

FORDLAND MIDDLE SCHOOL STUDENT HANDBOOK

2011-2012



I'm Proud to be an Eagle

Vanessa Criger

Principal

Fordland Middle School Student Handbook



I 'm proud to be a Eagle

Mission Statement

Fordland R-111 School's Mission is to provide an education for students that will prepare them for work, citizenship and life- long learning.

Educational Philosophy

A continuous effort should be made to help each student to develop the fullest extent of his potential. The design of much education must be best suited to the needs of the students and the community.

It is necessary to be receptive to changing concepts in education and to adopt proven new methods and techniques to meet the changes and challenges of this fast paced and changing era.

Because education is the basis for civilization (especially for a democratic society) and is the key to the success of society, the future of our nation depends on the extent and success of education today.

Foreword

On behalf of the Fordland Middle School Faculty, Board of Education, and Administration, I would like to welcome you to the Fordland Middle School.

The student handbook has been designed as a guide for students, parents, and staff members of the Fordland Middle School. It contains general information that may be helpful in regard to policies and procedures relevant to students attending Fordland Middle School. 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.

The Fordland Middle School curriculum is designed to permit each student to acquire the skills that are necessary to succeed in the next step of their education. The Fordland Middle School provides various organizations and activities in hopes that the student will explore various areas and develop the skills necessary to become lifelong learners.

I would like to encourage you to make the most of your middle school years. The purpose of middle school is to prepare you for the future. While the middle school has the capability of preparing you for the future in today's highly complex society, it is up to each student to put forth the proper attitude and necessary effort to achieve. Regardless of your plans, your desire to achieve your fullest potential will make your work more interesting and much more pleasant.

It is our sincere desire that this handbook will be helpful to both parents and students as the students develop educationally during their time in the Fordland Middle School.

Vanessa Criger
Principal, Fordland Middle

STUDENT HANDBOOK

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Administrative Staff

Richard Spacek, Superintendent
Vanessa Criger, Principal

MIDDLE SCHOOL FACULTY

Kim MacLeod	Middle School Cheerleading
Patrick Bertoldie	Cross Country
Valerie Cochara	Social Studies
Angela Wilsford	Language Arts
Kara Rainey	Music
Eli Ernst	Middle School PE/Boys Basketball
Garrett Keith	Science
Kyle Jonhson	Health
Callie Maher	Volleyball
Matt Cullum	Band/Music
Kevin McDaris	Middle School Girls Basketball
Tonia McDaris	Librarian
Nathan Billedo	Baseball
JoAnn Ray	Special Education
Sherry Chittenden	Special Education
Candice Schreiner	Family and Consumer Science (FACS)
Julie Jones	Art
Kerri Long	Computers
Laura Thieman	Math/Pre Algebra
Toni Walton	Counselor
Joyce Sooy	At-Risk
Matt Schreiner	Alternative

Secretarial Staff

Angie Nettles Middle School Secretary

Custodial Staff

Leesa Bumgarner

Cooks

Joyce Cornelison
Jenny Miller
Betty Locke

Classroom Aides

Karen Chandler
Cindy Pickett

School Calendar

August 18	First day of classes
September 2	Dismiss at 12:30 p.m.- Labor Day Holiday
September 5	Labor Day – No School
September 12	PDC Workshop-dismiss at 12:30 p.m.
September 26	PLC – dismissed at 2:00 p.m.
October 10	PDC Workshop-No School
October 14	End of 1st Quarter
October 20	Dismiss 12:00 p.m. Parent/Teacher Conf. 12:00-8:00 p.m.
October 21	Fall Break - NO SCHOOL
October 24	PLC - dismiss at 2:00 p.m.
November 7	PDC Workshop-dismiss at 12:30 p.m.
November 21	PLC-dismissed at 2:00 p.m.
November 23	Dismissed at 12:30 p.m.
November 24--25	Thanksgiving Vacation - No School
December 12	PDC Workshop – dismiss at 12:30 p.m.
December 21	End of 1st Semester - dismiss at 12:30 p.m.
December 22-Jan-2	Winter Vacation-No School
January 3	Resume Classes
January 9	PDC Workshop – dismiss 12:30 p.m.
January 16	Martin Luther King Day – No School- Make-up Day # 1
January 23	PLC - dismiss at 2:00 p.m.
February 6	PDC Workshop- dismiss at 12:30 p.m.
February 20	President's Day (No School) – Make-Up Day # 2
February 27	PLC- dismiss at 2:00 p.m.
March 2	End of 3 rd Quarter
March 5	PDC Workshop-dismiss at 12:30 p.m.
March 15	Spring Break – No School – Make-Up Day # 5
March 16	Spring Break – No School – Make-Up Day # 9
March 19	Spring Break – No School – Make-Up Day # 8
March 26	PLC – dismiss at 2:00 p.m.
April 5	Spring Break – No School – Make-Up Day # 6
April 6	Spring Break – No School – Good Friday
April 9	Spring Break – No School –Make-Up Day # 7
May 16	Last day of school-dismiss at 12:30 p.
May 17	No School Make-Up Day # 3
May 18	No School Make-up Day # 4

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

Eagles

School Pride and Spirit

"I'm proud to be an Eagle".

Each student should remember that school life is comparable to the life in a community. They should practice the qualities of good citizenship which are so necessary in a good community. School spirit means many things. Some of the things it should mean and ways the student can contribute to good school spirit are:

1. Loyalty to all functions of the school.
2. Support the school and do his utmost to keep his scholastic and activity standards as high as possible.
3. Courteous to teachers, officials, adults, fellow students, and students from other schools.
4. Pride in things the student body of the school endeavor to accomplish.
5. Sportsmanship: Being fair, courteous, generous, and a good loser and a graceful winner.

Bell Schedule

Time schedule for a regular school day:

1st hour	8:20 -9:15	2 nd hour	9:18-10:05	3 rd hour	10:08-10 :55
Lunch	10:55-11:18	4 th hour	11:21-12:08	5 th hour	12:11-12:58
6 th hour	1:01- 1:48	7 th hour	1:51 – 2:38	8 th hour	2:41- 3:14

- Students signing in after 8:40 a.m. will be counted absent for 1st hour.

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 appropriate principal office.

Lunch Schedule

The middle school student body will eat lunch between the third and fourth periods. Lunch is scheduled for 25 minutes with 3 minutes passing time at each end: 10:55 – 11:18 am

Grading System

Each quarter is graded as separate units, with the semester grade being the average of two quarters.

Example: 1st Quarter 78% = C+ = 6
 2nd Quarter 88% = B+ = 9
 Total 15 15 divided by 2 = 7.5 = B-

Grading Scale Used by Teachers

Grade = % = Point Value

A	=	95-100	=	11	C	=	73-76	=	5
A-	=	90-94	=	10	C-	=	70-72	=	4
B+	=	87-89	=	09	D+	=	67-69	=	3
B	=	83-86	=	08	D	=	63-66	=	2
B-	=	80-82	=	07	D-	=	60-62	=	1
C+	=	77-79	=	06	F	=	59 & below	=	0

Incomplete Grades

Incomplete grades will be recorded on a student's transcript for a period of two weeks from the last day of the grading period. If the incomplete grade remains after this time a "F" grade will be recorded. No incomplete grades will be carried for the last grading period of the school year. Suggested scale is 100-90 = A; 90-81 = B; etc.

***All grades must be up to date every Wednesday morning by 8:00 a.m.**

Advisor Sheets

Advisor sheets are a form of communication allowing parents/guardians to monitor student progress. Advisor sheets are set home midway between deficiencies and grade cards. Typically, advisor sheets are done on Wednesday. If the advisor sheet is not returned by the following **FRIDAY** the student will have Lunch Room Detention the following **FRIDAY**.

Records Released

Student records (grades, etc.) will not be released until all fines, projects, or any other student bills have been paid for in full.

Honors Roll

We feel it is very important to accentuate the academic as much as possible. FMS publishes a student honor roll after each quarter. Students must attain a B average (8.0) to qualify for the honor roll with not more than one "C" and no grade lower than a "C".

Class Periods

There will be seven class periods per day. Classes will be 47-50 mins in length with 3-4minutes passing time. This is sufficient time to make any class-tardiness unexcused. Unexcused tardies will result in loss of participation credit for that hour.

Tardy

One goal of this administration is that this public school shall help each student to achieve maximum development of individual knowledge, skills, competence, and to learn and demonstrate behavioral patterns which will enable him/ her to be a responsible member of society. The success of this goal is lessened when a student is unnecessarily tardy resulting in an interruption of the educational learning process.

There is seldom a reason to be tardy. Most all tardies are unacceptable in an educational institution and will be classified unexcused.

Recognizing that some students will meet with emergencies that will result in their getting to class late, each student can accumulate four unexcused tardies per quarter without being disciplined. However, when a student has accumulated his/her fifth unexcused tardy (and every unexcused tardy beyond the fourth unexcused tardy) during the school quarter appropriate disciplinary action shall be taken by the principal.

Information Sheets

All students are required to fill out and return an information sheet and permit slip at the beginning of the school year and return it within the first two days.

Students that participate in extra-curricular sports/activities including cheerleading must submit a health examination form and proof of health accident insurance. This must be on file before the student participates in the first practices.

Health Regulations

No student with a contagious disease, shall attend school. Proof of no disease rests with the parents of the child.

The Board of Education reserves the right to refuse attendance of students who have not had inoculations as provided

Illness at School

Each student will be given a health information form to be returned to school. Proper care will be given to each student to the best ability of the school officials. A student seriously ill will be sent home. When necessary he may be taken to a doctor or hospital. Parents will be contacted whenever possible and their instructions will be followed.

Communicable Diseases

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.

Student Academic Achievement

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 or 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 the student.

3. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially attainment 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.

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 level, 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 Improvement 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 reading below a 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.

Adopted: January 20, 2005

Fordland R-III School District, Fordland Missouri

ATTENDANCE POLICY

Philosophy

It is the philosophy of Fordland Middle 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

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 school work 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. Any time not made-up by the end of the term will result in an incomplete grade. The make-up must be within the allotted time of the incomplete grade policy. 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 work days 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 middle school office within three days of the visit.

DRUG TESTING POLICY

Adopted 02/15/2007

The Fordland R-III School District recognizes that chemical abuse or misuse is a significant health problem for students. Abuse and misuse of drugs and alcohol detrimentally affect overall health, behavior, learning ability, reflexes, and the total development of each student. The Board of Education is determined to help students by providing support for their efforts to remain drug free. Chemical abuse prohibited under this policy includes use of illegal drugs, alcohol, and the misuse of legal drugs and medications. For these reasons, any student in grade 6 through 12 who participates in extracurricular activities, including athletics will be subject to drug testing during the duration of the participation in the extracurricular activity. Drug testing will be paid for by the school district.

1. **Consent.** Students shall be required to sign a written consent for drug testing prior to participating in program. Students shall receive a copy of the district's Drug Testing Policy that shall be read, signed and dated by the student and parent or guardian. Upon refusal to be tested, the student will be suspended from the extracurricular activity for the duration of all activities, in which the club, organization, sport, etc., participates.
2. **Medication.** To help prevent false positive drug tests, students who have been or who are taking prescription medication must provide a copy of the prescription or the doctor's authorization upon request.
3. **Testing Procedure.** Random testing will be conducted during the length of participation. Protecting the privacy of the students and the accuracy of the test shall be priorities. Test results will be reported directly to the building principal and shall remain confidential. Test will be administered and monitored by a qualified professional laboratory using scientifically validated toxicological methods.
4. **Positive Test.** If the student's test indicates a positive result, a second test may be administered to confirm the result. The student and their parent/guardian will be notified, as soon as possible of any positive result.
5. **Consequences.** The consequences are consecutive and will follow each students 7th through 12th grade. If a student's test indicates a positive result, a meeting will be held with the principal, student, and parent/guardian. Steps are as follows:

STEP 1- 28 day suspension, which will be reduced to 14 days (pending on proof of a professional evaluation and possible treatment by a licensed physician trained in chemical dependency)

STEP 2- 90 day suspension.

STEP 3- 365 day suspension.

STEP 4- Career suspension.

6. **Definitions.**

Activities Included:

Academic Team	Art Club	Band	Baseball
Basketball	Bata Club	Cheerleading	Choir
Cross-Country	FCCLA	FFA	Flags
Foreign Language	Literature Club	Softball	Student Council
Volleyball	Yearbook Club	FBLA	

Additional student activities or sports may be approved by the local board.

Alcohol. Defined as Ethyl alcohol or any beverage containing ethyl alcohol.

Illegal Drugs. The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, heroin, hashish cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacture of the drug. See the Narcotic Drug Act. Section 195.101, RSMo, and section 202© of the Controlled Substances Act, 21 U.S.C. 812©.

Random Testing. Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student athlete will be assigned a number. On each testing day, a predetermined number of athletes will be selected using a table of random numbers. If a student selected in this manner is absent, additional random numbers will be selected until the predetermined number of students has been tested.

Purpose of the Fordland R-III School District Drug Testing Policy for Students:

1. To allow students of Fordland R-III School to know that the school is concerned about their total well-being. The School District is interested in helping students who may be having drug/alcohol problems.
2. To emphasize health concerns for students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To assist students to resist peer pressure that directs them toward the abuse or misuse of chemical substance.
4. To establish standards of conduct for students who are considered leaders among their peers.
5. To work cooperatively with parents assisting them in keeping their children free from illegal drugs and alcohol.
6. To provide referrals for students who need evaluation regarding their use of drugs and alcohol.
7. To deter chemical abuse or misuse by students through the use of random drug testing.

Student Athlete Standards: Participation in interscholastic athletics is a privilege and carries with it responsibilities to the community, staff, and students. The following standards define expectations for athletes who represent our school through participation in these activities in grades 7-12. The list is not all-inclusive and does not specify additional standards set forth by coaches. Athletes must also meet the eligibility requirements of the Missouri State High School Activities Association. If standards are violated, the athlete may be restricted from practicing, competing, or representing the team. Penalties noted below apply extenuating circumstances are present.

1. **Academics: Athletes must be good students.** High school athletes (grades 9-12) must have successfully completed courses earning a minimum of 3.0 credits and maintain a (C-) average (4 on 11 point scale) in the preceding semester and must be enrolled in courses earning minimum of 2.5 credits in the current semester. Athletes in grades 7-8 must be enrolled in a normal course load and have been promoted at the end of the previous year (see "How to Maintain and Protect your High School Eligibility", MSHSAA). If credits are maintained students may re-instate eligibility by meeting the C- average at quarter.
2. **Attendance: Athletes should attend school on the date of an activity.** If an athlete misses class on the date of a contest without being excused before hand by the principal, he or she will not be eligible on that date and cannot be eligible again until the student attends a full day of classes without an unexcused absence.
3. **School Conduct: Athletes must be good school citizens.** Athletes may not represent the school (practice or in games) while on in-school or out-of-school suspension. Excessive discipline referrals (5 or more) or a second out-of-school suspension may result in loss of eligibility.
4. **Out-of School Conduct: Athletes must be good citizens of the community.** Any athlete who is arrested or charged with a misdemeanor (except minor traffic violations) or felony must inform the coach or principal the next school day. If there is credible evidence of guilt the student may lose their eligibility for 10-180 school days. Failure to report an incident will cause the student to become ineligible for the remainder of the season.
5. **Substance Abuse: Athletes must not abuse illegal or controlled substances.** Athletes found to be in possession or use of alcohol or any illegal controlled substance will be ineligible to compete for a minimum of 10 school days on the first offense. The second offense will result in loss of eligibility for a minimum of 60 school days.

Student athletes are also governed by the Fordland R-III School's Discipline Policy found in the student handbook. Students and parents are responsible for reviewing this Discipline Policy.

Extra Curricular Activities

Participation in extra curricular activities at Fordland R-III is a privilege rather than a right. A student participating actively or passively in an extra-curricular activity (playing or attending sports, music, shop, class trips, etc.) must be in school all day (be at school by 8:45 a.m.) in order to participate on that day. Students turning 16 will be excused to take their drivers test. However, the student should attend one-half day (3 consecutive hours). Exceptions due to valid extenuating circumstances may be granted only through the principal and must be discussed before the day of an event.

Students must be in school one-half day (3 consecutive hours) to be eligible for after school practices, unless permission has been granted by the principal and discussed the day before the event.

Students participating in these activities on week-ends or holidays must be at school the last day school is in session (Friday for a Saturday game) or contact the principal the day they are absent, to be eligible to participate.

Student Eligibility- Students participating in MSHSAA sanctioned activities at Fordland High School must follow MSHSAA guidelines of eligibility.

Attendance Record

A student's attendance record will be included on their transcript and shall be sent along when the transcript is requested.

Any student absent from school without parental permission or parental knowledge will be considered skipping school and disciplinary action will result.

Authority of Teachers

Teachers and the principal stand in the place of the parent during such time as students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal.

Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning until his departure from school (not to exclude supervision of students that he is responsible for at extra-curricular activities).

A teacher who sees any act(s) sub-standard or improper conduct on the part of any student(s) is expected to reprove the student(s) involved immediately and report the incident to the principal if necessary. The student is expected to accept the reproof from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any middle school student who strikes, slaps, kicks or curses a teacher shall be suspended from school and their parents may be requested to appear before the Board of Education before the student is allowed to enter school.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, going to town or returning to their homes. Students wishing to leave school must check in at the middle school office, secure permission, and sign the check out sheet.

Student Responsibilities

It is the responsibility of each student as a citizen of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students, therefore please do not ask that exceptions be made.

Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems. The student shall always remember to address or refer to his teacher as "Mr.", "Mrs." or "Miss". Disrespect towards any school employee shall not be tolerated.

Students are expected to respect teachers, staff and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit themselves, their parents, their school or community.

Effective Study Habits

The development of effective work habits and study skills is probably the most important achievement of any middle school student. Good habits of work and study seem to transfer from one type of activity to another to a greater extent than almost any other learning gained in school or elsewhere.

A student who is having difficulty in studying any subject should request the teacher of that class to give him suggestions for doing the work of that particular course.

Homework

In grades 6-12, the amount of extra time needed for study depends upon the nature of courses carried by the student and the number of periods the student is scheduled in the study hall or library. Each student should plan, as a minimum average, to spend one (1) hour per day in grades 6-10 and one and one-half (1 1/2) hours per day in grades 11 and 12. When students do not use class time wisely to complete work, then it usually becomes homework. In such cases it may require more than the allotted time to complete their work. **Students must get assignments from their instructors prior to a scheduled trip.**

It is highly desirable that each student have a place where study can be without interruption by other members of the family, radio, television or other factors which may interfere with concentration.

Out-of-class assignments which require not only work at home but also in the library or elsewhere to make use of community resources, are made by teachers of subjects such as English, mathematics, science and social studies. Students who have special interests or abilities are given out-of-class assignments to encourage higher achievement.

Leaving School - Check-Out Procedure

If a student must leave school during the school day, they are to REPORT TO THE MIDDLE SCHOOL OFFICE. The parent or guardian shall provide the student with a note or call the school and give their permission for the student to be released. Also, the principal must release the student.

Any student who leaves school without permission and checking out through the middle school office is TRUANT.

Students are considered as being at school when they have entered school property, school grounds, parking lot or boarded a school bus.

Bus Transportation

Students who ride the bus to school will be assigned a bus by the superintendent of schools. They will be required to ride the assigned bus to and from school. They will not be allowed to get on or off the bus except at school or their homes. Any exception must be approved by the principal. Students are to enter the school building **at the front door**, immediately after getting off the bus at school.

Bulletin

The bulletin will be read during second period everyday. This is an important means of communication. Announcements to be made for that day should be brought to the office before 9:00 a.m.

Lockers and Locks

Each student shall be assigned a locker for his or her use during the school year. Each student is personally responsible for their locker contents. Each student may rent a lock from the office for \$2.50. Lockers are to be kept clean and contents arranged in an orderly manner. If for some reason a student needs to change lockers, the change will be made by the principal's office. Lockers are property of the school and may be inspected at any time. Vandalism to lockers may result in a fine to be paid by the student.

Fundraising Activities

All fund raising activities shall be approved by the superintendent. Requests should be made to the building principals for their approval and they shall submit it to the superintendent. Each case shall be determined on its own merit. The funds received by all money making projects shall be deposited through the superintendent's office.

Personal Purchases

During the school year various items will be offered to the students as a special service. These include student pictures, athletic pictures, yearbooks, etc. Items offered for sale at school have been screened to insure reasonable quality for definite quoted prices. Students are in no way obligated to purchase these items.

Hall Passes

Students who must leave class must secure permission from the respective instructor and shall carry a pass. The passes shall be issued by the classroom teacher before the student leaves the classroom. No student shall leave campus without permission of the principal and checking out through the office.

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.)

Grievance Procedures

Steps for Discrimination

:

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.

1. 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.
2. 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.
3. 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.

Insurance

Student insurance will be available. All students are urged to participate, especially those taking science. Students engaged in extra-curricular sports activities are required to have insurance to participate.

Gymnasium/Weight Room Rules

Stay off the floor with street shoes.

Please be courteous and attentive to guests, program participants and school personnel. Guest speakers and performers appreciate your attention and applause.

When in weight room, spotters are to be used.

Use of the gymnasium is under control of the athletic director and the building principal. Rules as such shall be set up regarding usage. **THE GYM AND WEIGHT ROOM WILL NOT BE USED WITHOUT ADULT SUPERVISION, EITHER BEFORE, DURING OR AFTER SCHOOL HOURS.**

Safety

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

Use of Telephone

The telephone is for business calls by the administration and for emergencies only. No calls are to be made during class. **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.

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 users 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. The situation is similar to the rights students have in the privacy of their 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.

Library Regulations

1. The library will be open at 8:15 a.m. to 3:15 p.m. for those students that need materials or wish to study.
2. Students may be allowed to come to the library during classes with the permission of their teacher and the librarian.
3. All books may be checked out for 2 weeks and may be renewed for 2 weeks. Limit of 2 books per student at one time.
4. There will be a fine of 5 cents per day for each overdue book.
5. Books that are lost or damaged must be paid for by the students.
6. The library has many materials that students should be aware of such as the card catalog, back issues of magazines for research, pamphlet file, filmstrips, etc.
7. Remember that the purpose of the library is to aid the student. If you need help, feel free to ask for it.
8. The use of the library is a privilege. Any abuse of the regulations will result in the loss of that privilege.

Cafeteria Regulations and Lunches

Breakfast is offered to all students between the time of 8:00 a.m. and 8:20 a.m. Students are expected to check in with their advisor as soon as they arrive at school. They need to tell their advisor that they are going to eat breakfast. Students may not be in the cafeteria unless they are eating breakfast and are then expected to return to their advisor's room as soon as they are finished eating.

Lunch is offered to all students between the time of 10:55-11:18 a.m. Breakfast and lunch money should be placed in the envelope provided, fill out your information and deposit in the box beside the office door by 8:45 am. Meals can be purchased by the day, week, or month, etc.

Ala carte meals are cash only and must be paid in the Ala carte line each day.

The cafeteria must be kept neat and clean in order for lunch to be pleasant. Every student must do his part to clean up after eating. The following rules must be observed:

1. Take lunchroom trays and litter to the disposal window after eating.
2. Breaking into the lunch line or serving places in the line is unfair to the other students and is not allowed.
3. Excessive noise in the lunchroom is to be avoided.
4. Students owing \$15.00 or more will set lunchroom detention. No ala carte allowed
5. High school students and Middle School students are not allowed to sit together at meals or in the cafeteria.

There will be one lunch for middle school students. Students are expected to eat in the cafeteria. Open or glass containers are not to be brought into the building. Cans should be the choice of preference.

A family may make application for the free lunch program or reduced lunches.

Care of School Property

Students will be held responsible for the proper care of all books, supplies and equipment furnished to them by the Board of Education. Students who deface, damage, or lose school property will be required to pay for the damage or loss and may be prosecuted.

All school uniforms will be signed out on hand receipts and final grades will be withheld until the uniforms are returned in acceptable condition by the student.

Vending Machines

Students may use all vending machines before and after school. All machines are off limits from 8:20 a.m. to 3:14 p.m. and during lunch periods. During lunch periods, students may use the juice machines. Students choosing not to follow these guidelines will lose the product purchased and will be disciplined. All cans and trash are to be disposed of properly.

Embracement Policy

School is not the place for displays of affection. Couples observed with arms around one another or petting will be subject to discipline. Any physical contact that exceeds the holding of hands is defined as excessive display of affection and disciplinary action will result.

Dress Code/Personal Appearance

The home and school need to cooperate in the matter of dress. School is the child's place of business, and students who are dressed appropriately seem to do better. There is a strong relationship between the way students dress and how they feel about themselves; therefore, clothes should be clean, safe and in good taste. The following will not be allowed to be worn:

- * Halter Tops * Boxers *All shirts must have a seam down the side
- * Mini Skirts * Tube Tops * Midriff Tops *Tank Tops must have at least two inch straps
- * Thin Spaghetti Strap Tops *Jewelry promoting illegal substances
- * Slogan shirts in bad taste including advertising alcohol, tobacco or illegal substances.
- *Chains * Studded Items * "A" back shirts and racer back shirts.
- * Those students choosing to wear inappropriate clothing will be given other clothing to wear.
- * When arms are extended down to student's side, shorts, skirts, and holes in pants must extend past fingertips.
- * **Head gear:** When inside the building or classroom head gear including hats, caps, etc. will be removed.
- Shoes shall be worn by all students at all times.
- Specific courses where safety or health is a factor may require students to adjust hair, clothing, or wear safety equipment during that class period.

Parents should monitor their child's dress. Classrooms are air conditioned which enhances the learning environment and eliminates the necessity to wear less clothing.

Shorts & Skirts

Wearing of shorts and skirts of mid-thigh length by students in grades 6-8 is acceptable all year long. Shorts and skirts should be neat and clean. Gym shorts, short shorts, biker shorts, skirts and frayed cut off jean shorts/boxers are not to be worn. Those students not wearing the proper length or type of shorts and skirts will be disciplined.

Sexual Harassment

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.

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 reasonably determined, all parties shall be punished. (Suspension will be the first measure of punishment).

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.

CRISIS PLANS

Tornado Evacuation Procedure

Continuous doorbell ring will sound 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.
6. Follow posted tornado procedures

Evacuate as follows:

- PE classes in the high school are to sit across from the library and stay away from windows.
- Students should stay away from all doors and windows.
- All regular classrooms have a poster listing where you should go in case of a tornado. Please check this out at the beginning of the school year.

Fire Evacuation Procedure

1. A series of short bells will be sounded for fire.
2. The evacuation will then immediately start.
3. Make provisions for closing doors to prevent fire drafts.
4. Students should proceed in orderly lines along corridors and away from the building.
5. Rooms will evacuate as follows:
 - Out the West door North side: Rooms 111, 110, 109, and principal offices.
 - Out the West door South side: Rooms 103, 106, offices, and commons.
 - Out the Northeast doors: Rooms 107, 108, and Superintendent offices.
 - Out the Southeast doors: Rooms 101, 102, and 105.

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.
 - a. Students in the gym are to move out of the gym and assemble in the hall by the offices.
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. All buildings 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.

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 a game by game basis. 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.

STUDENT ACTIVITIES

Student Activities

Student activities in the Fordland School provide an opportunity for each student to engage in their special interest. The activity calendar will be found in the principal's offices. All activities concerning the school should be placed on the calendar as soon as possible in order to prevent conflicts.

While student activities are important for the all-around development of the student, they must be of secondary importance in the program of the school. Regular classroom work **MUST COME** first. With this in mind, teachers will not schedule activities while classes are scheduled. In addition, activities such as parties, dances, etc., when held on school premises should not proceed past 12:00 p.m.

Fordland School is a member of the Missouri State High School Activities Association and is guided by the regulations adopted by this organization. The rules, eligibility, limitations on participation, length of trips, number of trips, number of games played, number of tournaments played, and other elements are determined by the Association's regulations.

After School Activities

Students are not to loiter in the school building after school is dismissed, unless they are required to be in here for conferences with the instructors or are participating in a school activity. Students must have a supervising teacher with them for any after school activity.

The Triple "A" Club

The Triple "A" Club is a middle school incentive program. Students are encouraged to focus on the 3-"A". Academics, Attitude, and Attendance. At the end of each quarter students who have 97% or better attendance , 100% of assignments submitted (no incomplete assignments and must receive a passing grade in class), and have not had ISS, ISD, OSS, or expulsion will be eligible for the Triple "A" Club trip. Each quarter the Triple "A" Club will take fun field trip determined by the sponsors for the day.

Citizenship Concerning Student Activities

Included in good citizenship is regular and punctual attendance which promotes the best interest of the school. Repeated referrals of a student to the office of the principal or superintendent for misconduct will be considered sufficient reason to declare a student ineligible to participate in school extra-curricular activities.

A single serious breach of conduct of a student either in or out of school or while participating in any activity may result in permanent suspension from that activity and possibly from school.

Middle School Dances

Only those students who are enrolled and regularly attend Fordland Middle School will be allowed to participate in middle school dances.

- No out of town dates.
- All participants must be in grades 6th, 7th, or 8th grade.

Student Eligibility

Students participating in athletics and/or cheerleading at Fordland Middle School must follow MSHSAA guidelines of eligibility.

Health Exam and Insurance Students that participate in extra- curricular sports / activities including cheerleading must submit a health examination form and proof of health accident insurance. This must be on file before the student participates in the first practices.

Student Assistance Team (SAT)

The Student Assistance Team is a group of middle school teachers and the counselor organized to help at risk students. The SAT Teams screen students that have been referred and develop intervention plans to help the students succeed. These intervention plans range from tutoring to referrals to outside agencies.

Guidance Service

A counselor is available to students for a variety of guidance and counseling services. To keep students from overcrowding the office at certain periods of the day, student may be asked to have passes to the guidance office signed by their teacher. No more than three students may be in guidance office signed at any one time.

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.

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.

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 provided 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 crit eria 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

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

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

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide

specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint (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

Summary

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.

School Website

www.fordland.k12.mo.us School information and email addresses may be obtained on the school website.

FORDLAND R-3 SCHOOLS

DISCIPLINARY POLICY

(Fordland R-III will follow rules of the Safe School Act)

Approved by

BOARD OF EDUCATION

April 17, 1986

(Revised 6-1-91)

STANDARDS OF PUPIL CONDUCT

Background

The excellence in Education Act of 1985, enacted by the 83rd General Assembly, provides for the establishment of a written policy of discipline. This policy shall contain the consequences of failure to obey standards of conduct set by the board of education. The intent of this legislation is to establish and maintain an atmosphere where orderly learning is possible and encouraged.

Expectations of the Board of Education

The board of education holds school officials accountable for the maintenance of adopted standards of conduct. This can best be achieved with the school and home working together.

The general standards of conduct established by the board are as follows:
Students are expected to conduct themselves in an orderly manner, showing respect for school rules, teachers, other students, the rights and property of others, and to be appropriately dressed, neat in grooming and appearance.

Students are expected to exercise acceptable standards of personal hygiene.

Student conduct, dress and grooming determined to be disruptive, distracting, indecent, or a threat to health and safety shall be deemed inappropriate.
Students are expected to report to school in a drug free condition.

Goal of the Board of Education

Ultimately the goal of these standards is that students mature to the point of self-discipline. However, in recognition of the fact that education is a growth process, the school should provide an opportunity for students to learn from their mistakes.

Acts of Misconduct Violating Standards

The following are the specific acts of misconduct which violate the standards of pupil conduct along with the category of the violation.

Scope of Guidelines

The student discipline guidelines are applicable to conduct which occurs: on or in school district property; while using district provided transportation; 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.

1. Alcohol/Drugs:

First Offense:

1. The principal or designated individual will notify the student that he/she has become liable for a ten 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 ten days in compliance with the student's due process procedures.
2. The principal will recommend to the Superintendent of Schools Long term suspension 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 ten days 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 are not to carry any medication with them unless a physician's order states so.

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:

- 1st: 1 Day ISS to 10 Days OSS
- 2nd: 1-180 Days OSS / SRO Report/Notification of Supt.
- 3rd: Expulsion / SRO Report / Notification of Supt.

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. (Including derogatory comments)
- 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.
- G. **Threats of Violence toward a Person**- Is defined as the verbal, written or physical communication of a threat:
 - i. To inflict serious physical injury or death upon any person; or,
 - ii. To bring a class III Weapon or a class II Explosive Device onto School District property or the immediate vicinity thereof; or,
 - iii. To possess a class III Weapon or class II Explosive Device while traveling to or from school; or,
 - iv. 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,
 - v. To bring a class III Weapon or a class II Explosive Device, to a school-sponsored or school-directed activity; or,
 - vi. To use a class III Weapon or a class II Explosive Device upon any person.

- H. **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: 3-7 days OSS
- 2nd: 6-10 days OSS*
- 3rd: 10 days OSS with recommendation for extended suspension and/or expulsion

B . CLASS II assaultive Behavior Offense

- 1st: 5-10 days OSS*
- 2nd: 10 days OSS with recommendation for extended suspension and/or expulsion

C. CLASS I Fighting

- 1st: 3-7 days OSS
- 2nd: 6-10 days OSS*
- 3rd: 10 days OSS with recommendation for extended suspension and/or expulsion

D. CLASS II Fighting:

- 1st: 5-10 days OSS*
- 2nd: 10 days OSS with recommendation for extended suspension and/or expulsion

E. Threatening to Fight

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

F. Assaultive Behavior toward School Personnel

- 1st: 10 days OSS with recommendation for extended suspension and/or expulsion

G. Assaultive Behavior toward Non-Students

- 1st: 10 days OSS with recommendation for extended suspension and/or expulsion.

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. Computer Usage

Discipline:

A. Unacceptable Computer Use:

- 1st: 1 days ISD and loss of Tech for 30 days.
- 2nd: 3 days ISD and loss of Tech for 90 days
- 3rd: 3 OSS and loss of Tech for 180 days.

B. Tampering with Computer Equipment or Data

- 1st: 3 days OSS Loss of Tech for 90 days
- 2nd: 5 days OSS Loss of Tech for 180 days

5. 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 2 day ISS
- 2nd: 2 days ISS to 1 days OSS
- 3rd: 3 days ISS to 3 days OSS
- 4th: 1-10 days OSS

B. Disrespect for Authority

- 1st: 1 day ISS -3 days OSS
- 2nd: 3-5 days OSS
- 3rd: 5-10 days OSS
- 4th: 10 days OSS with recommendation for extended suspension and/or expulsion

6. 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: 1 Day ISS – 3 Days OSS
- 2nd: 1-3daysOSS
- 3rd: 4-10 days OSS*

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

- 1st: 3-10 days OSS*
- 2nd: 10 days OSS* with recommendation for extended suspension and/or expulsion

7. 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: 1-3 days IS

3rd: 1-5 days OSS

B. Disorderly Conduct in classroom

1st: Conference to 2 days ISS

2nd: 1-3 days ISS

3rd: 2-5 days ISS

4th: 1-3 days OSS

5th: 4-10 days OSS*

C. Group Disorderly Conduct

1st: 3-10 days OSS*

8. 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 2-days OSS

2nd: 3-5 days OSS

2) Use or Attempted Use

1st: 5-10 days OSS*

2nd: 10 days OSS with recommendation for extended suspension and/or expulsion

B. Class II Explosive Devices

1st: 10 days OSS with recommendation for extended suspension and/or expulsion

9. 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 10 day OSS

2nd: 5-10 days OSS*

3rd: 10 days OSS with recommendation for extended suspension and/or expulsion.

10. 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: 2-5 days ISS

3rd: 3 days OSS

4th: 3-10 days OSS*

B. Forgery

1st: Conference to 2 days ISS

2nd: 2-5 days ISS

3rd: 3 days OSS

4th: 3-10 days OSS*

11. 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 sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct.

C. Bullying/Cyberbullying:-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.

D. Hazing: - refers to any behavior required of an individual by one or more persons that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Discipline:

A. Inappropriate Non-Physical Harassment

- 1st: Conference to 3 days OSS
- 2nd: 3 days ISS to 5 days OSS
- 3rd: 6-10 daysOSS*

B. Inappropriate Physical Harassment

- 1st: 2 days ISS to 3 days OSS
- 2nd: 6-10 days OSS*
- 3rd: 10 days OSS with recommendation for extended suspension and/or expulsion

C. Bullying

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

D. Hazing

- 1st: Conference to 3 days OSS
- 2nd: 4-10 days OSS
- 3rd: 10 days OSS with recommendation for extended suspension and/or expulsion

12. Public Display of Affection: Is defined as any physical contact that exceeds the holding of hands.

Discipline:

- 1st: 6ft Rule
- 2nd: See Defiance of Authority

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 10 days OSS
- 2nd: 3 days ISS to 10 days OSS
- 3rd: 10 days OSS with recommendation for extended suspension and/or expulsion

B. Class II Sexual Misconduct

1st: 1-10 days OSS

2nd: 6-10 days OSS*

3rd: 10 days OSS with recommendation for extended suspension and/or expulsion

C. Class III Sexual Misconduct1st: 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: 1 day ISS to 3days OSS

2nd: 3-5 days OSS

3rd: 6-10 days OSS*

B. Class II Theft Offense

1st: 3-5 days OSS

2nd: 5-10 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 1 Day OSS

2nd: 1 days OSS to 3 Days OSS

3rd: 10 days OSS plus 8 hours approved community service

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 10 days OSS

17. Unsportsmanlike Behavior at Athletic Contest

Discipline:

The following are in addition to other appropriate disciplinary action for assault, disorderly conduct etc.

A. Disorderly Conduct

1st: 7 calendar day suspension from participating in or attending athletic events, to suspension for remainder of the school year from participating or attending any school activity

2nd: Suspended for remainder of school year from participating in or attending any school activity

B. Fighting, assaultive behavior, throwing objects or possession of inappropriate objects at any activity

1st: 14 calendar day suspension from participating in or attending athletic events to suspension for the remainder of the school year from participating or attending any school activity

2nd: Suspended for remainder of school year from participating in or attending any school activities .

18. Tardies:

Discipline:

5 Tardies =5 days lunch detention

6 or more tardies = 1 day ISD per tardy

19. 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 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 three day in-school suspension. The student's quarter grade will be lowered by one full letter grade for the course in which the cheating occurred. (Example - If a student had earned an "A" in that class the grade will be dropped to a "B"). 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.

20. Out-of-Assigned Area

1st: Conference to 10 days ISS
2nd: 1day ISD to 10 days ISS

21. Bringing Inappropriate Materials to School

1st: Conference to 10 days ISS
2nd: 1day ISD to 10 days ISS

22. Inappropriate Language

1st: Conference to 10 days ISS
2nd: 1day ISD to 10 days ISS

23. Failure to Follow Attendance Procedures

1st: Conference to 10 days ISS
2nd: 1day ISD to 10 days ISS

24. Failure to Serve Detention

1st: Conference to 10 days ISS
2nd: 1day ISD to 10 days ISS

25. Vehicle Violation

1st: Conference to 10 days ISS and/or loss of driving privileges
2nd: 1day ISD to 10 days ISS and/or loss of riving privileges
3rd: 5 days ISS to 10 days ISSS and loss of driving privileges

26. Cell Phone

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

27. Electronic Devices

Electronic devices are not allowed in the school building. These include cameras, MP3 players, electronic door openers, beepers, pagers, C.D. players, etc.

* 1st Devise confiscated- Parent or guardian must come to school and pick up.
1 day ISD
*2nd Devise confiscated- Parent or guardian must come to school and pick up
1 day ISS

28. All other offenses not listed

Conference to 10 days OSS

The aforementioned are discipline guidelines and depending on the severity of the actions further disciplinary action could be warranted.

* 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. In accordance with state statute 160.261, 167.161, and 167.171 RSMo.

The scope and sequence of a discipline indicates 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.VI.

Special Education Students 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 consequence or punishment for acts 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

Disciplinary Descriptions

1. Student Conferences. The principal, counselor, juvenile officer, or Division of Family Services, etc., confer with the student concerning the problem at hand in attempt to arrive at a solution and prevent it from happening again.
2. Parent Conference. Same as above, except with the student's parents or guardian.
3. Parent Contact. The parent or guardians contacted by telephone and/or mail concerning the disciplinary problems and the action taken by the administration.
4. Lunch Room Detention. The student is restricted to a specific seat in the cafeteria during the lunch period and will not be allowed to purchase Ala carte lunch .
5. After School Detention. The student is required to stay after school in an designated room .
6. Time-Out. The student is removed from the class in which a disruption occurs and isolated for a limited amount of time. Credit will be given for all assignments as if the student did the work in class. However, the student will not receive a class participation grade for the class.
7. In-School Detention. The student is placed on in-school detention, which meets during the school day in an isolated area of the school. A grade of "O" will be recorded for periods absent while on suspension. Students may earn full credit on any work done while on ISD. Work assigned but not turned in while on ISD will receive a 0 and the student will not be allowed to make it up. Students are permitted to participate in after school activities (ex: practices, games, dances, etc.).
8. In-School Suspension. The student is placed on in-school suspension, which meets during the school day in an isolated area of the school. A grade of "O" will be recorded for periods absent while on suspension. Students may earn $\frac{3}{4}$ credit on any work done while on ISS. Work assigned but not turned in while on ISS will receive a 0 and the student will not be allowed to make it up. Students are not permitted to participate in after school activities. (ex: games, dances etc.).
9. Corporal Punishment. A paddling is administered to the student.
10. Withdrawal of Privileges. The student's participation in any activity outside of regular classroom instruction is prohibited.
11. Suspension. The student is forbidden to attend school for 1 to 90 days after receiving due process by a principal or superintendent. A grade of "O" will be recorded for all periods absent while on suspension.
12. Removal from Class. Any class dropped during the semester will be recorded as a grade of "F" for the semester if due to discipline problems.

13. Expulsion. The student is excluded from school by board of education.
14. Calisthenics - Exercises performed by the student (push ups, sit ups, etc.).
15. Any punishment shall be administered without malice.

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. 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 pupil's 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.
5. 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.

Implementation

Consistent with these standards, school administrators are authorized to develop procedures for their implementation.

These Standards of Pupil Conduct were approved by the board of education of the Fordland R-III School District. The effective date shall be July 1, 1986. A copy of the standards shall be available in the superintendent's office for public inspection.

Fordland 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.

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.