

Strasburg C-3 School District



Student Handbook

2023-2024

ONE TOWN. ONE SCHOOL. ONE FAMILY.

Phone 816-680-3333 Fax 816-865-3349

www.strasburg.k12.mo.us

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DIRECTORY

Board of Education

President	Latosha Brown	lbrown@strasburg.k12.mo.us
Vice President	Katie Wingard	kwingard@strasburg.k12.mo.us
Treasurer	Marilyn McClure	mmclure@strasburg.k12.mo.us
Board Member	Brian Flint	bflint@strasburg.k12.mo.us
Board Member	Megan Miller	mmiller@strasburg.k12.mo.us
Board Member	Clayton Norvell	cnorvell@strasburg.k12.mo.us
Board Member	Shannon Whited	swhited@strasburg.k12.mo.us

Administration

Superintendent/Principal	Dr. Chrystal Mayfield cmayfield@strasburg.k12.mo.us
Assistant Principal	Kristin Tribble ktribble@strasburg.k12.mo.us

Support Staff

Secretary/Board Secretary/Tech	Laura Mooney lmooney@strasburg.k12.mo.us
Bookkeeper	Toni Manford bookkeeper@strasburg.k12.mo.us
Food Service Coord.	Kelly Spitler kspitler@strasburg.k12.mo.us
Parents As Teachers	Breanna Miller bmiller@strasburg.k12.mo.us
Speech/Federal Programs	Patty Stark pstark@strasburg.k12.mo.us
Paraprofessional	Julie Ann jann@strasburg.k12.mo.us

Faculty

Kindergarten	Maycie Preston mpreston@strasburg.k12.mo.us
1st Grade	Lori Chojnacki lchojnacki@strasburg.k12.mo.us
2nd Grade	Kelli Pickering kpickering@strasburg.k12.mo.us
3rd Grade	Erin Kling ekling@strasburg.k12.mo.us
4th Grade	Taylor Adams tadams@strasburg.k12.mo.us
5th Grade	Lisa Silva esilva@strasburg.k12.mo.us
Math/Science 6-8/District Nurse	Sherri Monday smonday@strasburg.k12.mo.us
Social Studies 6-8	Kristin Tribble ktribble@strasburg.k12.mo.us
MS Language/Reading	Kailey Griffith kgriffith@strasburg.k12.mo.us
SPED/Title I	Jeff Clark jclark@strasburg.k12.mo.us
Phys Ed/Health/MS PLTW/AD	Libby Clark lclark@strasburg.k12.mo.us
Art/Library Aide/MS PLTW	Alivia Stanfield astanfield@strasburg.k12.mo.us
Music/Band	Pam Block pblock@strasburg.k12.mo.us
Title Reading	Raeanne Lovell rl Lovell@strasburg.k12.mo.us
Counselor/Gifted Education	Pam Mollenhour pmollenhour@strasburg.k12.mo.us

Custodial/Maintenance

Day Custodian & Maintenance	Andrew Renfro arenfro@strasburg.k12.mo.us
Evening Custodian	Terri Rowland trowland@strasburg.k12.mo.us

Bus Barn/District Transportation

ECCO RIDE	816-380-2028
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August 10 – New Teacher PD
 August 14-17 PD/Work Days
 August 16- Open House 5:30-7:00
 August 22 – First Day of School

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 5 – PD Day
 February 26 – PD Day

September 11 – PD Day
 September 25 – PD Day

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 8 – End 3rd Quarter
 March 11 – Work Day
 March 25 – School in Session
 March 28– April 1 – Spring Break/Easter Break

October 2 – School in Session
 October 6- No School
 Pleasant Hill Homecoming
 October 13 – End 1st Quarter
 October 16 – Work Day
 October 30 – Parent/Teacher Conferences

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 22 – PD Day

November 13 – PD Day
 November 20 – School in Session
 November 22-24
 Thanksgiving Break

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20- School in Session
 May 21 – Last Day of School
 May 22 – Work Day

December 11 – PD Day
 December 18- School in Session
 December 19 – End 2nd Quarter
 December 20 – January 1
 Christmas Break

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

148 Student Days
 165 Teacher Days
 1,063 Student Hours

Make Up Days
 December 4
 January 8
 February 12
 March 4
 April 1
 April 29

January 2 – Work Day
 January 3 – School Resumes
 January 22 – PD Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Red days- office/school is closed.

Approved by the Strasburg C-3
 Board of Education
 January 19, 2023

MISSION STATEMENT

Our mission at Strasburg C-3 is to prepare students for a lifetime of learning and personal success.

VISION STATEMENT

The vision of the Strasburg C-3 School District is to successfully produce high student achievement through problem-solving, technology, and collaboration.

THE STRASBURG C-3 SCHOOL DISTRICT BELIEFS

The Strasburg C-3 School District believes:

- Every student will be provided the opportunity to learn in a way most effective for them.
- We must seek and retain motivated, inspired, and innovative staff who focus on every student's learning needs and provide the best instructional practices.
- Systems will be in place for all students to be supported academically, socially, mentally, physically, and emotionally.
- Every student and staff member deserve a safe climate and culture that fosters lifelong learning.
- Transparent allocation of resources and collaborative decision-making reflects that our students are our top priority.
- In fostering a collaborative culture for student achievement and opportunities.
- In creating and sustaining a partnership between students, staff, family, and community.

NONDISCRIMINATION POLICY

It is the policy of the Strasburg C-3 School District not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.

Conduct that is not unlawful or does not rise to the level of illegal discrimination or harassment might be unacceptable for the workplace or educational environment. Demeaning and harmful actions are prohibited, particularly if directed at personal characteristics.

Inquiries related to the District's student programs should be directed to Superintendent Dr. Chrystal Mayfield, (816) 680-3333, cmayfield@strasburg.k12.mo.us.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 1010 Walnut St, Suite 320, Kansas City, MO 64106; 816-268-0550; TDD 800-877-8339.

For more information, please see Board Policy and Regulation 1300.

FAMILY EDUCATION RIGHTS TO PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose personally identifiable information from the education records of a student without obtaining the prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency ("SEA") in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Directory Information

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with its procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing by August 22, 2023. The District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or another unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

TIME SCHEDULE

8:00 Students may enter the building

8:20 School Begins

3:55 Dismissal

SCHOOL POSTPONEMENT/CANCELLATION

The Strasburg School District will notify television stations before 6:30 am if school is to be postponed or canceled due to inclement weather. Please check all local channels as some post district names sooner than others. Notification of school cancellations will also be made through the “One-Call Now” system and posted on the Strasburg C-3 mobile app.

CHANGE OF PERSONAL INFORMATION

Please notify the school if there is a change to your mailing address or contact information. It is very important to always have a way to contact the student’s parent/guardian in the case of an emergency.

TRANSPORTATION SERVICES

The District contracts bus transportation with Ecco Ride. To set up bus service, or if you have any other questions or concerns, you can contact Wanda Fools at 816-380-2028.

Bus drop off and pick up will be in the East parking lot, the same as last year.

All daily transportation changes must be made with our office (call or note) no later than 3:20 pm. After 3:20 pm your child will go their daily designated way.

Only individuals authorized in our system will be allowed to pick up students from school. Please login to your student account on the parent portal to verify and or change authorized individuals.

Car Rider Guidelines

Arrival

- Parents that are dropping their child off (not exiting the car), use the South parking lot (facing the front of the building). Car riders will be dropped off in a drive-through format.
- Have students ready to leave the car quickly and exit the car on the left side of the vehicle (closest to the crosswalk). This will allow students to safely exit their cars and allow a quick drop-off procedure.
- There will be a crossing guard to ensure safe crossing of the highway.
- To help ensure safety, **Do Not Pass Cars in Front of You**. This will be a single file drop-off line. Your patience is important in protecting the safety of our students.
- **Do Not Park in The South Parking Lot During Arrival.**

Dismissal

- Car riders will be picked up in the South parking lot (facing the front of the building) using a single-file drive-through format.
- Teachers will stand with their class of students in a designated area and wait for you to pull through to pick up your students.
- Please wait patiently until the cars in front of you have loaded.
- To help ensure safety, **Do Not Pass Cars in Front of You**, even if your student is already in your vehicle.
- **Do Not Park in The South Parking Lot During Dismissal.**

BREAKFAST & LUNCH INFORMATION

Breakfast

Breakfast is served at 8:05 a.m. All meals may be paid on a daily, weekly, or monthly basis. We prefer payments on Monday. Cost of student breakfast is \$1.60.

Lunch

Lunch is served in three lunch shifts. Home lunches are acceptable with milk available at \$0.45 per carton. Cost of student lunch is \$2.20.

Charges

Students *will not* be allowed to charge more than \$10.00 in total.

Breakfast/Lunch Account

All money sent in for meals will be placed on the student's account. When money is sent in, the entire amount will be added to the student's account and change will not be given. You can also make payments on the student portal. Parents will be notified when the account is low. You will receive a letter notifying you of the account status. Payments can also be made online from a computer (not a phone) by accessing the Teacher Ease Website and logging into your account.

Free and Reduced Meal Price

Financial assistance is available to pay for school meals where the need is established. Children from families whose current income is at or below certain levels are eligible for free or reduced-price meals. Eligibility standards will be distributed by the District annually. Applications are available in the Superintendent's office, on the District's website, or at the link below.

<https://dese.mo.gov/media/73736/download>

All information is kept confidential.

Applications may be submitted at any time during the school year, but please complete and turn them in as early in the school year as possible.

If a family member becomes unemployed or if the family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

SCHOOL VISITATIONS

All visitors are required to check in at the office anytime they would like to enter the building. Parents are welcome to visit their children's classrooms. Please call in advance to schedule your visit.

HEALTH POLICIES

Health Form

Each student must have a completed and signed Emergency Health Form on file in the office.

Immunizations

Students may not attend school without up-to-date immunization records.

Prescription Medicine

Doctor-prescribed medication may be administered at school with a parent request and must be delivered and picked up by the parent. Over-the-counter medications may also be administered by the school nurse with the parent's permission. Over-the-counter medications include Ibuprofen and

Tylenol. Please notify the school nurse with questions or concerns.

The medicine must be in the original bottle and labeled with:

1. The child's name
2. The name of the medicine
3. The time of day to be given
4. The doctor's name or signature
5. The parent's name or signature

Minor Illnesses

If your child gets ill while at school, he/she will be isolated from the other children until he/she can be picked up. Please keep your emergency contact information up-to-date so the school will be able to reach you and you can give your child the care he/she needs quickly. We want your child to return to school as soon as possible; however, if a child has a fever, vomiting, or diarrhea, **he/she will need to be symptom-free for 24 hours without fever-reducing medication** before returning to school. If your child has a contagious illness (pink eye, strep throat, etc.) your child must be on prescribed medication for 24 hours before returning to school. A doctor's note will be needed for your child to return if he/she was sent home with a contagious illness.

Attendance at Activities

To attend a school activity, a student must be at school by noon on the day of the activity if he/she has been absent that morning. Any student who goes home ill during the day will not be allowed to participate in or attend an activity that evening.

First Aid

If a parent cannot be contacted, the school reserves the right to contact a medical provider to administer emergency treatment. The school holds no legal or financial responsibility for this action.

Communicable Diseases; Policy 2860

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and

condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of the Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Student Examinations

Physical Examinations; Board Policy 2880

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or has the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from the contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

FEES

Yearbooks: Yearbooks are sold towards the end of the school year to the students who wish to purchase them. The cost of the book will be determined by the actual financial expense of the yearbook account. Yearbooks will be handed out at back to school night of the next school year.

Damages to school property: Students who are responsible for damages to any school property will be charged a fee based on the replacement cost of the damaged item.

Library Fines: Lost or damaged library books/materials will be reimbursed for the purchase price.

Chromebook Fees: A \$25 fee will be charged for each student in grades 3-8, for the use of the Chromebook. Sliding scales are offered for families with more than one 3rd-8th grader and families on free and reduced. More information is available in the Technology Handbook.

Emergency Protocol for Parents/Guardians

We want you to be aware that the Strasburg C-3 School District has made many preparations to deal effectively with emergencies that could occur in or around the school, both during the school day and during after-hours activities. While we hope that a natural disaster or other serious incidents never occur, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm. As soon as the situation is under control, a notification will be sent out via One-Call-Now. If your student is directly involved in the situation, you will receive a direct phone call from the school.

In order for our emergency response plan to be effective, we depend on the cooperation and assistance of many people, such as the police and fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school. We understand and respect your concern, but it is essential that

the telephone system is available for emergency communications. If the situation involves your students, you will receive a phone call from the school.

2. Make sure that we (the office) have current emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.

3. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school. You will be notified of this through the district one-call now system.

4. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during an emergency.

5. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.

6. Carefully read all information that you receive from the school. You may receive updates about our safety procedures from time to time.

7. When your child is at home following an emergency, try to keep your child away from news being broadcast over various media and social media outlets. Also, note that students might not have all truthful information on emergency events that happen at school. If you have a question, please contact the office after the event is over. Please know that we legally cannot share specific information about a student or staff member, we can only discuss your student.

We are proud that our school is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions, please contact me directly at 816-680-3333 or at cmayfield@strasburg.k12.mo.us

EMERGENCY DRILLS

There will be four fire drills (1 per quarter), two tornado and two intruder drills (1 per semester). Students will be prepared for these drills prior to their date with their teachers.

RECESS

Students should wear appropriate clothing every day for outside recess. If a child is inappropriately dressed for weather conditions, they may not be allowed to go outdoors. Students are encouraged **NOT** to bring personal playground equipment to school as the school will furnish playground equipment. If a student does bring playground equipment to school, the school is not responsible should something happen to it. A doctor's note is required after five consecutive days that the parent has requested the student miss recess.

FIELD TRIPS

Students may be charged for field trip bus transportation in addition to admittance fees. Permission slips will be sent home to indicate the cost of trips. In order to be eligible for field trips the following requirements must be met:

- During the academic year of the field trip, the student's discipline record will be free of any Out-of-school suspension disciplinary actions. If a student has served OSS during the academic year, they will not be allowed to attend field trips.
- Students must have a 90% yearly attendance rate to be eligible to attend district-sponsored field trips. The attendance determination for field trip participation will be made by the Superintendent.

In order to be following our Strasburg C-3 Board of Education volunteer policy, all parents wishing to attend a field trip will need to complete a background check and our school volunteer forms. Like one-on-one volunteerism or tutoring, there are opportunities when attending a field trip for parents to chaperone students without the teacher present in the same room or area. For this reason, a background check is necessary.

Form 1425: Parent Volunteer Form and Form 1425.1 School Volunteer Confidentiality Agreement must be completed by volunteers. These forms can be found on the District Website.

School Volunteers

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's school and encourage volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in our school. The superintendent or designee will create appropriate procedures for attracting, screening, and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

PARTIES

Halloween and Valentine's Day parties are for grades K-5. The parties will begin no more than one hour before school dismissal. Parents are asked to make arrangements with their child's teacher to set up and/or decorate for the party.

SCHOOL FUNCTIONS

- Students attending school functions must be accompanied by a parent, guardian, or the supervising adult of the activity. They are not to be "dropped off."
- Students are not allowed on the playground unsupervised during school functions.
- Students missing school on a given day must get the superintendent's approval before attending an activity that night.
- Suspended students are banned from school activities during their suspensions.
- Students involved in activities will observe the "Code of Conduct" while being transported to and from those activities.

ACADEMICS AND GRADING

Statewide Assessments

Statewide assessments will be given in the spring of every year. Students in grades 3-6 will take the Math and English/Language Arts MAP assessment. Students in fifth grade will also take the science MAP assessments. Seventh-grade students will take the Math and English/Language Arts MAP assessment. Eighth-grade students will take the Math, English/Language Arts, and Science MAP assessments, as well as the English/Language Arts EOC.

All students in grades K-8 will be required to participate in yearly diagnostic screenings through the I-Ready platform. These assessment scores are also reported to the state.

Grading Scale: 3rd – 8th Grades

A+ 96-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-60
A 94-96	B 84-86	C 74-76	D 64-66	
A- 90-93	B- 80-83	C- 70-73	D- 60-63	

Report Cards

Report cards are issued to students at the end of the first, second, and third quarters. Report cards are mailed home at the end of the fourth quarter. Feel free to call for an appointment to talk to your child's teacher at any time. Mid-term reports are issued each quarter as well.

Honor Roll

Students in 3rd through 8th grade, who are enrolled for the entire quarter, are eligible for the A and B honor rolls each quarter if the following criteria are met:

A – Honor Roll Criteria B – Honor Roll Criteria

No grade below a 90% No grade below an 80%

Student Promotion and Retention

It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory. A student, however, may be retained when his or her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade.

Reading Levels and State-Mandated Retention

For students in grades K-6, it is important to understand that they are responsible for the successful completion of scheduled coursework. Schools are required by state law to ensure that students read at specific reading levels before they can be promoted to the next grade level. Reading skills will be evaluated through designated assessments and measures. In some circumstances, remedial measures may be required. These measures may include required supplemental reading instruction, implementation of reading improvement plans, and enrollment in summer school.

Please refer to Board Policy and Regulation 2520 for more information concerning retention and promotion, reading levels, and state-mandated retention.

Chain of Communication

Whenever there is a concern or questions regarding a student issue, the parent is going to be directed to a) make an appointment to visit with the teacher, b) make an appointment to visit with the assistant principal, and finally, c) make an appointment to visit with the principal/superintendent. By following the chain of communication pattern, again the individuals most immediately able to address the situation will be notified first in hopes that the situation can be remedied quickly and efficiently.

VIRTUAL INSTRUCTION

Full-Time Virtual Student

As set forth in Policy 6191, the District will not be involved in the eligibility determination, in the enrollment, approval of virtual classes, disenrollment, nor the appeals from such decisions. The decisions will be made exclusively by the designated "Host District". DESE will develop a "State Enrollment Plan" providing for

enrollment of full-time virtual instruction students. The District will be provided ongoing access to academic and other relevant information on student success and engagement.

Disenrollment of a Full-Time Virtual Student

If a Host School disenrolls a District student, the Host School shall immediately provide written notification of disenrollment. The District will provide the parents/guardians of student with a written list of available educational options and will promptly enroll the student in the selected option. Any resident student disenrolled from a full-time virtual school will be prohibited from re-enrolling in the same virtual school for the remainder of the school year.

Less Than Full Time Equivalent Virtual Student

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program (“Program”) courses as part of the student’s annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student’s non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190.

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

Less Than Full Time Equivalent Virtual Student Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. In making the enrollment decision, the District may consider the suitability of virtual courses based upon prior participation in virtual courses by the student. In addition, available opportunities for in-person instruction will be considered prior to enrolling a student in virtual courses. The process may include consultation with a school counselor. However, consultation does not include the counselor’s approval or disapproval of enrollment in the Program. However, the District has ten (10) business days from the date the application was submitted to the District to approve or deny the application.

When a District school denies a student’s enrollment in a Program course, the District will provide in writing a “good cause” reason for the denial. Such good cause determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the student/parent/guardian may seek review of the decision in the same manner as the District allows review from denial of enrollment in an in-class course.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school’s regular course load will be permitted to enroll in Program courses under an agreement, including the student’s payment of tuition or course fees.

Students Disenrolled from Full-Time Virtual Schools

When a District student is disenrolled from a full-time virtual program, the virtual school must immediately notify the District of their disenrollment decision. Upon notice of such decision, the District will provide the

parents/guardians of the student with a written list of available District educational options. Such student shall be promptly enrolled in their selected educational option.

Any student disenrolled from a full-time virtual school will be prohibited from re-enrolling in the same virtual school for the remainder of the school year.

ATTENDANCE

Absences

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers, and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

The Board of Education has established the following rules and regulations regarding attendance, absences, and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school before 9:00 am by phone call or email. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include but are not limited to

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Medical appointments (Doctor's statement will be required to support such absences).
3. Days of religious observance.
4. Serious illness or death of a family member.
5. Family emergencies that necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define the degree of emergency required to excuse absence).
6. Suspensions
7. Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed or immediately returned with notification and approval of the principal.
8. An absence that has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any test, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

Absences for reasons other than the categories of excusable reasons, or that do not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Students who have an unexcused absence are encouraged to make up the work to aid in learning. Excessive, unexcused absences will result in a written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic the school may contact the appropriate agencies and/or authorities for assistance.

Excessive Absences

A student shall be allowed twenty (20) unexcused days per school year (144 hours). Excessive absences, excused or unexcused, have a detrimental effect on academic progress and may be one factor considered in promotion/retention decisions.

Students who attend school regularly and punctually generally have better academic success and enjoy school. Attendance letters will be sent home after the following accumulated absences:

1st) 21 hours

2nd) 42 hours

3rd) 70 hours

- Students will have a maximum of 72 hours of absences per semester.
- Appropriate authorities may be notified if absences are deemed unworthy. If more than 72 hours' worth of absences is accumulated in a semester, the student will be referred to the Cass County Juvenile Attendance Court. The attendance concerns will also be reported to the Missouri Child Abuse and Neglect Hotline. To obtain more information about the Education Court, you may contact the school officer the Cass County Juvenile Office at cass.juvofficer.email@courts.mo.gov
- After 72 hours, a retention hearing may be held to determine the nature of the absences and their effect on the student's ability to keep up with his/her classes.
- Absences due to school-related student activities do not count toward the 72-hour limit.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (including tests) shall be completed as indicated by the individual classroom teacher.

Tardies

Students arriving at school after 8:25 will be counted as tardy and must be accompanied by an adult and checked in at the office upon their late arrival.

Leaving Early

All students leaving school prior to 3:55 must be checked out at the office by an adult or risk being considered truant.

AMI-Day Expectations

The district has 5 AMI days that can be used instead of snow days, AMI days do not have to be made up on a regular school day. **This year, we will use AMI days before using snow days for weather cancellations.** During an AMI weather day, students will be learning virtually or completing worksheet packets from home. **On AMI days, attendance will be determined by the completion of lessons and activities in the following manner:**

- Completion of written lessons and activities turned in on the next in-person attendance day.
- Electronic submission of completed lessons and activities on the day of AMI or on the next day of in-person attendance.

*For students who do not complete the lessons in the timeframe and manner listed above, students will be marked as absent.

SUICIDE PREVENTION

School is a natural and effective place to deliver suicide prevention programming. Schools can create a safe environment to teach students the signs and symptoms of depression and suicidal thinking, while also training faculty and staff to respond to concerns. National Suicide Prevention Lifeline is 1-800-273-8255. Youth America Hotline, toll-free peer-to-peer hotline 1-877-YOUTHLINE (968-8454)

SEXUAL ABUSE AWARENESS TRAINING

State law requires the District to provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-8. The training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student victims of sexual abuse can take to obtain assistance and intervention;
4. Instruction in resources that are available to students affected by sexual abuse.

The District will notify parents/guardians of the training content before it starts and of the parents/guardians' right to opt out of the training. Upon written request from a parent/guardian, any student may be excused from the training.

CARE OF SCHOOL PROPERTY

All students are responsible for leaving the school buildings and equipment in good condition. Students are reminded that the school and its contents are the property of all parents and all taxpayers in the school district. The way students care for their school is a direct indication of their respect for personal property and that of others.

- The student will be required to pay for books, supplies, equipment, or other school property that is lost or damaged beyond normal wear and tear.
- The administrator or a designated person will assess the estimated replacement cost.
- Deliberate destruction of school property may result in disciplinary action.
- According to state law, parents of persons under the age of eighteen are responsible for damages and losses caused by their children.
- Students are not to touch windows or thermostats.

Trash cans are provided throughout the school and on school grounds. It is expected that students will dispose of trash properly and thereby help keep the school buildings and grounds neat and attractive.

MIDDLE SCHOOL LOCKER USAGE

A locker will be assigned to each student in 6th-8th grades at the beginning of the year or upon transfer to Strasburg C-3. Students may not change lockers without approval from the office. The locker is school property and is provided for the convenience of the student. Persons authorized by the school administration can make periodic inspections. The school administration has the right to remove school property or items that do not belong at school from the lockers without the student's permission. At the discretion of the Principal and any present law enforcement, if any items are found, may or may not be returned depending upon potential legal actions.

TEXTBOOK/LIBRARY BOOK USAGE

The District spends a significant amount of money to provide students with textbooks and library books. All students are responsible for taking good care of their books. If books are lost or badly

damaged, the student will be required to pay the cost of replacement. Please make sure all books are turned in or paid for prior to leaving the District or before the end of the school year.

TELEPHONE USE BY STUDENTS

Parents and students are asked to make after-school arrangements with their children before they leave home each morning. The office phone will be available to students upon request before and after school, or during their lunch period. At any other time throughout the day, students must get approval from the office staff. Please know that last-minute phone calls increase the chance of missed messages.

SPECIAL EDUCATION

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education ("FAPE") to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act. This plan may be reviewed at the office of the Superintendent during ordinary hours of school operations. This notice will be provided in native languages as appropriate.

STUDENT CODE OF CONDUCT

The Strasburg C-3 School District has a goal for all students to learn strategies and techniques to effect positive change and create a healthy learning environment for everyone. We envision a school community where all students have the hope, skills, and opportunities to live and learn safely and successfully, realizing their full potential. We are committed to creating a climate and culture that is respectful, where each

member of our learning community feels valued and appreciated. Our district takes the way individuals treat each other very seriously.

The Strasburg C-3 School district has clear expectations and guidelines for student behavior. When students step outside of these boundaries, teachers and administrators will hold them accountable and work to bring them back into acceptable and appropriate behavior. Teachers and/or administration will be in close communication with students' parents and guardians.

WE ARE COMMITTED TO:

Early Intervention

Utilizing the expectations that it is never okay to be disruptive or hurtful, allows staff to intervene consistently with all students. A student will be asked one time during an activity to stop a behavior that is disruptive or potentially hurtful. Staff will intervene in a quick, kind, calm, and firm manner if a student cannot meet this expectation.

Caring Confrontation

Caring confrontation is a language of partnership when intervening with a student's disruptive or hurtful behavior. With the intent of creating awareness of the situation and one's actions, caring confrontations provide the student with an opportunity to meet the set standard and partner with an adult.

- "I see that... (disruptive behavior)."
- Can you... (desired behavior)."
- Even though... (student's feelings)".

A Protective Plan

Protective plans provide an opportunity for the staff member and student to identify a missing skill and partner together to develop the skill. Teaching replacement skills and practicing our goals for life helps students manage their behaviors and move toward making life changes.

GOALS FOR LIFE- Goals we help students obtain so they may have the life they want and deserve.

Goals for Life are based on the beliefs that:

1. I can make good choices, even if I am mad.
2. I can be okay even when others are not okay.
3. I can do something, even if I don't want to (or even if it is hard).

Outlasting the Acting Out

Maintaining a relationship and restrictions will help the student to identify what he/she needs to work on and what steps need to be taken to correct the behavior. This will help guide them until the student is able to properly partner with and be coached by adults. It is our goal to work with students and give them a balance of grace and accountability to problem-solve and meet the daily challenges they face. We will be consistent in our expectations and hold students accountable while still giving them grace and letting them know we accept them. It is our goal for all students to be successful.

As we hold students accountable for unacceptable behavior, we want them to look at their behavior and consider the challenges that it brings. We want to offer accountability so that they can make the necessary changes. There are five basic levels of accountability:

1. I did it.
2. I am sorry.
3. It is causing me not to be successful.

4. I accept the consequences.
5. I accept and need help.

Our ultimate goal is for a student to OWN IT, FIX IT, and then be able to MOVE ON!

We will use the following strategies as we work together to be successful.

SAFE SEAT

A safe seat is located within the classroom away from other students. It is not a punishment, but rather a place for the student to regroup, refocus and be able to process with an adult and ultimately rejoin the class.

BUDDY ROOM

The Buddy Room is a seat located in another teacher's classroom to help a student regroup and prepare to process with an adult so they may return to the classroom safe seat and eventually with their class. If the buddy room is not available, the teacher may send the student to the office for this process.

SKILLS FOCUS

When a student has been in a buddy room two times in one day, the student will be placed in skills focus. Skills focus is located in another teacher's classroom for the remainder of the day. Since the student has become a distraction to the learning environment, skills focus allows the student to calm down, work with an adult to practice skills and prepare the student to make better choices upon returning to class the next day.

CLASS MEETINGS

Class meetings can be facilitated by the teacher or other staff members to help students problem-solve, plan events, and maintain a positive classroom community.

PROCESSING

A staff member helping a student process their behavior will guide students to take ownership, practice skills and create a plan to make better choices.

TARGET BEHAVIOR SHEET

A target behavior sheet is a daily visual of goals the student is working on to help him/her problem-solve.

TRIAGE

Triage is a daily "check-in" to practice replacement skills, assess emotions, or focus on what it means to have a successful day and formulate solutions to problems.

When a student repeatedly steps outside the boundaries set for our students or demonstrates unacceptable behavior, necessary action will be taken. According to state law, the teacher or administrator shall have the same right as the parent to administer disciplinary action or control a student while that student is in attendance or in transit to or from school or any school-sponsored function. Misconduct will be dealt with in a quick, calm, and firm manner.

It is the goal of the Strasburg C-3 School District to partner with families and maintain excellent communication regarding the behavior and daily progress of our students. Keeping the lines of communication open will have a positive impact on the overall success of our students.

In grades K-5 and Specials, each classroom teacher will also create a class set of rules and expectations for their own classes. We encourage families to communicate with their student's teachers about those rules

and expectations and how consequences will be managed.

When students enter middle school (Grades 6-8 & Specials) there are transitions between classes, and students have many different teachers throughout the day. In order to communicate about student behaviors, middle school teachers keep a digital log of daily student behaviors and will follow the guidelines below. This data will help us identify what skills students may need additional support to increase their level of academic success. 504 and IEP plans will be taken into consideration for each area listed below as well as consequences for accumulation of marks.

Middle School teachers will give daily behavior marks in the behavior log of student behaviors for the following offenses:

BEHAVIOR (B)

A behavior mark will be given for disobedience/disrespect, poor attitude, rudeness, disrupting the learning of others, abusing the property of others, putting hands/body on other people or their property, excessive talking and other behaviors that are disruptive, don't follow directions, or inhibit the safety and learning of others.

ASSIGNMENTS (A)

A behavior mark will be given when a student does not complete homework or other expected assignments by assigned teachers.

SUPPLIES (S)

A behavior mark will be given when a student does not bring the required materials needed for success in the classroom.

LAPTOP & LOCKER (L)

An "L" behavior mark will be given when students do not keep their laptops with them or in the charging station and also when students do not keep their belongings INSIDE their locker. Bags must be kept INSIDE the locker and not on the floor. If there is a repetitive issue with them maintaining the student locker or school-issued laptop, consequences will be administered accordingly.

An accumulation of behavior marks will result in the following consequences:

- 2 behavior marks in one day = After school detention on Wednesday until 4:45.
- 4 behavior marks in one week = office referral
- 5 detentions in one quarter = In School Suspension (ISS)*
- 2 in school suspensions in one quarter = consequence per Mrs. Tribble or Dr. Mayfield
- An accumulation of "L" behavior marks
 - First time = Warning
 - Subsequent offenses = consequences per Mrs. Tribble or Dr. Mayfield

*When a student receives ISS for 5 detentions in one quarter, the student will not be issued detentions for accumulations of behavior marks as outlined above. Instead, when a student has received 5 or more detentions in a quarter, a day of ISS will be given in lieu of detention for accumulated behavior marks. They will remain in effect for the remainder of the quarter and through the next quarter.

Detentions will be served on the Wednesday of the week of school after the detention is earned.

Students will receive a detention slip the Friday or Tuesday before the detention is to be served. **If a student does not serve the detention, a day of ISS will be served in its place.**

Once each quarter, students can earn an “incentive activity/Fun Friday” as a reward during homeroom. Students earn this privilege using the following criteria.

- No more than one detention
- No office referrals
- No missing assignments
- Attendance at school for the quarter is 80% or higher

DISCIPLINE POLICIES

The purpose of the Student Code of Conduct is to foster student responsibility and respect for all within our school community. The Student Code of Conduct is also designed to provide for the orderly operation of the District’s schools. Any serious offense may require notification of appropriate law and/or juvenile authorities. All disciplinary action will be reviewed on a case-by-case basis.

SEARCHES BY SCHOOL PERSONNEL (School Board Policy 2150)

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, or material of a disruptive nature, stolen properties, weapons, or items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses if such witnesses are available. Students may be asked to empty pockets and remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by or under the authority of a commissioned law enforcement officer.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime, in any case involving a violation of the law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Bus Discipline

Bus services for students are contracted, and students are expected to observe the rules of the contracting company. The bus driver has the authority to enforce those rules. The District will support

the bus driver's enforcement of the rules. Bus-related discipline is handled through the District's transportation department unless it has or may become an issue within the school building or poses a disruption from learning in the academic environment.

Dress Code

During school, at extra- or co-curricular activities, and at other school-sponsored events, students are required to wear clean clothing that does not interfere with or disrupt the operations of the school or activity. The school principal maintains discretion to determine whether student attire is appropriate. Examples of inappropriate attire and/or dress include, but are not limited to the following:

- Sexually suggestive, immodest, or revealing clothing
- Sagging pants and shorts
- Shorts, skirts, or dresses above mid-thigh
- Midriffs, halter tops, backless, tube tops, fishnet/mesh, and spaghetti strap tank tops
- Obscene, vulgar, or degrading clothing
- Clothing that advertises alcohol, tobacco, or illegal substances
- Underwear as outerwear
- Pajamas
- Flip-flops in gym class and on the playground
- Hats and sunglasses inside the buildings

If, at the school principal's discretion, a student's dress or attire fails to conform to any of these standards, then the student may be sent home, be required to wear clothing provided by the school, or be required to turn the non-conforming attire inside out for the remainder of the day.

Educational Distractions or Nuisance Items

Educational distractions or nuisance items are discouraged and may be prohibited. Examples of these distractions are cell phones, trading cards, music devices, hand-held games, electronic devices, etc. **The District in no way is responsible for the loss or replacement of these items at school either by theft, misplacement, or damage while on school property.**

Cell Phones

The office is equipped with a student phone for contacting parents or if parents need to contact a student. Cell phones are very distracting to students during the school day. Therefore, we have a no cell phone policy while students are at school.

Students are not permitted to have their cell phones (or items mentioned above) out during the instructional school day.

- Students are not to be on their cell phones during the school day.
- Students are not to make phone calls, send text messages, or take videos or photos using their phones during the instructional day.
- Cell phones should be turned off and kept in student backpacks or lockers.
- Students should not keep their cell phones in their pockets.
 - First Offense - After school Detention
 - Second Offense - 1-3 days ISS
 - Subsequent Offenses - Administration will determine appropriate consequences up to and including a student not being permitted to have their cell phone at school.

Bullying

The District is committed to maintaining a learning and working environment free of any forms of bullying or intimidation by students toward personnel or students on school grounds, or school time, at a school-sponsored activity, or in a school-related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when:

- Communication with another by any means including telephone, writing, cyberbullying, or via electronic communications, intended to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose.
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without a legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as the age of student(s), degree of harm, the severity of the behavior, number of incidents, etc. The consequences for bullying include loss of privileges, classroom detention, conference with the teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, or expulsion and law enforcement contact. District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to the enforcement of this policy. **See Board Policy 2655** for the full scope of the District's policy prohibiting bullying.

Disciplinary Actions

The possible discipline that can be imposed will depend on the offense. The range of disciplinary actions includes, among others, detention, loss of privileges, in-school suspension, out-of-school suspension, and expulsion.

Detention:

One-half to 1 hour of supervised study before or after school. Lunch detention may also be an option. If a lunch detention is assigned, the student will serve their detention during their lunch hour, while eating. Detentions should be served the school day following the offense or as soon as possible.

Loss of Privileges:

Loss of privileges may include removal from part or all of the recess time (Grades K-5), intramurals, student clubs and activities, and school social events.

Suspensions:

A suspension may either be an in-school suspension or an out-of-school suspension.

In-School Suspension ("ISS")

For ISS, the student will be removed from the classroom and kept under adult supervision for the assigned suspension period.

Out-of-School Suspension ("OSS")

OSS involves the student's removal from school premises for a designated period.

Expulsion

Permanent removal of a student from school.

Corporal Punishment Policy

No person employed by or volunteering on behalf of the District shall administer or cause to be administered corporal punishment upon a student. A staff member may, however, use reasonable physical force against a student without advanced notice if it is essential for self-defense, the preservation of order, or the protection of other persons or the property of the school district.

Disciplinary Consequences for Misconduct

The following list contains the most major offenses and their consequences. Generally, major offenses will be handled in accordance with **Board Policy and Regulation 2610**. The disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. They also may be increased if the student has committed the same offense one or more times.

Academic Dishonesty

Offering and/or receiving information and/or assistance under circumstances when offering and/or receiving such information and/or assistance is prohibited. Academic dishonesty includes, without limitation, copying homework and/or other assigned work; cheating on tests; plagiarism; working together inappropriately.

- First Offense: The consequences will be assigned depending upon the underlying circumstances.
- Repeated Offense: The consequences will be assigned depending upon the underlying circumstances.

Alcohol

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

- First Offense: 1-180 days OSS.
- Repeated Offense: 1-180 days OSS or Expulsion.

Arson

Intentionally causing or attempting to cause a fire or explosion.

- First Offense: 1-180 days OSS. Restitution if appropriate.
- Repeated Offense: Expulsion. Restitution if appropriate.

Assault

(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

- First Offense: 10-30 days OSS.
- Repeated Offense: 180 days OSS or Expulsion.

Assault of a Student or Staff Member

Use of physical force with the intent to do bodily harm.

- First Offense: 10-180 days OSS or Expulsion.
- Repeated Offense: Expulsion.

Bullying

Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655)

- First Offense: 10-30 days OSS.
- Repeated Offense: 180 days OSS or Expulsion.

Fighting

Physically striking another in mutual contact as differentiated from an assault.

- First Offense: 2-5 days OSS.
- Repeated Offense: 5-10 days OSS with the possibility of a longer OSS or Expulsion.

Defiance of School Authority

A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, refusal to comply with disciplinary action or a verbal or non-verbal display of disrespect or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.

- First Offense: Assistant Principal/Principal-student conference, detention, ISS, or 1-10 days OSS.
- Repeated Offense: Detention, ISS, 1-180 days OSS, or Expulsion.

Dishonesty

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

- First Offense: Nullification of the forged document and either an Assistant Principal/Principal Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: Nullification of the forged document and either an Assistant Principal/Principal Student Conference, Detention, ISS, or 1-10 days OSS.

Disruptive Behavior

Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: Detention, ISS, 1-180 days OSS, or Expulsion.

Drugs/Controlled Substances

Possession or presence

Possession or presence under the influence of an unauthorized drug, a controlled substance, or a substance represented to be a controlled substance while at school; on school district property; or, on a school bus or at a school activity whether on or off school district property.

- First Offense: ISS or 1-180 days OSS.
- Repeated Offense: 11-180 days OSS or Expulsion.

Sale or Distribution

Sale or distribution of an unauthorized drug, a controlled substance, or a substance represented to be a controlled substance while at school; on school district property; or, on a school bus or at a school activity whether on or off school district property.

- First Offense: 1-180 days OSS.
- Repeated Offense: 11-180 days OSS or Expulsion.

Prescription Medication

Possession

Possession of prescription medication without a valid prescription for such medication while at school; on school district property; or on a school bus or at a school activity whether on or off school district property.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: Detention, ISS, 1-180 days OSS, or Expulsion.

Sale or Distribution

Sale or distribution of a prescription medication or a substance represented to be a prescription medication to any individual while at school; on school district property; or on a school bus or at a school activity whether on or off school district property.

- First Offense: 1-180 days OSS.
- Repeated Offense: 11-180 days OSS or Expulsion.

Extortion

An act to obtain or attempt to obtain money, goods, services, information, or something else of value from another through intimidation, threats of force, or threats of harm.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: ISS, 1-180 days OSS, or Expulsion.

Firearms and Weapons

Refer to Policy and Regulation 2620 – Firearms and Weapons in School.

Possession or Presence of a Firearm or Weapon

Refer to Policy and Regulation 2620 – Firearms and Weapons in School.

- First Offense: 180 days OSS or Expulsion.
- Repeated Offense: Expulsion.

Harassment

Refer to Policy and Regulation 1300 – Harassment.

- First Offense: Principal-Student Conference, Detention, ISS, or 1-180 days OSS.
- Repeated Offense: ISS, 1-180 days OSS, or Expulsion.

Improper Display of Affection

Inappropriate physical contact of another including, but not limited to, consensual kissing, fondling, or embracing.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, or ISS.
- Repeated Offense: Detention, ISS, or 1-10 days OSS.

Threatening Language

Use of verbal, physical or written threats to do bodily harm to person or personal property.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: Detention, ISS, or 1-180 days OSS.

Use of Obscene or Vulgar Language

Language which depicts sexual acts, human waste, and blasphemous language.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: Detention, ISS, or 1-180 days OSS.

Disruptive or Demeaning Language or Conduct

Use of hate language to demean other persons due to race, sex, sexual orientation, gender identity, disability, national origin, or religious beliefs. This provision includes conduct and verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: ISS, 1-180 days OSS, or Expulsion.

Inappropriate Sexual Conduct

Physical Touching of Another Student

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: 10-180 days OSS with the possibility of a longer OSS or Expulsion.

Use of Sexually Intimidating Language, Objects, or Pictures

Any use of language, objects, or pictures, whether electronically or otherwise, to threaten, humiliate, or discomfort another based on sex.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-10 days OSS.
- Repeated Offense: 11-180 days OSS with the possibility of a longer OSS or Expulsion.

Indecent Exposure

Displaying breasts, buttocks, and genitals in a public location.

- First Offense: 1-10 days OSS.
- Second Offense: 10-180 days OSS.

Possession or Use of Nuisance Items

Possessing or using items that have not been authorized for an educational purpose, including, but not limited to electronic devices, games, toys, smoke bombs, matches, lighters, stink bombs, water guns, water balloons, playing cards, Frisbees, or other such similar items as determined by an administrator.

- **First Offense:** Confiscation of the item and either a Warning, Principal-Student Conference, Detention, or ISS.
- **Second Offense:** Confiscation of the item and either a Warning, Principal-Student Conference, Detention, ISS, or 1-10 days OSS.

Technology Violation

Any violation of the terms of the Technology Acceptable Use Agreement and Board Policy and Regulation.

- **First Offense:** Assistant Principal/Principal-Student Conference, Detention, or ISS with the possibility of 1-10 days suspension from the District's computer network and/or other technology equipment and devices.
- **Repeated Offense:** Assistant Principal/Principal-Student Conference, Detention, or ISS with the possibility of 11-90 days suspension from the District's computer network and/or other technology equipment and devices.

Technology Misconduct

Attempting, regardless of success to: gain unauthorized access to 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 viruses, hacking tools, or other disruptive/destructive programs on or using district technology; or evade or disable a filtering/blocking device.

- **First Offense:** Assistant Principal/Principal-Student Conference, Restitution, Detention, or ISS with the possibility of 1-10 days suspension from the District's computer network and/or other technology equipment and devices.
- **Repeated Offense:** Assistant Principal/Principal-Student Conference, Restitution, Detention, or ISS with the possibility of 11-90 days suspension from the District's computer network and/or other technology equipment and devices.

Theft

Nonconsensual taking or attempting to take the property of another.

- **First Offense:** Assistant Principal/Principal-Student Conference, Detention, ISS, or 1-180 days OSS and either the return of or payment of restitution for the property.
- **Repeated Offense:** Detention, ISS, 1-180 days OSS, or Expulsion and either the return of or payment of restitution for the property.

Tobacco and E-Cigarette Possession or Use

Students are prohibited from possessing or using tobacco, tobacco products, e-cigarettes, and products related to e-cigarettes Possession or use of tobacco or tobacco products or of e-cigarettes

or e-cigarette-related products.

- First Offense: Confiscation of the prohibited item and either Principal-Student Conference, Detention, ISS, or 1-3 days OSS.
- Repeated Offense: Confiscation of the prohibited item and either Detention, ISS, or 1-10 days OSS.

Truancy

Any unexcused absence from school.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, or 1-3 days ISS.
- Repeated Offense: Assistant Principal/Principal-Student Conference, Detention, or 3-10 days ISS.

Vandalism

Willfully and mischievous damage or defacement to school property and to the property of any staff member or student, including but not limited to graffiti, destruction, and damage caused as a result of a prank.

- First Offense: Assistant Principal/Principal-Student Conference, Detention, ISS, 1-180 days OSS, or Expulsion. Restitution if appropriate.
- Repeated Offense: Detention, ISS, 1-180 days OSS, or Expulsion. Restitution if appropriate.

DRUG-FREE SCHOOLS

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). See Board of Education Policy 2641 – Drug-Free Schools and Policy 6130 – Drug Education.

NOTICE OF REQUIRED SIGNING

After reading and discussing the contents of this handbook, please sign and date the last page. Remove the signed page and return it to your child's teacher.

2023-2024 Strasburg C-3

Student Handbook Confirmation

Parents/Guardians:

After reviewing the 2023-2024 Strasburg C-3 Student Handbook with your child, please complete and sign the below Student Handbook Acknowledgment. Once signed, please remove this page and return it to the school office.

STUDENT HANDBOOK ACKNOWLEDGMENT

My Child's Name: _____

Parent/Guardian's Name: _____

Grade: _____

By signing below, I acknowledge that I have received (or been given access to) the 2023-2024 Strasburg C-3 Student Handbook and that I have reviewed it with my child.

Students Signature Date

Parent/Guardian Signature Date