requested, for the complainant or the complainant's representative or both to present evidence, including an opportunity to question parties involved. Within 30 (thirty) days of the date of the receipt of the written complaint, (unless an extension is granted) the person authorized to receive complaints shall provide a written decision regarding the complaint to all parties involved.**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher

2. Principal
3. Appropriate Central Office Administrator, e.g. Assistant Superintendent or Director of Student Services, Assistant Superintendent or Director of Personnel, Assistant Superintendent or Director of Curriculum and Instruction
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

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 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, misapplies, 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.

Adopted: September 21, 2006
Fordland Board of Education, Fordland Missouri

FIGHTING

Fighting, assault or other acts of violence against another person will be disciplined. If the person who physically starts the act of violence is determined, that person will be punished. If the guilty one is not reasonable determined, all parties shall be punished. (Suspension will be the first measure of punishment).

FORDLAND PTO

FORDLAND Elementary has a very active, involved parent-teacher organization. Meetings are regularly scheduled during the school year. We encourage you to actively participate in our school PTO.

GENERAL SCHOOL RULES AND REGULATIONS

1. Do not bring gum or candy to school as it gets on books, desks, shoes, and cafeteria trays.
2. No tobacco of any form is to be brought to school.
3. Do not bring knives to school.
4. Please walk in the building at all times.
5. No horseplay is allowed in the bathrooms.
6. Do not write on desks or walls.
7. Students are to walk in lines when going and coming from Art, Music, PE, and Library.
8. No water guns or bottles are to be brought to school.
9. Students are not to bring radios or tape recorders to school.

GRIEVANCE PROCEDURES

Steps for Discrimination:

1. A written statement must be given to the building principal stating the nature of discrimination. If a conference needs to be set up, it should be within two weeks of the written statement.
2. If the action is unsatisfactory, a written statement that was sent to the building principal should be sent to the school superintendent, whereby he may take action.
3. If unsatisfactory action has been the result, the complaint may be filed with the president of the school board to be placed on the agenda. Notification to the president of the board of education must be one week prior to the next board meeting.

Appearance before the board to state the nature of the problem shall be granted.

4. A hearing of the problem is to be granted at the next regular board meeting for a solution to the problem.

HEADGEAR

Students shall remove their headgear inside of any building or classroom.

HEAD LICE

Fordland Elementary enforces a nit-free policy. Should a student be found to have head lice, they will be sent home from school until they have received approval to return to from the school nurse.

HOMEWORK POLICY

Homework is necessary in the development of greater initiative, responsibility, and self-reliance and should be a part of the planned educational program of all students.

The amount of time spent in homework and the type of homework assigned will vary with individuals, depending upon their interest, needs, and the ability of the home and school to plan worthwhile educational tasks.

Generally speaking, assigned homework should not require more than thirty (30 minutes) on any given day for children in the first three grades, but may be increased to as much as sixty (60) minutes or more for some students in the upper elementary grades. Not all students will have homework every day. However, it should be reasonably expected on the part of students that homework assignments will be given weekly.

Examples of homework include:

- Practice or drill to improve skills.
- Work assigned to increase pupil understanding.
- Experiments, research.
- Reading, studying for test.
- Completion of assignments. When students do not use time wisely to complete work, then it becomes homework. In such cases it may require more than 30 minutes or an hour to complete.

Please note that some of the upper elementary classes may have a late work policy.

ILLNESS OF PUPILS

Students who become ill during the school day will be removed from the classroom. The child will be placed in the nurse's office until parents can be notified and the child taken home. The secretary will assist in parental notification. It is important that a telephone number where a parent can be reached at all times for sickness and emergencies are on the information sheet. To return to school, students must be fever free and other symptoms for at least 24 hours.

INFORMATION SHEETS

All students are required to fill out and return an information sheet and health sheet at the beginning of the school year and return it within the first two days. It is asked that emergency numbers be listed in case of early dismissal from school or an emergency.

MEDICATION

All medications will be kept in and dispensed through the office or nurse. All prescription medication should be delivered in the current prescription bottle or the original container. Any students on long-term medication must have a permission slip signed by their parents and returned to the school nurse. Any student requiring short-term medication, such as allergy medication or antibiotics must report it to the school nurse.

PARENT-TEACHER CONFERENCES

The parent-teacher conference is an annual event at the end of the 1st quarter. Parents receive their child's report card at this conference. Additional conferences may be scheduled at other times throughout the year with the teacher during the teacher's conference time or after school.

PARTIES

It has been custom to have classroom parties in the fall, winter, and in the spring for our elementary students. Homeroom mothers are invited to assist the classroom teachers in preparation of each party. The exact dates of each party will be announced at school and classroom teachers will send letters home. Parties for any other occasion should be arranged through the classroom teacher/building principal. In compliance with the Webster County Health Department, snacks must be purchased and not homemade to avoid any exposure of Hepatitis B.

PLAYGROUND RULES

K-5 Playground Rules

1. Do not leave playground without permission.

2. Keep your hands to yourself. (No chasing, tag, or wrestling)
3. One person on the slide at a time. (Do not climb up the slide)
4. No jumping out of the swings. (Swing straight)
5. No sitting on top of the monkey bars.
6. No sitting in the center of the teeter totter.
7. No picking up or throwing rocks, tire chips, sticks, and etc.
8. No pretend gun fighting.
9. Share playground equipment with peers.
10. Line up quickly and quietly with the bell or whistle .

PROMOTION AND RETENTION

General Promotion and Retention Requirements

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. A list of those students who are not meeting grade level objectives in reading, language arts, mathematics will be given to the building principal by the end of the school year. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
 - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
 - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
 - c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
 - d. An academic program including remediation will be offered to the student.
3. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially of grade level objectives, as determined by tests, teacher assignment, and work samples.
 - b. Chronological age.
 - c. Study Habits
 - d. Attendance
 - e. Social and emotional maturity.
 - f. State-mandated retention requirements for primary/middle school students.

4. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.
5. If a student in 4th or 5th grade is failing after 1st semester in any core subject he/she will be strongly encouraged to attend tutoring a minimum of 2 days a week during 2nd semester. If a student fails any core subjects during 2nd semester he/she will be strong encouraged to attend summer school. If he/she does not attend tutoring or summer school there is a great likelihood that he/she will be retained.

PUBLICATIONS

The yearbook will be available in the fall and spring. It contains pictures of students, staff, and candid shots of activities during the year. Purchasing information will be sent home and orders may be turned in throughout the year. It is asked that you keep your receipt or cancelled check as a proof of purchase. Yearbooks will not be delivered until the fall of the next year.

READING CIRCLE CERTIFICATE

The reading circle program of the Missouri State Teachers Association provides a plan to assist and direct a good program of reading for individual pupils. It is the purpose of the program to encourage young people to read a variety of good books. A Reading Circle Certificate may be presented to a student upon completion of the following requirements:

| Grade | Fiction (including folklore) | Nonfiction (including biography) | Total Books |
|-------|---------------------------------|-------------------------------------|----------------|
| K | | | |
| 1 | | | 12 |
| 2 | | | 14 |
| 3 | 11 | 5 | 16 |
| 4 | 12 | 6 | 18 |
| 5 | 13 | 7 | 20 |

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvements Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is low in reading below third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five, or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to 162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

SAFETY

Safety is of major concern to the school. Any type of activity that can or will result in harm or injury is prohibitive.

SELLING ITEMS IN SCHOOL

It against school rules for students to sell anything in school without permission from the principal. The reason for this is that many parents have complained that their children were spending their lunch and milk money for items sold by children in the school.

SEXUAL HARRASSMENT

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegations of sexual harassment shall be investigated by the building principal and superintendent. If the allegations are substantiated, corrective or disciplinary action will be taken. Disciplinary action may include suspension and/or expulsion of the student or suspension and/or termination of the employee. Sexual harassment will fall under the Consequences of Violating Standards I-IV in the Standards of Pupil Conduct.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint should inform the principal or the superintendent. There will be no adverse action taken against a person for making the complaint when the complainant honestly believes sexual harassment has occurred or for cooperating with an investigation.

STUDENT INSURANCE

Student insurance is offered at the beginning of the school year. It is NOT through the school, but a service that is offered at a reasonable rate for those families who do not have insurance or want additional insurance for their child. Forms will be sent home with each student. The school does not carry any medical or accidental insurance on students, that is the responsibility of the parents. The school does carry liability insurance on all persons.

TARDINESS

A student will be considered tardy if he/she arrives after 8:30 a.m. Students tardy to class are required to report to the office when they enter the building. Parents or guardians will be expected to contact the school explaining circumstances that result in excessive tardiness.

TITLE VI, IX, AND SECTION 504 POLICY STATEMENT

The Fordland R-III School District forbids discrimination in regard to sex, race, creed, color, religion, national origin, ancestry or any handicapping condition in its educational programs, activities or employment policies. Inquiries regarding compliance should be directed to the superintendent of schools or the respective building principal.

TOYS AT SCHOOL

Students are not allowed to bring toys or electronic gaming devices and their accessories to school. This includes basketballs, game boys, headsets, and etc.

TRANSPORTATION TO AND FROM ACTIVITIES

Transportation shall be made by bus and other such conveyances furnished by the school. All students must ride the school provided transportation to away school activities. The parent or legal guardian may verbally contact the sponsor while at an away event and sign their son/daughter out from the event to their care. If a parent wishes to have their son/daughter ride home with another adult (relative, or

another parent), they may do so by going into the building principal's office during normal working hours (8:00 a.m. – 3:00 p.m.) and fill out a Transportation Release Form. This must be done on an event-by-event basis (or field trip by field trip) Notes and phone calls will not be accepted. Students will be expected to ride the bus back to the school unless the above arrangements have been made. (Students will not be released to ride with other students including siblings.) Emergency situations will be handled on a case-by-case basis.

USE OF TELEPHONE

The telephone is for business calls by the administration and for emergencies only. No calls are to be made during class. Students must have permission from the teacher to use the telephone. **Use will be allowed before school, at lunch, or after school.** Students will not be called out of class to take phone calls. Messages will be given to students either at lunch or at the end of school. Emergency situations will be handled on a case-by-case basis.

VOLUNTEER POLICY

Parents, grandparents, and patrons can fill out an application to volunteer at the elementary in the principal's office. Parents/patrons cannot volunteer in their own child's classroom. According to our policy, volunteers will be required to complete a volunteer application, undergo background screening (the school will pay for this), complete confidentiality training, sexual harassment training, and complete a mandatory orientation training with our district before serving in a classroom. We will provide orientation training once a semester to accommodate patrons who want to volunteer.

VISITORS AT SCHOOL

Parents are always welcome at FORDLAND Elementary and are encouraged to do so. All visitors are asked to check in at the principal's office upon arrival at school. Due to the disruption of the academic process, student visitors are not allowed to come spend the day.

WEAPONS IN SCHOOL

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Adopted by Fordland School Board on 5-16-95.

