

TABLE OF CONTENTS

Admission/Residency	10
Assembly Conduct/Dances	9
Attendance	3
Excused Absence	
Absences for Personal Reasons	
Appeals/Hearing Process	
Tardies	
Grade Recovery	
Truancy	
Leaving/Returning to School	
Absence/Extra-Curricular Events	
Absentee Notes	
Perfect Attendance	
Suspension/Expulsion	
Calendar	2
Cell Phone/Electronic Devices	8
Cheating/Plagiarism	5
Directory Information	9
Discipline.	11
After-School Detention	
Saturday School	
Corporal Punishment	
Detention/In-School Suspension	
Suspension and Expulsion	
Disabled Students Discipline	
Discipline Reporting and Records	
Discipline Code of Conduct	
(Alcohol, Bullying, Computer Use,	
Drug, Harassment, Theft, Tobacco)	
Dress Code	7
Eligibility for Sports	7
Emergency Procedures and Drills	9
Grades/Report Cards	5
Guidance	6
Gum/Candy/Mints	9
Head Lice.	7
Headed to the Top	5
Homework Hotline/Email	5
Homework Policy	5
Immunizations/Medications	7
Incomplete/Missing Assignments	5
Lockers	9
Lost and Found	9
Meals	6
Middle School Staff	.27
Mission Statement - Middle School	2
Morning Procedures	3
Parent Conferences	6
Physical Education Dress Policy	7
Physical Exams/Student Insurance	7
Honor Roll	5
Prohibited Items	8
Retention	6
Schedule	3
School Closing	9

Special Services	6
Sportsmanship	7
Student Supply List	26
Teacher Qualifications	10
Telephone Use	9
Testing/Screening Programs	6
Transportation	3
Visitor's Pass	8
Volunteers	9

OUR MISSION

T.S. Hill Middle School is a community of learners who strive to create connections with all stakeholders through effective communication while maintaining high ethical and professional standards. We will create a safe, positive, engaging, inviting, and accepting environment that encourages students to become independent thinkers working to reach their full potential. We will continue to embrace a forward thinking vision in all we do.

DAILY SCHEDULE

7:30 - 8:09	PLUS (Mon-Fri)
7:30 – 8:09	Breakfast
8:09- 8:13	Passing
8:13 – 9:09*	Period 1
9:13- 9:59	Period 2
10:03-10:49	Period 3
<u>1st Lunch Shift</u>	
10:49-11:21	Lunch
11:25 – 12:11	Period 4
<u>2nd Lunch Shift</u>	
10:53-11:39	Period 4
11:39 – 12:11	Lunch
12:15- 1:02	Period 5
1:06 – 1:52	Period 6
1:56-2:42	Period 7
2:46-3:07+*	Period 8/Check and Connect
3:10 – 4:00	PLUS (Mon, Wed-Fri)
*announcements +notes from office	
-Four minutes passing time between periods	

MORNING PROCEDURES

Students should **not** be in hallways before school without permission. Students are not allowed to go to their lockers before the 8:14 bell.
7:30Breakfast is served

7:30Students may go to PLUS, office window for absentee passes, bus passes, turn in lunch money with permission of the duty teacher.
Band students may put up band instruments with permission of the duty teacher.

BUS TRANSPORTATION

Eligible students may utilize the school's bus transportation system. The importance of proper conduct on school buses cannot be over-emphasized: the potential for accidents is ever present. The following regulations for pupil safety will serve as a guide: obey the bus driver at all times, remain seated while the bus is moving, talk quietly while on the bus, be kind and courteous to others, and place trash in the trash cans when exiting the bus.
First Offense: Warning, parent notification, ASD, bus contract, assigned seating, ISS
Second Offense: Bus suspension, parent notification, ASD, bus contract, ISS, assigned seating
Third Offense: Bus suspension, parent notification, ASD, bus contract, ISS, assigned seating, Alternative School
Fourth Offense: Parent notification, suspension, permanent suspension of bus riding privileges, Alternative School

Bus Passes

The Director of Transportation assigns students to buses. When it becomes necessary for a student to ride a bus other than his/her assigned bus, the student must bring a parental/guardian note to the office to receive a bus pass. This would be a request for a temporary bus change only (one or two days). This pass should be given to the bus driver when loading. The Director of Transportation must approve permanent bus assignments and/or changes.

Student Drop-offs/Pick-ups

Students should not be dropped off on school grounds before 7:30 a.m. The district will not be responsible for students dropped off before 7:30 a.m.

We ask parents, guardians, or siblings to use the Right lane of the circle drive to drop off and pick up students. (The left lane is for passing only.)

Students waiting for a pick up after school should wait with the other students in front of the school. Please load and unload students on the circle drive in the front of Middle School, not on the teacher parking lot, road to Central or the high school parking lot.

ATTENDANCE POLICY (JED-R-1)

A student shall not miss more than six (6) days per semester. It is the responsibility of the student to see that the requirements of the attendance policy are met, and all work missed is completed to the satisfaction of the teacher.

A letter will be sent home after a student's 4th semester absence. When a student misses more than 6 days in a semester, Saturday School may be used for recovery.

Parent contact will be made, as well as a possible juvenile referral.

If a student making passing grades misses more than six (6) days per semester grades may not be awarded for the class. Before a final decision is made on denying credit to a student with excessive absences, the student will be afforded an appropriate due process hearing that is in accordance with Board policy and state law. Students falling below 85% attendance will automatically be referred to the Stoddard County Juvenile Office.

When absences occur, make-up work will be allowed. As a minimum, a student will be allowed an equal number of days to complete the make-up work as the number of days that were missed. (For Example, a student who is absent three days should have all work turned in by the third day that the student has returned to school.) More time for make-up work may be granted in special circumstances by making arrangements with the teacher involved.

Parent/guardian notification confirming the reason for an absence must be presented prior to the absence or upon the student's return. For purposes of school notification, T.S. Hill Middle School will accept a parent/guardian phone call, fax, email, or letter/note.

Appeals/Hearing Process

If a student has violated the district's attendance policy, he/she may receive failing grades. The student will have an opportunity to appeal a decision to deny grades. A student and/or parent may appear before an appeals committee to explain the circumstances of the absences by presenting documentation that might have bearing on the decision.

The Middle School Appeals Committee is comprised of the building principal and four faculty representatives. The committee will review the facts and evidence presented by the student as related to the absence and will render a decision. The decision of this committee will be considered final unless appealed in writing to the superintendent. The decision of the superintendent will be considered final unless appealed in writing to the Board of Education. A written appeal to the Board of Education must be submitted at least one week prior to the next Board meeting. The appeal will be presented to the Board along with the findings of the initial review committee and the superintendent. A letter will be sent informing the appellant of the Board's decision.

Tardies

A student is considered tardy when:

1. The student is not in the classroom with proper materials and in his/her seat in a reasonable amount of time.
2. The student fails to bring classroom materials such as an AR book, textbook, gym clothes, binder, or classroom/art supplies and has to be sent to his/her locker for the materials.
3. A student needs to leave the classroom during the instructional period to go to the restroom.

A student will receive after-school detention (ASD) on their third tardy and each subsequent tardy per class per semester.

A student that goes to the office, nurse, or counselor without notifying his/her classroom teacher or without notification from the office will be counted as tardy or absent for the specified class period. Sixth grade tardies will not begin for approximately two weeks from the start of the school year. Seventh and eighth grade tardies will begin approximately one week from the start of school year.

A student is considered tardy so long as he/she is not more than 10 minutes late for school. First period begins at 8:13 a.m. so any student signing in after 8:23 a.m. may be given an unexcused absence instead of a tardy for the first period.

Truancy

Truancy is a planned and deliberate absence from school and will not be excused under any circumstances. Absence without acceptable reason, even with the consent of the parent/guardian, shall be considered as truancy if prior notification of the absence is not given to the administration.

Leaving/ Returning to School

Dexter Schools are a closed campus. If it is necessary for a student to leave school during the day, the parents/guardians should make arrangements with the school office. A student and parent must sign out when leaving school and sign in when returning to school. A student will not be released to older siblings or other family members without prior parental/guardian consent.

NEVER LEAVE THE BUILDING WITHOUT FIRST REPORTING TO THE MIDDLE SCHOOL OFFICE AND OBTAINING PERMISSION.

Failure to report to the office, regardless of the excuse presented after the absence will be an unexcused absence. Notes for early dismissals must be presented in the principal's office when the student signs out.

Absence/Extra-curricular Events

A student who is absent on the day of a social, athletic, or other school-sponsored activity will not be allowed to participate in that activity unless prior arrangements have been made with the Middle School administration. A student or athlete is required to attend school for one-half of a day before being eligible to participate in the activity or practice or attend the social, athletic, or school-sponsored event unless prior arrangements have been made. A student who is sent home from school due to illness should not attend extra-curricular activities of the district.

A Middle School student should also have all fines, fees, and outstanding lunch balances paid before attending and participating in extracurricular events.

Absentee Notes

A student who is absent from the building any period of the school day and his/her parent/guardian did not call and notify the office of the absence must report to the

office as soon as he/she returns to school and present a written excuse for his/her absence signed by his/her parent or legal guardian. The note from the parent or guardian should include: the first and last name of the student, grade of the student, the specific reason for each day or period missed, signature of parent or legal guardian, and date.

Notes or appointment slips from counselors and doctors are accepted as excuses.

Perfect Attendance

A student is eligible for a perfect attendance certificate if his/her hourly average daily attendance is a 99.5% or above for the entire school year.

Suspension/Expulsion

Suspension carries with it the potential forfeiture of whatever credit could have been earned during the suspension period. There will also be a temporary or permanent loss of participation in extracurricular activities. A student whose conduct is judged to be detrimental to the student body may, on the recommendation of the principal and superintendent, be assigned to Alternative School. A student whose conduct is judged to be detrimental to the student body may also be expelled from school on the recommendation of the principal, superintendent, and Board of Education.

GRADES/REPORT CARDS

At mid-quarter (5th Wednesday of each quarter), all students will receive a progress report for each subject. Report cards are given at the end of each quarter to students who do not owe any fines, fees, or lunch balances. The following district-wide grading scale is used:

A = 100-96	B- = 82-80	D+ = 69-67
A- = 95-90	C+ = 79-77	D = 66-63
B+ = 89-87	C = 76-73	D- = 62-60
B = 86-83	C- = 72-70	F = 59 and below

HONOR ROLL

Honor Roll recognition is awarded to a student earning at least a B average, (8 on an 11 point scale) and making no grade below C in any subject. Physical education is a pass/fail class. No student shall be eligible for honor status recognition if he/she fails a pass/fail class.

11-Point Scale

A = 11	B+ = 9	B- = 7	C = 5	D+ = 3	D- = 1
A- = 10	B = 8	C+ = 6	C- = 4	D = 2	F = 0

HEADED TO THE TOP

Headed to the Top is a program implemented to reward students who choose to do the right thing and perform in the classroom. There will be one activity per quarter and students who return a signed contract along with a \$.25 entry fee, miss no more than 3 days of school (excused OR unexcused), have no grade lower than a C- in any subject, who show no discipline referrals during the quarter, and who meet their individual AR requirement will be eligible to attend. Fines and Fees

must not exceed \$10.00 in order to attend Headed to the Top activities. There will be NO exceptions to these requirements.

HOMEWORK HOTLINE

Homework information will be emailed at the end of the school day. If you are not receiving the homework emails, please provide the office with your correct email address. We can send the homework email to more than one email addresses if requested. Each teacher has a link to their Planbook containing an overview of information on current assignments.

HOMEWORK POLICY

Handouts for missed assignments will be located outside each teacher's classroom door. Missed homework assignments and handouts can be picked up 15 minutes after school is dismissed until 9:00 p.m.

Homework is an important extension of activities started at school by a student under the guidance of the teachers. Homework provides for practice of skills and application of principles. Students should record the directions for homework, ask questions when necessary to clarify the assignment, follow a schedule and keep materials in order, hand in neat and accurate products, plan time for completion of assignments, and complete homework assigned during absences. Take out

To ensure success, a parent should provide a suitable place for study, help students develop routine home study habits, ensure that absence does not interfere with makeup, assist (but not do the actual work), be aware of long-term assignments and assist students in learning and budgeting their time accordingly.

Incomplete/Missing Assignments

Students will be expected to turn in all assignments on time and completed. If not, it will be the teacher's discretion when determining how much, if any, credit will be given. Assigned PLUS, ASD, and Saturday School will all be considered as measures to recover missing or late assignments.

CHEATING/PLAGIARISM

The primary goals of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. Our district and community believes the school should maintain a climate in which honesty, courtesy, consideration, integrity, and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, and inefficient study skills. None of these reasons makes cheating acceptable.

The teacher's professional judgment will determine whether cheating has occurred. A student is reminded not

to give the teacher cause to consider his/her actions suspect. Cheating means to knowingly violate rules designed to ensure academic honesty and includes but is not limited to the following:

1. Looking at someone else's paper during an exam, test, quiz, homework, etc.
2. Talking with another student during an exam, test, quiz, homework, etc.
3. Letting someone else see one's own or another's paper during an exam, test, quiz, homework, etc.
4. Using cheat sheets or notes.
5. Copying work from another student, sharing answers assigned as independent work, or allowing someone else to copy homework.
6. Copying or closely paraphrasing sentences, phrases, passages, images, or sounds from sources not cited, including the Internet, while researching or writing a paper.
7. Giving test information to other students in other periods of the same teacher/same class.
8. Submitting individual projects not completely one's own work.
9. Fabricating or altering laboratory data.

Whenever a student is guilty of cheating, their work will be collected by the appropriate authority, a grade of zero will be marked for the assignment and an after school detention (ASD) noting the reason for the detention will be given. For the purpose of this policy, homework and other assignments are considered "independent" work unless specifically addressed by the teacher. This policy is separate from the Computer Use Agreement policy.

MEALS

A parent/guardian should send a student's meal money (cash or check) to school in an envelope marked with the student's name, the amount of money enclosed, and the date. A drop box is located beneath the office window for students to drop off their lunch money. No money is accepted in the regular lunch line, so it is extremely important for a student to use the drop box in the morning. Lunch accounts should be kept paid; the lunch accounts are debit accounts not credit accounts. Students owing more than \$10.00 will not be allowed to charge a tray at Breakfast or Lunch. These students will also not be allowed to attend extra-curricular activities.

A parent/guardian can pay for meals anytime during the week or may pay in advance for the month, quarter, semester, or even for the year. Each day your child eats at school, the appropriate amount of money will be deducted from the student's account. Second trays are charged at full price rate and deducted from the meal account.

Daily Lunch - \$1.80	Breakfast - \$1.25
Weekly Lunch - \$9.00	Breakfast - \$6.25
Total lunch and breakfast weekly \$15.25	
Extra milk \$0.40	

Dexter Public Schools maintain a **\$10.00 cap** on all meal balances.

PARENT CONFERENCES

Parents/guardians will have an opportunity to meet with teachers on Thursday, October 18th from 1:00 – 7:00 p.m. Your student's report card may be picked up in the Middle School lobby beginning at 1:30 p.m. on Thursday pending any fines, fees, or lunch bills owed. Any report card not picked up by the parent/guardian on this date will be distributed to the student the following week.

Please feel free to *briefly* visit with your student's teachers after receiving the report card. If you believe your child is progressing satisfactorily, we ask that you still visit each teacher for a quick conference and pick up the individual progress report from each teacher. If your student is having difficulties in a particular class, we strongly encourage you to *briefly* visit with the teacher AND request an appointment for a later meeting to discuss specific difficulties. This date is not the appropriate time for an *extensive* conference. Additionally, teachers may make a note on the individual progress report if he/she believes a conference is necessary. There will be no parent conferences at the Middle School on Friday, October 24th. A 3rd Quarter Parent Conference will be announced.

RETENTION POLICY (IKE)

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. A parent/guardian will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

If a student receives a total of eight failing quarter grades or more in math, science, English, social studies, or reading, then retention, summer school, and/or placement in the Key Skills Program will be considered.

GUIDANCE

A counselor is provided to help a student with special needs or concerns. The student is invited to present any problem to the counselor. The principal, assistant principal, and faculty are available and willing to assist students with problems. A parent concerned about his/her child's progress or other problems is also invited and encouraged to confer with school personnel. Appointments may be arranged by calling 614-1010.

TESTING/SCREENING PROGRAMS

The Middle School Testing and Screening Programs

meet the standards established by the Missouri State Department of Elementary and Secondary Education.

Grade 6—OLSAT, Scoliosis Screening, Missouri Assessment Program, Speech Screening (new students upon enrollment)

Grade 7—Hearing Screening, Vision Screening, Scoliosis Screening, Missouri Assessment Program

Grade 8—Missouri Assessment Program

SPECIAL SERVICES

Special education services are provided for handicapped children enrolled in the Dexter R-XI School District. Among the special services available are programs for the mild-moderately mentally handicapped, orthopedically handicapped, learning disabled, behavioral/emotional disordered, remedial speech and language, visually impaired, hearing impaired, and other health impaired, homebound, and gifted.

IMMUNIZATIONS/MEDICATIONS

Missouri laws require that a student enrolling in Missouri schools meet certain minimum immunization requirements. Immunizations required are measles (rubella and rubella), poliomyelitis, diphtheria, mumps, Hepatitis B, Menactra, and T-Dap.

A student is required to bring ALL medicines to the office, including prescription and over-the-counter medications. The medicine must be kept and administered in the office. Medicines must be in the original container with the student's name on the bottle and should not be expired. No medicine should be kept in a student's locker, coat, binder, pocket, etc. Any exceptions to this policy must be cleared with the office.

HEAD LICE

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students. If lice/eggs (including nits and casings) are discovered, the student will be removed from the classroom and school. All siblings of the infected student will also be checked. The school nurse will instruct the parents concerning various treatments, will re-admitted the student when accompanied by a parent/guardian or relative and cleared, and will re-examine the student within six to ten days after re-admittance.

If it appears the parents/guardian of an infected student are failing to secure timely treatment for the infestation resulting in a prolonged period of absence from school, the matter will be reported to the appropriate family services or law enforcement agencies. **Student and parent/guardian will be required to come to the nurse's office at 8:00 a.m. to be checked each school day the student misses in order to determine if timely treatment for the infestation is being pursued. If not, the absence could be unexcused with the student losing credit.**

PHYSICAL EXAMS AND STUDENT INSURANCE

By-law 309.0 of the Missouri State High School Activities Association mandates that the school require of each student participating in athletics or cheerleading activities a physician's certificate stating that he/she is physically able to try out, practice, or compete in athletic contests for his/her school. Also, a student shall not be permitted to try out, practice, or compete for a school until the school has verification that he/she has basic athletic insurance coverage and meets the eligibility requirements for grades and residency.

PHYSICAL EDUCATION DRESS POLICY

A student is required to dress out in physical education each day unless the student is willing to take a penalty and/or grade reduced. A student who has a temporary medical limitation will be required to have an adaptive physical education form filled out and signed by a physician and still will be required to dress out and follow the specified physical limitations by the doctor. Clothing guidelines will be discussed with the students at the start of each semester and compliance will be required.

SPORTSMANSHIP

All students must keep in mind when attending any event they are representing not only themselves, but Dexter Public Schools. School spirit is valuable and necessary. Players appreciate the support of the students and positive school spirit also brings our school respect from other schools. A good sportsman must be considerate, know when to keep silent, never "boo" a player or official, show knowledge of fair play, and be able to take a loss as well as a win. Students attending any school event will be required to sit in the designated areas of the bleachers and not be up roaming or on the playing field/court. Disciplinary actions may result from violations of these procedures.

ELIGIBILITY FOR SPORTS

Students who represent a school in activities must be good citizens and judged so by school authorities and the Missouri State High School Activities Association (MSHSAA). A student whose character or conduct is such as to reflect discredit upon himself/herself or the school is not considered a "credible citizen." A student cannot be suspended, expelled, attend Alternative School, or be absent from class(es) without being excused by the administration. He/She must be currently enrolled in Dexter Middle School with regular attendance, cannot have failed more than one scheduled subject the previous quarter, must meet age requirements, and have a valid physical examination and insurance on file in the office. The Board of Education requires all participants and their parents to sign the Dexter Athletic Consent Form.

DRESS CODE

A student's physical appearance is primarily the responsibility of his/her parents. Appearance is a matter

of common sense and good taste. In the interest of modesty and to create an overall pleasant school atmosphere, a student is to dress appropriately and neatly. Clothing should be clean and in good taste.

Student dress and grooming should follow these basic principles:

1. Dress and grooming should be appropriate to time, place, and purpose.
2. Dress and grooming should meet basic social expectations of society and the local community.
3. Dress and grooming should not create undue distraction.

The administration determines if these principles have been violated and interfere with the educational program.

In order to best meet the needs of the school community, to maintain a school climate conducive to teaching and learning, and to be free from distractions, the following should NOT be worn to school:

1. Midriff blouses or midriff shirts (shirts must touch pants with arms held down at side) with no midriff showing, front, sides, or back.
2. Tank top, tube tops, fishnet tops, cold shoulder shirts, or any combination of these. **Sleeveless tops/shirts are allowed if they meet the following criteria:
 - a. Sleeveless tops with or without collars should have solid straps at least 2" wide. No mesh or see-through material—must be solid. No cut-off sleeveless shirts.
 - b. Armholes should not be cut deep and should fit close to the body.
 - c. Undergarments cannot be showing. This includes darker-colored undergarments worn under light-colored blouses, tops, or pants.
- d. Sleeveless tops and tank tops with straps less than 3" wide may be worn over acceptable shirts/tops.
 4. Boxer shorts unless worn as an undergarment.
 5. Caps, hats, visors can be worn outside. They are not to be worn inside the building except on activity days.
 6. Clothing items which display alcohol, tobacco, drugs, sex symbols, or violence by words, pictures, or symbols are inappropriate for school wear.
 7. Clothing items that are gang related and/or clothing which is worn in a gang-related style (do-rags, bandanas, suspender straps unlatched, etc.).
 8. Clothing items that are bizarre, in bad taste, vulgar, filthy, or sagging.
 9. Tattoos, facial piercing, tongue piercing, and unusually distracting hairstyle or coloring. Sticky notes, face paint, safety pins, choke chains, etc.
 10. All shorts worn to school must cover the buttocks, fit properly, be in good taste, and not cause disruption or undue attention. A student wearing clothing deemed unacceptable will be given appropriate clothing provided by the school or may have appropriate clothing brought to school from home. (An inseam of 3 inches is suggested)

11. When sweatpants or sweat shorts are worn to school, they should be clean and free from odor. Sweat pants and sweat shorts, once worn to gym class for participation in physical education activities, are NOT acceptable in the regular classroom.

12. Sagging pants

These guidelines have been established in the matter of appropriate dress and appearance to provide for a student's health and safety while attending school. Any student found to be in violation of these dress guidelines may be required to notify parents and make necessary changes. Repeat offenders may receive disciplinary action.

PROHIBITED ITEMS

The following items are **not** to be brought to school:

1. Toys of any kind, small rubber bouncy balls (also known as super balls), yo-yos, stuffed animals, pacifiers, straws, skateboards, etc.
2. Laser pointer
3. Choke chains

Basketballs, volleyballs, footballs, etc., and tennis equipment are allowed to be brought to school for use on the playground before and after school, during lunch recess, and with permission, during P.E. class. Balls and tennis equipment must be stored in the student's hall locker when not being used. Security of these items is the sole responsibility of the student. Administrative or instructional staff will not be used to retrieve, repair, or replace lost, damaged, or stolen items.

Book bags, backpacks, and purses may be brought to school but are to be left in the student's locker. These items should not be taken to class unless permission is granted by the administration for an extenuating circumstance.

CELL PHONES/ELECTRONIC DEVICES JFCK

Cell phones, pagers, digital cameras, MP3's, iPods, Apple Watches/Smart Watches and similar devices must be turned off and may not be activated or used unless permission is granted by a school official during the instructional day from 8:14 a.m. to the end of the day at 3:07 p.m. or 4:00 if assigned to ASD. Use of these devices is strictly prohibited at all times in all restrooms, dressing rooms, and locker rooms at home and away. Security of these devices is the sole responsibility of the student. Administrative or instructional staff time will not be used to retrieve, repair, or replace a lost, damaged, or stolen item.

Discipline for Unauthorized Use

First Offense: Principal-student conference, confiscation of item until end of day, 1 day of ASD

Second Offense: Principal-parent/student conference, confiscation of item until conference, 3 ASD's or 1 Saturday School

Third Offense: Confiscate item until parent picks up, 2 days of In-School Suspension or 1 day of OSS.

Violations involving use of a device to take pictures in banned areas may result in 1-10 days of OSS, In-School Suspension, Alternative School placement, and/or Juvenile Office notification.

Subsequent: 1-10 days of out-of-school suspension, 1-180 days placement in Alternative School or referral to the Juvenile Office.

***Violations occurring in the locker rooms or bathrooms will result in parent pick up and forfeit of the student's privilege of carrying a device with them at school in addition to the assigned consequence which could include ASD, ISS, OSS, or Alternative School assignment.

VISITOR'S PASS

Parents, guardians, and guests are always welcome at T. S. Hill Middle School, but to ensure uninterrupted class instruction and provide safety to our students, guests should enter the building at the main entrance, check in at the office, and obtain and wear a visitor's pass. Conferences can be scheduled during a teacher's planning period and before or after school, but a visitor's pass is required to enter the halls.

TELEPHONE USE

School telephones are not for student use unless there is an emergency. Students must get permission from office personnel to use the phone. Students have access to the office phone during regular school hours from 7:30 a.m. until 4:00 p.m. Students are *not* allowed to use a cell phone during the instructional day or during after school detention without consent of the administration or classroom teacher.

GUM

A Middle School student is not allowed to chew gum between while school is in session between 7:14-3:07. A student who violates this policy will receive a disciplinary action, which may also include a clean-up assignment.

LOCKERS

Each student is assigned hall and gym lockers. Combination locks may be issued by the school for use on hall lockers. No locks will be used from home. Lockers may be opened and contents inspected by the principal and/or a designate when there is a reasonable suspicion of wrongdoing or particular facts. Signing the discipline policy signature form is representative of this knowledge. Backpacks must fit into a student's locker. Students will be issued a combination lock for their gym locker provided by the school. If the student loses or breaks any lock provided by the school, they will be responsible for paying restitution for the replacement of the lock.

LOST AND FOUND

Many personal items are lost by students and never claimed. Items found at school are located in the office until the rightful owner can be found. The school is not

responsible for lost articles. All items left unclaimed will be taken to local charity.

SCHOOL CLOSINGS

Whenever there appears to be doubt as to whether school will be in session because of severe weather conditions, the following radio, television stations, or means of communication will be used to notify the public:
KDEX Radio.....Dexter 1590 am and 102.3 fm
KFVS-TV.....Channel 12
Local Cable..... Channel 2
Show Me Times.....Facebook
School Reach Phone Call.....Placed by administration
Please do not call the school or the staff/administration.

ASSEMBLY CONDUCT/DANCES

Assemblies are planned for the education and entertainment of the student body. The office will dismiss students. No backpacks or classroom materials should be brought to an assembly. A student entering the assembly should find a seat quickly in the designated grade level section (6th grade—1st two sections, 7th grade—middle two sections, 8th grade—two far west sections). Positive conduct is expected during any assembly.

The faculty and the administration supervise dances at T. S. Hill Middle School. Student attendance at these functions is a privilege. All dances are for T. S. Hill Middle School students ONLY. A student is expected to be picked up promptly and will not be allowed to walk home unless prior notice by a parent/guardian has been provided. For the safety of the students, no student may leave a dance early unless accompanied by a parent/guardian. A student who is absent from school, assigned to In-School Suspension or out-of-school suspension the day of the dance, or attend the Alternative School will **NOT** be eligible to attend. Other criteria may also be used in determining a student's eligibility to attend school dances.

EMERGENCY PROCEDURES AND DRILLS

The Middle School will conduct the following emergency drills throughout the school year: fire and building evacuation, lockdown and intruder, shelter-in-place, severe weather and tornado, earthquake, and bus evacuation.

In the case of an emergency, the Middle School has procedures in place to move our student population to the safest location (both on and off campus), have instructed our students where parents/guardians may pick them up, and have the School Reach telephone notification system activated to contact parents/guardians. Also, please listen to KDEX 102.3 fm, KFVS Channel 12, and/or Channel 2.

VOLUNTEERS

The Dexter Board of Education believes that volunteers within the school program, whether during or after regular school hours, enhance the educational

process not only for students but also for the community. Recruitment and selection of volunteers is done at each school. Volunteers shall be screened at the school level and must be acceptable to the building principal. Due to the potential for student injury or other considerations, volunteers will not be allowed to serve as a sponsor or coach of the schools' clubs, organizations, squads, or teams without approval/employment by the Board of Education. The Board of Education reserves the right to conduct criminal background check and FBI fingerprint check on any school volunteer who works directly with students.

DIRECTORY INFORMATION

Board of Education Policy JO (Student Records) identifies "Directory Information" as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The Dexter School District designates the following items as directory information for students in grades K-12, with two exceptions:

1. Student's name
2. Parent's name
3. Date and place of birth
4. Grade level
5. Enrollment status
6. Participation in school-based activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees, honors, and awards received
10. Artwork or coursework displayed by the district
11. Most recent previous school attended
12. Photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.

Federal law allows school districts to disclose information from student records if: 1) the information is not considered harmful or an invasion of privacy; 2) the district has notified parents and eligible students that the information will be released without parental consent unless the district receives a written objection; and 3) the parent or eligible student has not notified (in writing) the school that the information should not be released.

As a parent or eligible student, you have ten (10) school days after this notice to provide notice in writing to the school district that you choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of the items designated as "Directory Information" without the parent or eligible student's prior written consent including in print and electronic publications of the school.

TEACHER QUALIFICATIONS

As a parent/guardian of a student at Middle School, a parent has the right to know the professional qualifications of the teachers who instruct the student. Federal law allows for certain information about the classroom teacher(s) and requires the district to give this information in a timely manner. Specifically, a parent/guardian has the right to ask for the following information about each of child's teachers: whether the Missouri Department of Elementary and Secondary Education (DESE) has licensed or qualified the teacher for the grades and subjects he/she teaches, whether DESE has decided the teacher can teach in the classroom without being licensed or qualified under state regulations because of special circumstances, the teacher's college major, whether the teacher has advanced degrees and the

subject(s) of the degrees, whether any teachers' aides provide services to the child and their qualifications.

ADMISSIONS TO SCHOOL (JEC)

All individuals ages 5 to 21 who reside within the boundaries of the school district may attend its schools without payment of tuition. In addition, a student who is not domiciled in the district may be admitted under Board policies relating to nonresident students.

The admission of a student shall be under the direction of the superintendent, subject to the approval of the Board of Education. All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law.

Requests for Student Records

Within 2 business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Statement of Prior Suspension, Expulsion or Criminal Offense

The Board of Education requires the parent, guardian, or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether or not the student has been suspended or expelled from a school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as part of the student's scholastic record.

Admission Restriction

In accordance with 167.171, RSMo, no student may be re-admitted or enrolled in the school district who has been convicted of or charged with an act which if committed by an adult would be one of the following:

1. First degree murder under 565.020, RSMo;
2. Second degree murder under 565.021, RSMo;
3. First degree assault under 565.050, RSMo;
4. Forcible rape under 566.030, RSMo;
5. Forcible sodomy under 566.060, RSMo;
6. Statutory sodomy under 566.060 RSMo.
7. Statutory rape under 566.032 RSMo.
8. Robbery in the first degree under 569.020, RSMo;
9. Distribution of drugs to a minor under 195.212, RSMo;
10. Arson in the first degree under 569.040, RSMo; or
11. Kidnapping, when classified as a Class A felony under 565.110, RSMo.

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts. This section does not apply to a student

with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability.

Residency (JECA)

In order to register a student, the parent, guardian or the person having control or charge of the student shall provide proof of residency or proof that a waiver has been requested as outlined below and shall complete all admission requirements as determined by Board policies, rules and regulations. A student who does not meet the residency requirements may apply for admission in accordance with Board policy JECB, Nonresident Student Tuition Policy.

At least one (1) of the following criteria shall be used in determining student residency:

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent or court-appointed legal guardian.

2. The student is otherwise proven to be legally domiciled within the district.

Waiver Requests

In cases where a resident student wishes to register and such student is not able to provide proof of residency, the student, parent or legal guardian must present proof that a waiver has been requested in the last 45 days. Waiver of proof of residency may only be granted on the basis of hardship or good cause. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver. The Board shall convene a hearing to consider the request as soon as possible, but no later than 45 days after the receipt of the waiver request, or else the waiver shall be granted.

Upon presenting proof that a waiver has been requested in the last 45 days upon which the board has not yet made a decision, the student may be permitted to register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district. Any person aggrieved by a decision of the Board on a waiver request may appeal to the circuit court in the county where the school district is located.

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other pupils and employees of the district, the superintendent or designee may convene a hearing within three (3) working days of the registration request to determine whether or not the student may register.

The following students shall be allowed to register without providing proof of residency or proof that a waiver has been requested: a student who is a homeless child or a student attending a school not in the student's district of residence as a participant in an inter-district transfer program established under a court-ordered desegregation program, a student who is a ward of the

state and has been placed in a residential care facility by state officials, a student who has been placed in a residential care facility due to a mental illness or developmental disability, a student attending a school pursuant to 167.121 and 167.151, RSMo, a student placed in a residential facility by a juvenile court, a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program, or a student attending a regional or cooperative alternative education program or an alternative education program on a contractual basis.

DISCIPLINE POLICY FOR STUDENTS (JG)

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct that is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as school-sponsored activities and events on and off the school district campus. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. These rules and regulations will be reviewed and adopted by the Board of Education. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent. Due process entails that the student be given: (a) notice of charges either orally or in writing (b) explanation of the facts which form the basis of the proposed discipline, and (c) an opportunity to present his/her side of the issue.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail,

or by direct telephone contact.

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

The comprehensive discipline policy of the district is composed of this policy and all sub-coded policy codes. This includes, but is not limited to, the following policies and regulations: JG-R, JGA-R, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school time for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

Disciplinary Measures

When students fail to respect the rights of others or to conform to accepted practices of proper discipline, it becomes necessary to administer certain disciplinary measures. Should the need arise, the following disciplinary measures may be taken:

1. Conference with the teacher, counselor, assistant principal, and/or the principal
2. Parent conference
3. Assignment to a supervised period of detention (morning or lunch)
4. After-school detention (ASD)
5. Corporal punishment
 1. Saturday School
 2. In-School Suspension (ISS)/Academic Reassignment
 7. Suspension (out-of-school)
 8. Alternative School Placement
 9. Expulsion

After School Detention (ASD)

After school detention is held each day from 3:10-4:00 p.m. Students will be assigned for disciplinary reasons only. **Students/parents are responsible for making any necessary transportation arrangements.** Unexcused absences from detention will result in penalties.

Teachers and principals are allowed to assign after school detention (ASD). Students will receive an ASD notice that must be signed by the student and taken home. The signed copy of the ASD given to the student is the official notification of the date the student is to serve their ASD. Refusal by the student to sign the ASD notice is dealt with by the principals. Assignment of an extra day of ASD could be the penalty for not signing an ASD

notice. The office keeps a copy of all ASD's.

In-School Suspension (ISS)

In-School Suspension will be used as a discipline tool when deemed necessary. These students will serve time in the in school suspension classroom, or over in the Alternative School. All assignments should be completed and full credit will be given.

The following guidelines will be used when assigning students to after-school detention (ASD) or In-School Suspension (ISS):

1. TARDINESS - Students will receive ASD for their third tardy and each subsequent tardy per class per semester.
2. DISRUPTING CLASS - Students can be assigned ASD/ISS when they disrupt class. Disciplinary actions that can be used by the teacher prior to ASD include student/teacher conference, change in seat assignment, and parent notification.
3. DISOBEDIENCE/DISRESPECT - A student who is quarrelsome, belligerent, or disrespectful in their dealings with a teacher can be assigned to ASD/ISS. Repeated acts will be grounds for out-of-school suspension.
4. CHEWING GUM/EATING CANDY - Signs prohibiting the use of gum or candy in the school building are posted in the classrooms. Announcements are made periodically reminding students NOT to chew gum or eat candy in the building. (Candy may be eaten in the cafeteria during the student's lunch period or if given as a reward by the classroom teacher during the teacher's class). Students caught chewing gum or eating candy can be assigned ASD for their first offense and may be required to participate in a clean-up assignment.
5. TRUANCY - Students skipping school will receive two hours of detention for each hour of school missed or Saturday School. Truancy is determined by the administration. A student will receive zeros on all missed assignments.
6. PROHIBITED ITEMS – Students in possession of any item listed under prohibited items on page 8-9 can be assigned detention for their first offense.
7. MIDDLE SCHOOL STUDENTS AT OTHER SCHOOL BUILDINGS – Middle school students are not to go to other school buildings before, during, or after school without permission. All Middle School students must be dropped off and picked up at the Middle School. An ASD will be assigned for this violation. Penalties for an **UNEXCUSED ABSENCE** from ASD will result in the following disciplinary action in addition to being reassigned the missed day:
 - #1-1 penalty day
 - #2-1 penalty day
 - #3-Saturday School, ISS

After School Detention Rules

1. Starting and dismissal time each day will be 3:10 p.m. and 4:00 p.m.

2. A student must be in the detention hall and in his/her seat by 3:10 P.M. A student reporting late will not be admitted that day without a pass from a teacher. An unexcused tardy will result in penalties as described above.
3. A student is to raise their hand and be recognized by the teacher before speaking. Conversation with other students while in the room is to be authorized by the teacher.
4. Restroom privileges will be for one student at a time, although a student should take care of his/her restroom needs before entering detention hall.
5. Candy, gum, or any other food is not permitted.
6. A student may not leave their seats without permission from the teacher.
7. A student must keep his/her head up and must be reading an AR book or working on class assignments at all times during the detention in order to remain in the room.
8. Backpacks and bookbags are not allowed in the ASD room. Cell phones should remain off during ASD.
9. Being asked to leave ASD because of violations of the rules will be treated as an unexcused absence from detention. The student will have their ASD reassigned and will be subject to a penalty according to the number of accumulated unexcused ASD's.
10. Students may be asked to pick up trash or help out in other ways around the building/grounds in exchange for an early release.

Saturday School Detention (SS)

Saturday School assignments are appropriate for the following types of infractions:

1. **UNEXCUSED ABSENCES FOR AFTER SCHOOL DETENTION** - Student will be assigned Saturday School for every third unexcused absence received in after school detention.
2. **RECEIVING AN EXCESSIVE NUMBER OF AFTER SCHOOL DETENTIONS** - Student will be assigned Saturday School for every fifth after school detention they receive during a semester.
3. **FIGHTING** - Saturday School will be an option for a student that fights.
4. **TRUANCY** - Student skipping school may be assigned Saturday School. The number of days assigned will depend on the number of hours or days the student is truant from school.
5. **GROSS VIOLATIONS OF SCHOOL POLICY** - Severe violations of the school discipline policy may result in assignment to Saturday School. This will be at the discretion of the school administration.
6. Exceeding the district attendance policy of 6 days per semester. This is an option that will be used for grade/credit recovery.
7. Grade/Assignment recovery

Saturday School Detention Procedures

1. Saturday School will be held in the high school cafeteria or Middle School Library from 8:00 a.m. until 11:00 a.m.
2. A student must be in the room and in his/her seat by 8:00 a.m. A student reporting after 8:00 a.m. will not be admitted that day. A student will not be allowed to bring in backpacks, gym bags, or any other bags. Coats must be left in the lobby on the lobby benches. A student must leave school grounds as soon as they are dismissed from Saturday School.
3. A student is to raise his/her hand and be recognized by the teacher before speaking. A conversation with another student while in the room must be authorized by a teacher.
4. Restroom privileges will be granted one student at a time with each student being allowed one break during the three hour Saturday School session. A student with medical problems requiring special attention must provide written notice from their physician.
5. Candy, gum, or any other food will not be permitted in the room.
6. A student may not leave his/her seat without permission from the teacher.
7. A student must keep his/her head up and must be working at all times during the detention in order to remain in the room.
8. While in Saturday School, a student who does not follow the rules, follow the directions of the teacher in a reasonable time, or does not exhibit the required behavior in the judgment of the teacher and the principal may be suspended from school.
9. Transportation to and from Saturday School is the responsibility of the student.

Penalties for an **UNEXCUSED ABSENCE** from **SS** will result in the following disciplinary action in addition to being reassigned the missed day:

Unexcused 1	Additional day, Juvenile referral
Unexcused 2	In-School Suspension, Alternative School, Juvenile referral Multiple Alternative School, Juvenile referral

A student who receives an unexcused absence from Saturday School will be referred to the Stoddard County Juvenile Office. If a student receives an unexcused absence from Saturday School that was assigned because of a violation of the district's tobacco policy, the student will be reported to the Dexter Police Department for violation of City Ordinance 3813, in addition to penalties outlined. This will be for the first unexcused absence only.

Missed Saturday School Detention will only be excused for illness or emergency situations which are verified in writing by a responsible professional, such as a physician for illness.

CORPORAL PUNISHMENT (JGA)

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, or without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle and such administration shall not exceed three (3) swats. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. The principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. Teachers will provide the same information to their principal for inclusion in this report.

The principal or assistant principal shall maintain a record of all cases of corporal punishment administered in the building. This record shall be reviewed periodically and each student's record shall be destroyed upon graduation from high school or when the student ceases to be enrolled in the school system. If parents or guardians request it, a written summary shall be given to them concerning the circumstances for which the discipline was administered, the manner in which the discipline was administered, the name of the person administering the discipline and the name of the witness.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or property of the school district.

Corporal Punishment Procedures

1. Only a staff member may administer corporal punishment.
2. The student must be given due process as defined in policy JG.
3. Corporal punishment must not be administered before a class or group of students.
4. Corporal punishment is to be administered in the presence of another staff member who must be informed of the charge against the student before the punishment is administered.
5. Due regard must be given for the child's age, sex, and physical condition.
6. Corporal punishment is to be administered only to the buttocks of the student.
7. Corporal punishment shall not be excessive (not to exceed 3 swats).
8. District Policy will be followed at all times.

DETENTION AND IN-SCHOOL SUSPENSION OF STUDENTS (JGB)

The provisions of detention or an In-School Suspension program for student violations of policies, rules, and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the Academic Reassignment program. The principal, or his or her designee shall determine these assignments, and the determination of the time period for them.

SUSPENSION AND EXPULSION (JGD)

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term *suspension* refers to an exclusion from school that will not exceed a specific period of time. The term *expulsion* refers to exclusion for an indefinite period.

Suspensions

According to Missouri school law, a principal may suspend a student for up to (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below:

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.

2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)

3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.

4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.

5. Any suspension by a principal must be reported, immediately and in writing to the superintendent, who may revoke the suspension, either part or in full, at any time.

6. If a student is suspended for more than ten (10) school days, the following rules also apply:

- a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
- b. If the student gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
- d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below:

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in

writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.

2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)

- a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.
- b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspension in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.

2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or exclusion, the student, and the a parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parent or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

DISCIPLINE OF DISABLED STUDENTS (JGE)

Definitions

For the purposes of this policy the following terms are defined:

1. *Change of placement*: Any removal of a disabled student from his or her assigned classroom or service specified in an IEP or by a multidisciplinary committee responsible for determining placement, for other than short-term crisis management, for a period of more than ten (10) consecutive days, or cumulative days if a pattern of suspension is created, within the year.

Multiple suspensions which accumulate to more than ten (10) days may constitute a change in placement if a pattern of suspension results, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether a pattern of suspension is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school. Interventions established by a multidisciplinary committee which

continue the provision of special education and related services, or interventions which do not substantially interrupt the provision of services identified by a multidisciplinary committee, or those in an IEP, will not count toward the ten-day limit.

A disabled student who brings a firearm (as defined in 18 U.S.C. 921) on school property may be placed in an interim appropriate educational setting for not more than 45 school days.

2. *Disabled Student*: A student identified as disabled as defined in P.L. 94-142/IDEA or Section 504 of the Rehabilitation Act, or a student referred for a single disciplinary or multidisciplinary evaluation.

3. *Suspension*: Removal of a student from school for a definite period of time for misconduct. More than ten (10) consecutive days constitutes a change of placement.

4. *Expulsion*: Removal from school for an indefinite period of time for serious misconduct.

Procedures

1. If a disabled student is charged with misconduct which may result in a suspension, the student and the student's parents or guardian shall be given oral or written notice of the charges. If the charges are denied, the student, parent or guardian shall be given an oral or written explanation of the facts which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present his or her version of the incident.

2. The principal shall keep a record of all disciplinary action taken against a disabled student which, if continued for more than ten consecutive/cumulative days, would amount to a change in placement.

3. If any disciplinary action which will result in a change in placement is proposed against a disabled student, the director of special services and the chairperson of the student's multidisciplinary committee responsible for determining placement shall be notified, and the committee shall be convened as soon as practicable.

The student shall be accorded all procedural rights under federal and state law, including

- a. Notice of the proposed action
- b. The right to examine the record,
- c. Re-evaluation if a significant change in placement is proposed,
- d. The right to appeal,
- e. A hearing with the right to representation by counsel, and
- f. If a parent request due process, the student has a right to remain in the current placement until resolution of the due process proceedings unless an agreement is reached with the parents for an alternative placement of a court injunction obtained.

4. If a disabled student is found by the district to present a danger to him or herself or others, and the student's parent or guardian has not consented to an

immediate change in placement pending due process procedures, then the district may seek a court order for an immediate change in placement, pending the completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multidisciplinary committee shall make such determination. In the case of a disability resulting in violent behavior that causes a substantial likelihood of injury to the student or others, the district shall initiate procedures to remove the child to a more appropriate placement if the district has made reasonable efforts to minimize the risk.

5. If the discipline proposed would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related to the child's disability, and whether the child is current placed in the appropriate least restrictive environment based on a multidisciplinary evaluation.

6. If the committee determines that the behavior is unrelated to the disability, discipline resulting in a change of placement may be imposed, including suspension or expulsion. Parents or guardians must be notified of a change in placement. However, special education services cannot be ceased. A determination that the student's behavior is unrelated to the disability indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendations of the multidisciplinary committee, subject to the right of appeal.

7. If the committee determines that the behavior is related to the student's disability, the student shall remain in the current placement pending completion of the administrative process. Disciplinary action resulting in a change in placement may not be taken against such a student. The committee shall modify the student's placement or IEP as appropriate.

8. Due process procedures, applicable to suspension or expulsion under state law as provided in sections 167.161 and 167.171, RSMo, shall be provided prior to suspension or expulsion of disabled student.

DISCIPLINE REPORTING AND RECORDS (JGF)

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

1. *Act of School Violence/Violent Behavior* - The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in the school activities.

2. *Serious Physical Injury* - Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

3. *Serious Violation of District's Discipline Policy* - One or more of the following acts if committed by a student enrolled in the district.

a. Any act of school violence.

b. Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.

c. Any offense which results in an out-of-school suspension for more than ten (10) school days.

4. *Need to Know* - Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to the demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Reporting to Law Enforcement Officials

Any felony listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, on any school bus or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting

requirement:

1. First or second degree murder under 565.020, .021, RSMo;
2. Voluntary or involuntary manslaughter under 565.024, RSMo;
3. Kidnapping under 565.110, RSMo;
4. First, second, or third degree assault under 565.050, .060, .070, RSMo;
5. Sexual assault under 566.040, .070, RSMo;
6. Forcible rape or sodomy under 566.030, .060, RSMo;
7. Burglary in the first or second degree under 569.160, .170, RSMo;
8. Robbery in the first degree under 195.211, .212, RSMo;
9. Possession of a weapon under chapter 571, RSMo;
10. Distribution of drugs under 195.211, .212, RSMo;
11. Arson in the first degree under 569.040, RSMo;
12. Felonious restraint under 565.120, RSMo;
13. Property damage in the first degree under 569.100, RSMo
14. Child molestation in the first degree pursuant to section 566.067, RSMo.
15. Deviate sexual assault pursuant to section 566.070, RSMo.
16. Sexual misconduct involving a child pursuant to section 566.083, RSMo: and
17. Sexual abuse pursuant to 566.100, RSMo.

In addition, the superintendent shall immediately report to the appropriate law enforcement agency and superintendent any incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

DISCIPLINE CODE OF CONDUCT (JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. Short term and long term suspensions as described in this policy may be assigned in an alternative educational setting where appropriate. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Dexter R-XI School District to report to law enforcement the crimes the district is required to report. A list of crimes the district is required to report is included in policy JGF.

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

In addition, a building or district administrator shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by

the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

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

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

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

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. Note: Reassignment to Alternative School, either immediate or upon return of suspension, is always a possibility, as well as the application of corporal punishment in accordance with administrative procedures.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Saturday School, detention, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate

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

Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable

apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, academic reassignment, Saturday School, detention, 1-180 days Out-of-school suspension, or expulsion.

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

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion

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

First Offense: Suspension or revocation of parking privileges, Saturday School, detention, or academic reassignment

Subsequent Offense: Revocation of parking privileges, Saturday School, detention, academic reassignment, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. Retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense: Detention, academic reassignment, Saturday School, or 1-180 days out-of-school suspension.

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

Bus or Transportation Misconduct (see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

First Offense: Nullification of forged document.

Principal/Student conference, detention, Saturday School, or academic reassignment

Subsequent Offense: Nullification of forged document.

Detention, Saturday School, academic reassignment, or 1-180 days out-of-school suspension

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

– Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference, detention, academic reassignment, Saturday School, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, academic reassignment, Saturday School, 1-180 days out-of-school suspension, or expulsion.

Drugs (see Board policies JFCH and JHCD)

– Dexter Public Schools will not tolerate the use, possession, purchase, sale, or resultant behaviors of drugs, inhalants or other mind-altering substances on school property or at school-sponsored functions. The following disciplinary procedures will be followed in compliance with the student's due process rights. Illicit use or unlawful possession of drugs is wrong and harmful.

If at any time a student is found to be in possession of or under the influence of drugs, inhalants or other mind-altering substances, on school property or at a school-sponsored event, without a prescription, the following steps will be followed:

Consequence: Notification of law enforcement officials, parents and school officials. Student is subject to any traditional disciplinary measures.

All drugs and paraphernalia will be given to law enforcement officials.

The principal will suspend the student for a period of ten (10) school days and will recommend to the superintendent that the student be suspended from school for a period of up to 180 school days and from extracurricular activities for up to one (1) year.

If suspended for more than ten (10) days, the student must seek approval of the Dexter R-XI Board of Education for re-admittance to school

Alcohol (see Board policies JFCH and JHCD)

– Dexter Public Schools will not tolerate the use, possession, purchase, sale, or resultant behaviors of alcohol on school property or at school sponsored functions. The following disciplinary procedures will be followed in compliance with the student's due process rights. Illicit use or unlawful possession of alcohol is wrong and harmful.

If at any time a student is found to be in possession, use, or under the influence of alcohol on school property or at a school sponsored event, the following steps will be followed:

First Offense: Notification to parent/guardian, appropriate school officials and law enforcement officials. Student is subject to any traditional disciplinary measures.

The student will be required to attend 18 hours of Saturday School. Failure to attend Saturday School will result in report to the juvenile authorities, police, or sheriff. The student will be suspended from all extracurricular*** activities for a period of up to nine (9) weeks.

Second Offense: Notification to parent/guardian, appropriate school officials and law enforcement officials. Student is subject to any traditional disciplinary measures. The student will receive a 10-day suspension from school. The student will be suspended from all extracurricular*** activities for a period of up to 18 weeks.

Third Offense: Notification to parent/guardian, appropriate school officials and law enforcement officials. Student is subject to any traditional disciplinary measures. The principal will suspend the student for 10 days and will recommend to the superintendent that the student be suspended for a period of up to 18 weeks.

If suspended for more than ten (10) days, the student will seek approval of the Dexter R-XI Board of Education for re-admittance. The student will be suspended from all extracurricular***activities for a period of up to one (1) year.

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

First Offense: Principal/Student conference, detention, academic reassignment, Saturday School, or 1-10 days out-of-school suspension.

Subsequent Offense: Academic reassignment, Saturday School, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to books, computers, calculators, uniforms, sporting equipment and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention or academic reassignment

Subsequent Offense: Restitution. Detention or academic reassignment

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of

district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, academic reassignment, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled

Subsequent Offense: Verbal warning, detention, academic reassignment, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, academic reassignment, Saturday School, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. Academic reassignment, Saturday School, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, academic reassignment, corporal punishment, Saturday School, or 1-180 days out-of-school suspension.

Subsequent Offense: Academic reassignment, Saturday School, 1-180 days out-of-school suspension, or expulsion.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

Subsequent Offense: Academic reassignment, Saturday School, 1-180 days out-of-school suspension, or expulsion

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national

origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: Academic reassignment, 1-180 days out-of-school suspension, or expulsion.

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

Hazing (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, Saturday School, or academic reassignment.

Subsequent Offense: Confiscation. Detention, Saturday School, academic reassignment, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of unauthorized, personal toys, games, MP3 players and other electronic devices.

First Offense: Confiscation. Warning, principal/student conference, detention, Saturday School, or academic reassignment.

Subsequent Offense: Confiscation. Detention, Saturday School, academic reassignment, or 1-10 days out-of-school suspension.

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

First Offense: Principal/Student conference, detention, academic reassignment, or Saturday School.

Subsequent Offense: Academic Reassignment, detention, or Saturday School.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or

display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, Saturday School, academic reassignment, or 1-10 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, Saturday School, academic reassignment, 1-180 days out-of-school suspension, or expulsion

Technology Misconduct – Student Violation of Expressed and Implied Rules (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Documentation of offense in appropriate building office, principal/student conference. Short-term loss of computer access/privilege. Student is subject to any traditional disciplinary measures

Second Offense: Restitution. Documentation of offense in appropriate building office. Long-term loss of computer access/privileges. Student is subject to any traditional disciplinary measures.

Third Offense: Restitution. Documentation of offense in appropriate building office. Permanent loss of computer that may include dismissal from classes requiring computer use. Student is subject to any traditional disciplinary measures.

2. Violations of the AUP that involve employees, false identity, hacking, cracking, tampering with data or grades, or actions capable of disrupting computing services will be handled on a case by case basis by the building principal, technology coordinator, and superintendent. Offenses of this nature need not follow the escalating procedure listed above due to the overriding need to protect computer equipment, resources, data, and services. Violations may result in, but are not limited to the following consequences based on the severity and nature of the infraction.

All Offenses: Restitution. Any traditional discipline procedure supported by current school district policy, loss of computer facility privileges, dismissal from any or ALL computer-related classes, and/or legal action.

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

First Offense: Return of or restitution for property.

Principal/Student conference, detention, academic reassignment, Saturday School, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

Tobacco – Dexter Public Schools will not tolerate the personal possession or use of tobacco products by students at school or at district-sponsored functions. The following disciplinary procedures will be followed in compliance with the student's due process rights.

First Offense: Notification of parent/guardian and appropriate district officials. Student is subject to any traditional disciplinary measures. Juvenile Referral will be made.

Second Offense: Notification of parent/guardian and appropriate district officials. Student is subject to any traditional disciplinary measures. Juvenile Office will be involved.

Student will be suspended from extracurricular activities.

Note: According to Dexter Police and City Attorney, City Ordinance 3813 makes it illegal for any minor (defined as anyone under the age of 18 years) to possess or to purchase tobacco products in the City of Dexter. This is the basis for referring anyone under the age of 18 to the police/juvenile office for use or possession of tobacco products.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, parent notification, detention, or Saturday School.

Subsequent Offense: Detention, Saturday School, academic reassignment, or 1-10 days out-of-school suspension, and possible removal from extracurricular activities. Juvenile Office referral.

The student is subject to any traditional disciplinary

measures.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, classroom, locker, or other area that is locked or unlocked when the area is not open to the general public; or assisting any unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, Saturday School, academic reassignment, or 1-180 days out-of-school suspension.

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

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, academic reassignment, Saturday School, 1-180 days out-of-school suspension, or expulsion.

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

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy JFCJ.

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

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2) with exception to the referenced length of a pocket knife.

First Offense: One (1) calendar year suspension or expulsion, unless modified by the superintendent.

Subsequent Offense: Expulsion.

3. Possession of a knife that is not considered a weapon, as defined in 18 U.S.C. 921 or 571.01. RSMo, as long as the knife was not used in a threatening manner.

First Offense: Seizure of knife.**Principal/Student conference.

Subsequent Offense: Seizure of knife.**Principal/Parent conference, detention, academic reassignment, Saturday School, or 1-180 days out-of-school suspension.

4. Possession or use of ammunition or a component of a weapon.

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

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

** A parent/guardian will be required to retrieve the knife from the building administrator.

** Any school-sponsored activity outside the regular school curriculum.

Acceptable Use Policy for Computers

The following policy on appropriate use of computing and networking facilities has been formulated to ensure the proper use of these resources. The intent of this policy is to allow the greatest use of our computing facilities consistent with the general principles which govern our academic community. These facilities are maintained for the purpose of conducting and fostering instructional and research activities. In this policy, the term, Computer Facilities, is defined to include computers, computer networks, connections to external computer networks such as the Internet, and subscriptions to external computer services.

Prescribed Activities—While this portion of this document is intended to prescribe the acceptable and unacceptable uses of the Computer Facility, Dexter Public Schools is not responsible for the actions of individual users.

Acceptable Use

-Use of the Computer Facilities must support research, education, and other activities consistent with the goals and objectives of Dexter Public Schools.

-Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. This no longer just includes text, but also pictures, video, and sound.

-Users are responsible for safeguarding their passwords. Individual passwords should not be printed, stored on-line, or given to others except as required by authorized operators of the system. Users are responsible for all actions made using their passwords.

-A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

-All users are obligated to report any knowledge of suspicious, prohibited, or otherwise inappropriate use of the Computer Facilities.

-Before changing passwords, users must notify authorized operators of the system.

Unacceptable Use

Due to the nearly infinite number of activities that could be considered unacceptable, the following list is not intended to be exhaustive. Rather, this is a list of activities that are clearly unacceptable. If in doubt about the acceptability of a given action, refer to the acceptable uses above, or ask the teacher or administrator in charge.

-Use of the Computer Facility for commercial uses or political campaigning.

-Transmitting/storing/viewing information containing obscene, indecent, lewd or lascivious material or other material explicitly or implicitly referring to sexual conduct.

-Transmitting/storing/viewing information which contains profane language or panders to bigotry, sexism, or other forms of discrimination.

-Communicating any information concerning any

password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs. Creating, modifying, executing, or retransmitting any computer program or instructions intended to gain unauthorized access to, make unauthorized use of, disrupt, or damage a Computer Facility, software, or licensed software.

-Accessing or intentionally destroying software or licensed software in a Computer Facility without the permission of the owner of such and the controlling authority of the Computer Facility.

-Violating any U.S. or state regulation, or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

-Using the Computer Facility in a manner inconsistent with the school's contractual obligations to suppliers of the Computer Facility or with any published school policy.

-Installing, downloading, or running software not owned or authorized for use on district machines.

-Modifying, adding, or deleting system, program, or startup files without permission.

Electronic Mail (If applicable)

-Email accounts are not private, but belong to Dexter Public Schools. Users of the school electronic mail system should have no expectation of privacy with respect to email.

-No one should allow other people to send email using their account without specific permission of the teacher in charge, or the system operator.

-The district-supported email system is the only email system to be used. Users are not allowed to send mail through web-based email services, free or otherwise.

-No one should send, distribute, respond, or in any way participate in email messages that constitute or simulate the properties of a chain letter. This would include messages of the type, "Read this and send to five other people," good luck tokens, etc.

-Potential subscribers of mailing lists are responsible for determining the purpose of the list before subscribing. Persons having subscribed to such lists will be considered to have solicited materials delivered by the list as long as the material is consistent with the list's purpose.

Violation of Above Expressed and Implied Rules

It will be at the discretion of the controlling authority (teacher or administrative personnel or both) of the Computer Facility to determine if a violation has occurred. If a violation has occurred, the following will be used to provide consistency in disciplinary action taken, yet allow for differences in disciplinary actions available in the various buildings and grade levels. The teacher or librarians' in-class disciplinary actions should be based on the rules they publish for their classes.

Violations of the AUP which involve employees, false identity, hacking, cracking, tampering with data or grades, or actions capable of disrupting computing services will

be handled on a case by case basis by the building principal, technology coordinator, and superintendent. Offenses of this nature need not follow the escalating procedure listed above due to the overriding need to protect computer equipment, resources, data, and services. Violations may result in, but are not limited to the following consequences based on the severity and nature of the infraction.

Any traditional discipline procedure supported by current school district policy:

---Loss of Computer Facility privileges.

---Dismissal from any or ALL computer-related classes.

---Legal action

*There is no expectation of privacy in the use of district computers or other technology.

First Offense: Restitution, five (5) days of after school detention (ASD), parent notification by the office, loss of credit on assignment(s)

Second Offense: Restitution, two days of Academic Reassignment (ISS), parent notification by the office, consultation with principal, loss of computer privileges and/or credit on assignment(s) for up to two weeks

Third Offense: Restitution, three days of Saturday School, consultation with principal, loss/restriction of computer privileges for the remainder of the school year which may include failing grades on missed work, loss of access to computer-based library materials, dismissal from classes requiring computer use.

Truancy (JEDA)—Absence from school without the knowledge and consent of parents/guardians and/or the administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/student conference, parent notification, after-school detention, or Saturday School.

Second Offense: After-school detention, Saturday School, 1-10 days Academic Reassignment, or 1-10 days out-of-school suspension.

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

First Offense: Principal/student conference, detention, Academic Reassignment, or 1-180 days out-of-school suspension.

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

Vandalism (ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution, detention, Academic Reassignment, Saturday School Detention, 1-180 days out-of-school suspension, or expulsion.

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

Weapons (JFCJ)

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

A weapon is defined to mean one or more of the following:

1. Possession or use of any instrument or device other than those defined in 18 U.S.C. 921, 930(g)(2), or 571.010, RSMo

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

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

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

First Offense: One (1) calendar year suspension or expulsion, unless modified by the superintendent.

Subsequent Offense: Expulsion.

3. Possession of a knife that is not considered a weapon, as defined in 18 U.S.C. 921 or 571.010 RSMo, so long as the knife was not used in a threatening manner.

First Offense: Seize knife**, conference with the student.

Subsequent: Seize knife**, principal/student conference, detention, Academic Reassignment, corporal punishment, Saturday School, 1-180 days out-of-school suspension.

** A parent/guardian will be required to retrieve the knife from the building administrator.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

GENERAL SUPPLIES FOR ALL GRADES

We **WILL NOT** use 3-ring binders that zip or Velcro

1 Tub of Clorox Wipes

1 Large box of Kleenex tissues (for 1st Hour)

2 Blue or black ink pens & 2 Red ink pens

1 Box of at least ten #2 pencils

Physical Education

Gym shorts or sweatpants – No spandex, shorts **3” inseam**

T-shirt or sweatshirt

Tennis shoes

Master lock provided by the school for gym class

6TH GRADE SUPPLIES

Math

- 1 70 page spiral notebook for notes only
- 2 packages of loose leaf paper for homework

(1 per semester)

- 1 2 inch 3-ring binder
- 1 package binder tabs
- 1 TI-30 XS Multiview Calculator

English Language Arts

- 2 70 page spiral wide rule notebook
- 1 folder with prongs

Intermediate level or online dictionary (home use)

- 2 100 page Composition notebooks
- 1 12 pack colored pencils
- 1 package glue sticks

Science

- 1 70 page spiral notebook
- 1 3-ring zipper pencil pouch
- 1 2 inch 3-ring binder

Social Studies

- 1 pack of colored pencils
- 1 handheld pencil sharpener
- 1 1 inch 3-ring binder
- 1 zipper pouch for colored pencil storage

Art I

- 1 extra fine point Sharpie, black
- 1 fine point sharpie, black
- 1 spiral notebook
 - pencils/ eraser
- 1 100% cotton t-shirt

7TH GRADE SUPPLIES

Math

- pencils
- red pens
- 2 spiral notebooks
- 2 packages loose leaf paper
- 1 pencil pouch
- 1 big block eraser
- 1 folder with pockets
- 1 Texas Instruments Calculator- TI 34 Multi View, or TI 30 XS Multi View (**preferred not required**)

English Language Arts

- 1 2-pocket folder
- 4 highlighters (different colors)
- 1 1 ½ inch 3-ring binder
- 1 set of binder tabs (at least 5 tabs)

Science

- 1 1½ or 2” 3-ring binder hard cover
- 1 package of highlighters (3-5)
- 1 box colored pencils and sharpener
- 1 zippered pencil pouch that will fasten in binder
- 2 red pens
- 1 package loose leaf paper

Social Studies

- 1 1 ½” 3-ring binder
- 1 package loose leaf notebook paper

7TH & 8TH GRADE SUPPLIES

Art I and Art II

- 1 extra fine point Sharpie, black
- 1 fine point sharpie, black
- 1 spiral notebook
 - pencils/ eraser
- 1 100% cotton t-shirt

Family/Consumer Science (FACS)

- 1 2-pocket folder
 - fabric (details given in class)

Foods/Nutrition

- 1 2-pocket folder

Health

- 1 2-pocket folder
- 1 70 page spiral notebook
- 3 pack of index cards
- 1 pen and pencil

8TH GRADE SUPPLIES

Math- Mrs. Bolin

- 1 folder with pockets
- 2 70 page spiral notebooks (1 per semester)
- 1 1 inch 3-ring binder
- 1 package loose leaf paper
- Texas Instruments Calculator-TI 34 Multi View, or TI 30 XS Multi View (**Students specifically need one of these calculators**)

Math- Mrs. Duncan/Mrs. Alford

- 2 spiral notebooks
- 1 folder with pockets
- 1 pencil pouch with holes for binder
 - pencils
 - red pens
- 1 package loose leaf paper
 - big block eraser
- Texas Instruments Calculator-TI 34 Multi View, or TI 30 XS Multi View (**Students specifically need one of these calculators**)

English

- 1 blue or black erasable ink pen
- 1 composition books
- 2 2-pocket folders with clasps

Science

- 1 2-pocket folder with clasp
- 1 composition notebook
- 1 black sharpie

Social Studies

- 1 3-hole pocket folder
- 1 70 page spiral notebook
- 1 1 inch 3-ring binder

Academic Enrichment-ACE (grades 6-8)

- 1 2-pocket folder, pockets attached at the bottom not sides

Middle School Teachers

Mrs. Alford – 6th, 7th, 8th Grade Math
Mrs. Baldwin-7th Grade Social Studies
Mr. Becker – Boy’s PE
Mr. Bolin – Computer Science/Journalism
Mrs. Bolin – 8th Grade Math
Mrs. Cato – 8th Grade ELA
Mr. Chamberlain- 6th Grade ELA
Mrs. Christian – Special Education
Mr. Delay – 6th Grade Science
Mrs. Delay – Special Education
Mrs. Duckworth – 6th Grade Reading
Mrs. Duncan – 7th Grade Math
Mrs. Foster – 7th Grade English
Mrs. Guethle – 6th Grade Math
Mr. Jinkerson – Band
Mrs. Jinkerson – 8th Grade Social Studies
Mrs. King – Girl’s PE
Mr. Lummukka – Health
Mrs. Monroe – 7/8 Grade Art
Mrs. Muckermann-7th Grade Reading
Mr. Nichols – Key Skills/ISS
Mrs. Powers- 7th Grade Science
Mrs. Ramsey – 8th Grade Science
Mr. Rybolt – Band
Mrs. Sepulvado-Middle School Choir
Mrs. Sitze-Middle School Choir and Music
Mrs. Stack - Special Education
Mrs. Stevenson - Library
Mrs. Stone – ACE
Mrs. Thurkill – Special Education
Mrs. Thurmon – 6th Grade Social Studies
Mrs. Watkins-FACS
Mrs. Whitaker- 6th Grade Science and SS, Comp. Science
Mrs. Woods – Special Education

Paraprofessionals

Mrs. Hartlein
Mrs. Kaufman
Mrs. Richardson
Mrs. Slavings
Mrs. Sutton

OPPA Kitchen Manager

Mrs. Alicia Jackson

Office Staff

Mrs. Lacy – Building Aid
Mrs. Colyer- Counselor
Mrs. Gibson – Nurse
Mrs. Parris – Secretary
Mr. Kruse – Principal