

BAKERSFIELD R~IV SCHOOL

GRADES: Pre~K – 5th

STUDENT HANDBOOK

2022~2023



Home of the Bakersfield Lion Cubs!

NAME: _____

Please return to the owner or the office.

Students and parents/guardians are required to read this handbook in its entirety. You and your parents/guardians will be asked to sign a statement that you have read this handbook.

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BAKERSFIELD ELEMENTARY SCHOOL

Board of Education

Member	Responsibility
Mike Scott	President
Tim Watlington	Vice President
Matthew Evans	Treasurer
Lola Bridges	Secretary
Darren Johnston	Member
Jonathon Lashley	Member
Christopher Bales	Member
Kyle Clayton	Member

Administration

Amy Britt	Superintendent
Lola Bridges	Superintendent Secretary
Doyne Byrd	Secondary Principal
Jennifer Bridges	Secondary Principal Secretary
Brian Hollis	Elementary Principal
Angie Leach	Elementary Principal Secretary
Stephanie Guffey	Assistant Principal

Pre-K – 5th Grade Teachers

Mrs. Jody Bond	Pre-School
Mrs. Lisa Bean	Kindergarten
Mrs. Brandi Johnson	Kindergarten
Mrs. Heather Smith	1 st Grade
Mrs. Valerie Lockett	1 st Grade
Mrs. Jessica Bean	2 nd Grade
Mrs. Vicky Lovan	2 nd Grade
Ms. Lesley McGahan	3 rd Grade
Mrs. Suzette Moss	3 ^{rd/4th} Grade
Ms. Chelsea Johnston	4 th Grade
Mrs. Jeri Luna	5 th Grade
Mrs. Tammy Gardner	5 th Grade
Mrs. Sherry McMaster	Special Education/Director

Elementary Faculty/Staff

Brandon Cotter	Paraprofessional
Mrs. Jennifer Johnston	Paraprofessional
Mrs. Carrie Minge	Paraprofessional
Mrs. Molly Bowen	Paraprofessional
Mrs. Moria Combs	Paraprofessional
Ms. Kristen Marsh	Paraprofessional
Mr. Dirk Helmke	Elementary Art
Mr. Doug Lansdown	Elementary PE
Mr. Micheal Mahan	Elementary PE
Mr. Daniel Johnson	Elementary Music
Mrs. Trudy Summers	K-12 Counselor, Testing Director
Mrs. Amy Scott	Librarian
Mrs. Marsha Hayes	Nurse
Mr. Von Farr	Technology Network Administrator
Mr. Jason Marsh	Maintenance/Bus Driver
Mr. Kelly Crabtree	Bus Driver
Mr. John Turner	Bus Driver
Mr. Jordan Grigg	Bus Driver
Mr. David Williams	Bus Driver
Mrs. Debbie Fore	Head Cook
Mrs. Tami Crites	Cook
Mrs. Kirsten Jarvis	Cook
Mrs. Kristi Edens	Cook
Ms. Nancy Webb	Custodian
Mr. Wayne Romans	School Resource officer

WELCOME

The staff and administration of the school desire that all students experience success in their academic pursuits. In order to achieve this goal, we must have standards and procedures which provide the framework for maximum learning to occur. Parents, we ask you to carefully review the topics of this handbook as they will answer many questions you may have about school operational policies (an exhaustive list of Board Policy can be found on the school website). Please read over and review the policies and guidelines contained in this book with your student. Together we can help shape and mold our young people into the wonderful men and women that they were created by God to be. This handbook is designed to help them get the most out of their years here. Inside you will find times, school rules, school year calendar, and a list of all school personnel. Students, take pride in your work and your school, be respectful and considerate of everyone in our community, and realize your educational goals with enthusiasm. We will work hard to make each school day rewarding and enjoyable. We are always here to listen! We can be reached at 417-284-7333 or on our website at www.bakersfield.k12.mo.us. Have a great year!

PHILOSOPHY AND PURPOSE

The educational purposes and objectives of the Bakersfield R-IV School are:

- 1) To develop in each child an understanding and appreciation of the forces and ideals that are basic to the American way of life.
- 2) To develop in each child a sense of personal opportunity and responsibility as citizens of community, state, nation, and world.
- 3) To develop in all children an understanding of the physical, social and economic world in which they live and to assist them in adjusting to their surroundings.
- 4) To encourage children and youth to respect integrity of work and deed, to appreciate the dignity and worth of other individuals and groups, and to seek out and accept responsibilities and obligations as citizens, along with their rights and privileges.
- 5) To encourage and stimulate children and youth to think clearly, logically, and independently.
- 6) To give to each child, in so far as abilities permit a sound mastery of the tools of learning and communication, such as reading, writing, arithmetic and the use of written and spoken language.
- 7) To provide flexibility in the curriculum to the best of our ability so that all students may be prepared for effective citizenship and service, whether the child enters a vocation from secondary school or continues in schools of higher learning.
- 8) To provide physical education and health services so that every child will have, as far as possible, robust health and knowledge and a desire to safe guard it.

MISSION STATEMENT

**The Mission of Bakersfield R-IV School is to:
“Provide an Excellent Education to Every Student”**

ENROLLMENT OF NEW STUDENTS

Students who are suspended or expelled from other school districts will not be allowed to enroll at Bakersfield Elementary until the term of their suspension or expulsion has expired.

Parent or guardian is responsible for supplying a copy of a state issued birth certificate, current immunization records, proof of residency, and a social security number prior to enrollment.

The Safe School Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The parent or guardian must establish proof of residency or must have requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian, or caretaker of the child to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor. Any person submitting false information in satisfying residency registration requirements is guilty of a class A misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information. Written reciprocity agreements between school districts are allowed. The registration requirements will not apply to a homeless child, as defined by the bill, for children with disabilities; children who are wards of the state; children who are bussed into a school district; or children who are enrolled in alternative education.

DIRECTORY INFORMATION

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information. A signed note should be on file in the Elementary office, if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as **directory information**.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

PUBLIC NOTICE

The Bakersfield R-VII School District would like to inform you that:

Public Schools in the state of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial School, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that to comply with the full educational opportunity goal, services for students 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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.

Public Schools in the state of Missouri are also required to conduct an annual census of all children with disabilities from birth to age twenty-one (21) that reside in the district. If you have a child with a disability or know of a child with a disability who is not attending a public school, please contact Amy Britt, Superintendent of Schools at (417)284-7333.

ACADEMIC DISHONESTY

Students are expected to complete school assignments according to the highest ethical standards. When a student plagiarizes work or cheats on an exam in a particular class the following penalties will be imposed as part of the normal discipline procedures. Refer to Discipline Code for penalties for infractions of Cheating/ Plagiarism.

ACADEMIC ELIGIBILITY FOR ACTIVITIES AND ATHLETICS

- Number of F's, D's and missing assignments allowed: No F's or D's will be allowed and no more than 3 missing assignments in a class will be allowed.
- Weekly Checks: First day of each school week
 - Eligibility will be determined at the beginning of each week. If at the beginning of any week, the student's grades reflect an F, D or 3 missing assignments in any class, the student will become automatically ineligible until at least the following Monday. If at that time their grades reflect no F's, D's or excessive missing assignments, they will regain their eligibility.
 - At any time during any quarter if a student is out of compliance with the attendance policy, he or she will be ineligible for any activities or athletics until such a time that they regain compliance with the attendance policy.
- Activities prohibited for students that are ineligible:
 - Any and all activities where the student participates as a representative of the school (i.e. contests, all levels of competitions, service projects, district, state or national conventions)
 - Working at school or club sponsored events
- Activities allowed for students that are ineligible:

- Trips for a specific class that are integrated in the curriculum that **cannot** be obtained through classroom experiences.
- Practice with Athletic teams
- Attend Home Games
- Students who represent the Bakersfield R-IV school district must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon his or herself or the Bakersfield R-IV school district are not considered "creditable citizens.

To ensure students will have maximum opportunities to attend approved activities tutoring will be offered as needed. If a student wants to improve their deficient grade, they should complete the following steps in order:

1. **Ensure they are doing the basics:**
 - a. Regular attendance
 - b. Pay attention in class
 - c. Complete all homework and study requirements.
2. **Parent and student should talk with the teacher:**
 - a. Schedule a time to meet with the teacher outside of regular class time
 - b. Discuss what changes should be made
 - c. Follow through with suggestions
3. **Meet with Academic Support Group (This committee will include the principal and a group of teachers)**
 - a. Parent should request a meeting with the Academic Support Group
 - b. The principal will arrange the meeting
 - c. The Academic Support Group will meet with the parents/ guardians to discuss possible solution
 - d. Follow through on suggestions
4. **Meet with the Superintendent and all involved parties**
 - a. Request a meeting from the principal
 - b. The superintendent will arrange the meeting
 - c. Discuss possible solutions
 - d. Follow through on suggestions
 - e. If this does not resolve the problem, the student and parent may work with the superintendent to appear before the school board with their concerns.

ANNUAL NOTICE OF ASBESTOS INSPECTION AND MANAGMENT PLANS

NOTICE is hereby given that Bakersfield RIV School District, in accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, has completed federally mandated asbestos inspections of its facilities and that Asbestos Management Plans are available for public review by contacting the Superintendent's office.

ATTENDANCE POLICY

Philosophy:

The Bakersfield R-IV Board of Education as well as the administration and certified staff are committed to the philosophy that every student should attend school as often as possible. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. The time lost due to absence can never be adequately replaced. The goal of this attendance policy is to maintain regular attendance, and encourage student academic achievement.

Reporting Procedure:

1. Students who have been absent should have parents verify their absence with the school secretary. Parents can preferably place a phone call to the secretary prior to/day of the absence or send a note to the school office upon the student's return to school.
2. If the parent/guardian does not notify the school on the day of the absence, the student should bring a note from the parent/guardian verifying the absence. This note should be brought to the office before the school day begins.
3. The school day starts promptly at 7:45a.m. If your student arrives late he/she will need to be signed in at the elementary

office. After 7:45a.m., students will be counted **TARDY**. All minutes missed due to tardiness count against the student's attendance requirement and can eventually equate to days missed. Please make every effort to have your student arrive on time.

4. When picking up students before the end of the day, students must be signed out through the Elementary office. While we understand that students sometimes need to be picked up early, when it is for a non-sick related type reason, minutes will be counted against the student's attendance requirement in the same way that a tardy would be counted.

5. In the event of an absence due to contagious illness (chicken pox, measles, mononucleosis, pink eye, etc.) students need to present a doctor's release to the school nurse and the school office before being admitted back in school.

Non-sick Related Absences:

Non-sick related absences during the school year should be kept to a minimum. If such absences become an issue, you will be notified of the problem. Any non-sick related absences in excess of (4) days per semester will be required to be made up through Saturday/Monday School. If days are not made up, the student may be retained and will not be able to attend field trips or extracurricular activities. If the problem is not corrected, the matter may be referred to the proper authorities. A truancy referral can be made and the parent/guardian could likely be required to appear in Truancy court. The parents and the student may be brought before the judge. This offense can have a penalty of a Class C Misdemeanor and a \$250 dollar fine. Calls may also be referred to local law enforcement and wellbeing checks by law enforcement and or a school resource officer may be made.

Family Trips:

Family Trips must be approved through the Elementary office four (4) calendar weeks before the scheduled trip and are not to exceed one school week (4 days) annually. Family trips count as Non-sick related absences and will not be approved during MAP/End of year testing. In addition any student in excess of 5 absences will not be approved.

1. Truancy

Truancy is an 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 (**See Discipline Code**).

Absence Due to Illness

We also understand that with the current Covid-19 concerns, we need parents and students to protect themselves and others by self-monitoring for symptoms that may or may not be related to Covid-19. Under such circumstances, days will be excused if the office is notified of the absence and the reason for it is given. The Principal retains the right to view each such situation on a case by case basis and will honor all such request that are made in good faith. Students are responsible for completing all work missed due to absence. All missed work will need to be made-up and the teacher may impose a deadline for all missing work. COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

If you are suffering from any of the above symptoms, we ask that students stay home, or wear a mask while at school if there is no known exposure to the Covid-19 virus until symptoms are no longer present.

Students must be fever free for 24 hours without medication before returning to school.

AUDIO AND VISUAL RECORDING EQUIPMENT

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Definitions

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Bakersfield R-IV School District or individuals authorized to act for the district.

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

Recording by Outside Entities

The Bakersfield R-IV School District prohibits the use of visual or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Bakersfield R-IV School District Board of Education or committees appointed by or at the direction of the Board.
4. Recording of an event sponsored by an outside entity using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel or District Agents

The district or designated agents of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. This may include the use of visual recording equipment in district buildings and on district transportation. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Pre-Service and Student Teachers

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

Recording by Students

The Bakersfield R-IV School District prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Recording of Meetings

The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

Secretive Recording or Transmission

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

Use of Unmanned Aircraft Systems

All unmanned aircraft systems (UAS) operators seeking to operate a UAS on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

AUTHORITY OF TEACHERS

Teachers and the principal stand in the place of the parent during such time as you are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal. Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning until their departure from school. All teachers are responsible for the supervision of students during extracurricular activities when they are present. A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to reprove the student involved immediately and report the incident to the principal if necessary. The student is expected to accept the reprisal from the teacher and make whatever amends or corrections the teacher deems reasonably necessary. Any student, whom threatens, strikes, slaps, kicks, or curses a teacher shall receive swats or be suspended from school. A juvenile officer may be called. If suspended, the student and their parent/guardian may be requested to appear before the Superintendent of Schools before the student is allowed to reenter school.

BAD WEATHER AND SCHOOL DISMISSAL

Due to bad weather, or possibly mechanical failure, school may be dismissed. Students and Parents/Guardians should listen to radio stations in West Plains and Mountain Home, and television station KYTV, Channel 3, in Springfield. Parents/Guardians will also be sent messages from our School notification systems concerning school dismissals and closings due to bad weather. It will also be posted on the school app and on the website ASAP.

It is imperative that you keep phone numbers up to date, as we will use the number on record to attempt to reach you. Do not call the school unless you have pressing needs, because our phone lines become tied up and we cannot call out or people cannot call in with needed information.

It is essential for parents to provide children with an “emergency plan” for days when students are dismissed early and parents are not at home.

BEFORE AND AFTER SCHOOL

The Elementary building will be open from approximately 7:30 am to 3:50 pm each school day.

Students should never enter the building unless a school official is present even if a door is found unlocked. Students should not enter any closed areas of the building without the presence or knowledge of a school official. If a student discovers that no school official is present in the building, he/she should vacate the building immediately. Any student who arrives before 7:30 am, should report immediately to the school cafeteria where they are to remain (under adult supervision) until 7:30 am. We understand that sometimes parents/guardians must drop off children earlier than 7:30 am. When circumstances require the parent/guardian to drop their student(s) off prior to 7:30 am, adult supervision is available in the cafeteria from 7:15 am-7:30 am.

A student should never be dropped off and left unattended on campus. Prior to 7:15 am students should never be dropped off on campus unless special arrangements have been made between the school and the parent. If violations of arrival times continue to occur, Bakersfield Elementary will contact appropriate legal/family services entities for resolution.

BOARD POLICY

For a complete listing of all board policy not found in this publication, visit <https://www.bakersfield.k12.mo.us/> go to the resources page and under Board Policies click on <https://simbli.eboardsolutions.com/mo/bakersfieldr4>

BOOK BAGS

Book bags are to be left in lockers, homeroom classrooms, or where teachers indicate during the day and not carried from class to class.

BULLYING

The Bakersfield R-IV School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The Bakersfield R-IV School District will not tolerate behavior that infringes on the safety of any student. In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. The principal is designated as the individual to receive or investigate reports of bullying. The building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed, or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as

described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences of Bullying

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, and removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, and prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

To help prevent bullying, the District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. The Bakersfield R-IV School District expects students and/or staff to immediately report incidents of bullying to the principal or designee.

BUS REGULATIONS

From the time a student boards the bus until he/she gets off the bus, he/she is subject to all school regulations. Rules such as use of tobacco, school dress, language, and student conduct, are the same on the bus as on school grounds. The bus driver is in complete charge and students will be considerate and respectful and will obey him/her at all times. Before riding any bus other than their regularly assigned bus, a student must have written permission, signed by a parent/guardian, presented to the office, or a phone call from parent/guardian, before boarding that bus. Students may be assigned seats on the bus. Any student caught vandalizing or defacing the school bus will be held responsible for the cost of repairs, and may be subject to other punishment. No student will be allowed to get off the bus and be picked up again at a later time. If the student's driveway is less than ½ mile, the student will be required to meet the bus at the main road. Students caught deliberately littering the bus may be required to clean the bus and may be subject to other discipline. Refer to Discipline Code for penalties for violating bus rules.

School buses are considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her school bus transportation suspended.

RULES AND SAFETY REGULATIONS FOR STUDENTS RIDING ON BUSES

1. The driver is in charge of the students and the bus. Students must obey the driver promptly.
2. Students should be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Profane language and gestures are prohibited.
6. Proper conduct and dress are to be observed by students while riding.
7. Students must not throw things on the bus.
8. Students must not, at any time, extend arms or head out of the bus windows.
9. Students must not try to get on or off the bus, or move about within the bus while it is in motion.
10. Students must observe directions of the driver when entering or leaving the bus.
11. No animals shall be permitted on buses.
12. No weapon of any sort shall be permitted on buses.
13. Any damage to the bus should be reported at once to the driver.
14. Tobacco will not be permitted on the school bus.
15. Students may not play music and radios may not be played on the bus.

CARE OF SCHOOL PROPERTY

It is the responsibility of each individual to take care of the building, equipment, textbooks, library books, and other school property. Any person caught vandalizing or defacing school property will be held responsible for cost of repairs and may be subject to measures according to the discipline code.

CHANGE OF ADDRESS

If you change your address or phone number during the school year **please notify the office immediately**. This is very important in case of an emergency.

COMPLAINT/GRIEVANCE PROCEDURES

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education. The Board considers it the obligation of the professional and support staff of the district to field the questions of

parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability. Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

Computer and Internet Use Agreement and Acceptable Use Policy

The purpose of these regulations is to ensure the proper use of Bakersfield R-VI School District's (the "District") computer and telecommunication resources and services (the "System") by its students, employees, and other computer users. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner.

The following regulations, rules, and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination, and/or legal action.

The District has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy.

The computers and computer accounts given to students and employees are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and may be used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from the District's computer facilities.

These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy (CQ Local).

The term "users" as used in this policy refers to all students, employees, independent contractors, and other persons or entities accessing or using the District's computer and telecommunication resources and services.

Internet Access Program Rules

The following guidelines will determine access to the District's system:

1. District employees will be granted access to the District's system with the approval of the immediate supervisor.
2. The District may require that all passwords be changed frequently.
3. Teachers will be required to maintain password confidentiality by not sharing their password with students.
4. Student completing required course work on the system will have first priority for use of District equipment after school hours.
5. Teachers may require students to restrict access to course program files, as appropriate.
6. Any system user identified as a security risk or having a history of violations of the District and/or campus computer use guidelines may be denied access to the District's system.

Individual User's Responsibility

The following rules will apply to all users of the District's system:

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.
3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.
4. Users may not install software onto any computer or the network.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.

7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.
Users are responsible for all transactions made using their passwords.
8. 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.
9. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.
10. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
11. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.
12. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.
13. System users must not write to directories other than their own, as identified by the District.
14. Students may not use real-time conference features, such as talk/chat/Internet relay chat, nor will students be allowed to use e-mail.
15. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.
16. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District.

Faculty/Staff members must monitor and supervise students at all times while on the computers/network (walk around the lab to make sure students are on appropriate sites). Do not allow students to use e-mail, download from Internet games sites, install CDs from home, and they cannot log onto any internet sites (chat rooms, etc.).

Any type of downloads is prohibited, including games from the Internet or home. If an online site asks for a logon, sign in or password, leave the site immediately.

I understand that my use of the District Internet Resources is not private and that the school district may monitor my electronic communications and all other use of district internet resources.

I have read the Bakersfield R-IV School District Internet Use Agreement and Acceptable Use Policy and agree to abide by its provisions during my years as a Bakersfield student. I understand that violation of the use provisions or rules stated in the policy may constitute suspension or revocation of network privileges.

For more information see policy GBH at <https://simbli.eboardsolutions.com/mo/bakersfieldr4>

CORPORAL PUNISHMENT

State law allows paddling to be administered by an administrator when necessary to maintain order and discipline in the school. Such punishment must be reasonable and proper under all conditions and circumstances existing. Paddling will be administered by an administrator and out of the view of other pupils. A staff member will witness and the paddling will not exceed three swats. Corporal punishment can be administered to all students unless there is a note on file in the principal's office. If the parent refuses corporal punishment, it will indicate a parental preference for alternative punishment. **If you do not wish for your child to receive corporal punishment, a new note must be on file in the office each school year.**

CELL PHONES

Cell phones should not be seen, heard, or used at school. Students are prohibited from the use of cellular phones to include text messaging, from the time they arrive at school until the school day ends. Cell phones are prohibited from locker rooms at all times. If cell phones are seen or heard during these times they will be confiscated.

DISASTER PLANS

Fire and disaster drills are regularly scheduled so that everyone will know what to do in case of an emergency. When an alarm sounds, everyone must evacuate the building or go directly to safety areas. Walk – don't run. During a disaster drill, teachers will give directions. Students must obey these instructions. At the close of drills, students are to return directly to the same class they come from, unless otherwise instructed. The signals for the drills are as follows:

Fire Drill – Verbal Announcement over the intercom

Tornado Drill – Verbal Announcement over the intercom

Lockdown Drill – Verbal Announcement over the intercom

DRESS CODE

The Bakersfield R-IV School Board feels that parents have the responsibility to determine that their children arrive at school dressed both appropriately and modestly. It becomes very difficult for teachers and principals to check each student every day. Thus, parents should instruct their children in regard to proper dress and the school's expectations for them. If students have questions with regards to verifying that their dress is not in violation, they should get these questions addressed before school or they may be subject to disciplinary action outlined in the Discipline Code. With the above statement in mind, the following general standards have been established by the board to guide the student's dress at school.

The minimum standards are:

1. Shirts and tops should be non-revealing and age appropriate. They must cover all sections of the midriff (while standing or sitting).
2. Undergarments should not be visible (while standing or sitting).
3. No shirts of mesh or see-through material of any type (unless appropriate clothing is worn underneath).
4. No shirts that have been torn down the sides.
5. Shorts, skorts, or dresses should be worn at a length that reflects good taste and common decency and should be **no shorter** than mid-thigh.
7. Pants, from either gender, are to be worn around the waist at the beltline. Oversized pants are not to be worn around the hips. No styles of pants are to be worn in a fashion that reveals an undergarment or skin including holes in jeans except for what might be considered normal wear and tear in a non-revealing area.
8. Shoes shall be worn at all times.
9. Clothing should be modest and non-revealing.
11. No clothing or jewelry with alcohol, drugs, tobacco advertisements, sexual references, or obscene language/suggestions is permitted.
12. No clothing or jewelry that is distracting to the educational process is permitted.
13. Sunglasses shall not be worn inside buildings unless the student has a prescription for sunglasses specifically ordered by a physician.
14. **Costumes may not be worn without permission from the Principal.**

Children need to be dressed appropriately for weather conditions. If children are dressed inappropriately for the weather conditions they may be required to stay in during recess or other outdoor activities.

The final decision on what constitutes acceptable dress and grooming will be left to the discretion of the administration. Refer to the Dress Code Discipline Policy regarding how students will be handled if they fail to comply with the school's standards of dress.

DRUGS, ALCOHOL, AND TOBACCO

Any student who uses or has possession of any drugs, narcotics, or substances purported to be drugs or narcotics without a valid medical reason, while on school property, to or from school, in the vicinity of school, or at a school sponsored activity, shall be suspended.

Students are not to use or possess tobacco in any form or e/vapor cigarettes while at school, near school, or at school activities. This includes smoking or smokeless tobacco products. Students in violation of this policy shall be suspended.

Possession or use of intoxicating liquors, or substances purported to be alcoholic, or being under the influence of intoxicants, or being intoxicated on school property, during school hours, or at school-sponsored activities is prohibited. Students in violation of this policy shall be suspended.

EARLY ARRIVALS

In order to ensure the safety of students, we are asking that students and parents understand and abide by school in session hours. Breakfast **begins promptly at 7:30 AM. Classes will begin promptly at 7:45** Students should arrive no earlier than 7:30 a.m. unless absolutely necessary. Any student who arrives before 7:30 am, should report immediately to the school cafeteria where they are to remain (under adult supervision) until 7:30 am. We understand that sometimes parents/guardians must drop off children earlier than 7:30 am. When circumstances require the parent/guardian to drop their student(s) off prior to 7:30 am, adult supervision is available in the cafeteria from 7:15 am-7:30 am. **A student should never be dropped off and left unattended on campus. Prior to 7:15 am students should never be dropped off on campus unless special arrangements have been made between the school and the parent.** If violations of arrival times continue to occur, Bakersfield Elementary will contact appropriate legal/family services entities for resolution.

END OF DAY

We will begin releasing car riders at 3:30p.m. Buses will load at 3:45. If you ride a bus, go with your teacher to the buses and get on your bus. If you are a car rider, go to the car rider loading area with your teacher. Wait for the teachers on duty to tell you when to get into your car. Bakersfield Elementary personnel strongly support and endorse the use of seatbelts, car seats, and other appropriate vehicle child-restraint devices.

FIELD TRIPS & EXTRA CURRICULAR ACTIVITIES

Field trips are arranged as an educational experience for the benefit of the students. While on field trips, you are subject to the same rules as if you were at school. Students who have demonstrated a lack of responsibility will not be allowed to participate. The principal may ban a student from an event if in their judgment the student has not earned the privilege of attending.

- **NOTE: Any student with outstanding fees, fines, or who have other obligations for equipment or supplies, attendance issues, etc., may not be eligible to participate in any extra curricula activity or field trips.** Lunch bill/Fines/Fees Dues must be paid up to date. Any outstanding debt will result in students being declared ineligible until sufficient progress is made in paying off fees/bills as determined by administration.

FOOD AND LUNCHROOM RULES

1. Get in line and stay in line (No cuts).
2. No eating or drinking in the food lines.
3. No running in or out of cafeteria.
4. Stay seated while eating.
5. Clean up any spills or trash from your lunch.
6. Food or drink cannot be taken outside of the cafeteria to be eaten on the playground.
7. Students may visit while eating their lunch; however voices should be kept low.
8. Horseplay, throwing of food, etc. is never acceptable behaviors at the lunch table.
9. The lunchroom attendants are in charge of the cafeteria and their directions must be followed.

FUND RAISING

Students may participate in school sponsored fund raising activities on a volunteer basis; **all fundraisers must be approved by the administration.** Students who participate will be responsible for the security of fundraiser items and money that is collected. No students may participate in private non-school fund raising during the school day.

HAZING

In order to promote a safe learning environment for all students, the Bakersfield R-IV School district prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff whom violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with MSBA Policy JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing. The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

HEALTH SCREENINGS

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. In general, screenings will be conducted at the beginning and end of the academic school year. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health. Students will be excused from any screening upon receipt of a written request from the student's parent/guardian. If you have any objection to your child being screened you must make this known to the Elementary office in writing within 10 days of receiving this notice. **This is your notice!**

HEAD LICE POLICY

Students will be screened periodically and as needed throughout the course of the school year. Anytime a student is identified as having head lice, the parent will be notified and asked to pick the student up from school. Students will be readmitted once they are free of head lice.

HOMEWORK

Homework is the responsibility of each student. All work is due on the date assigned by the teacher. Acceptance of late work is at the teacher's discretion. Teachers may deduct points for work turned in late. Students are responsible for initiating and completing all class work to be made up when they are absent. The deadline for make-up work shall be equal and not exceeding the time you missed. **Work due, tests, papers, etc., assigned prior to the absence will be due when you return or on the original due date.** If you are absent more than one day your parent may call the school and request homework assignments for the days you are absent. Calls for homework should be made by 9:00am and picked up from 3:00-3:30pm. If you are absent just one day, you should see your teachers when you return to pick up any work missed. **Parents may log onto the Lumens parent portal to check for missing assignments, and monitor student progress.** Students who are missing 5 or more assignments at any given time during the grading period maybe required to attend Saturday School/Monday School. As previously stated, it is at the teacher's discretion as to whether or not they will allow credit for late assignments.

HONOR ROLL

At the end of each quarter, an honor roll is published recognizing those students with a GPA of 3.0 (B) or better. In addition, students with all A's will be recognized on the Principal's Honor Roll.

ILLNESS OR INJURY

Healthy children are better learners, therefore, please do not send your child to school if he/she has a fever or has vomited. If your child will be absent, please contact the school.

If a student becomes ill at school and has vomited or has a fever, School Policy requires that they must go home. Our goal is to provide immediate care, not prolonged care.

If a child requires immediate medical attention, the parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and/or if a parent or guardian cannot be reached, a physician will be called to render treatment.

If, in the judgment of the nurse and/or administration, an injury or illness is serious enough to require hospitalization, the child will be transported immediately by private vehicle or ambulance.

Parents are notified when their child has been injured and, in the judgment of school personnel, may require further medical attention. It is essential for parents to have at least **TWO CURRENT** phone numbers for contacts in the event an emergency arises. Please notify the school if these contact numbers change. Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. No ill or injured child will be sent home alone or with another student. If parents are unavailable, they must secure transportation and supervision by a responsible adult. The principal, school nurse, or other school employee, may not provide this service.

IMMUNIZATION REQUIREMENTS

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.

IMMUNIZATION EXEMPTION NOTIFICATION

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

LATE ARRIVALS/EARLY WITHDRAWALS

Classes will begin promptly at 7:45A.M. It is very important for your child to arrive at school on time and remain at school the entire day unless injury or illness occurs. When a child comes to school late or leaves early, it causes an interruption in the instructional process, and the entire class is affected. We ask your cooperation in making sure these interruptions do not occur. **ALL STUDENTS WHO ARRIVE LATE OR LEAVE EARLY MUST SIGN IN/OUT AT THE ELEMENTARY OFFICE.**

LIBRARY MEDIA CENTER

The library media center is open from 7:45 am – 3:45 pm each school day. Elementary students (k-5) go to the library for weekly classes during which they may check out two books/magazines at a time. Late fees are not charged to elementary students, but they are encouraged to bring their materials back on a regular basis. Students are responsible for the materials they check out and must pay the replacement cost for any damaged or lost items. Students in grades 6-12 may have up to three items checked out at a time. Due dates are stamped on the inside of the back cover of checked out materials. Books and magazines have a loan time of two weeks. Late fees of \$.05 per day per item are charged to students in grades 6-12 for overdue materials. Students are also responsible for paying the replacement cost of damaged or lost materials checked out to them prior to checking out more materials. The replacement cost is figured by checking the perm about book website to find the cost of reordering a lost or damaged item. If the book/item is unavailable from perm about, then a fee of \$10 will be charged for books and \$1.50 for magazines.

LONG-TERM SUSPENSION

The Superintendent of Schools may suspend a student for more than ten days for serious misbehavior or violations of the conduct code or the reoccurrence of misbehavior. Students who have committed an act of violence, drug-related activity or other specified offences are prohibited from coming within 1000 feet of the school.

LOSS OF PRIVILEGES

May include denial of hall privileges, attendance at assemblies, school activities, participation in athletics, going outside before and during school, and may also include being restricted to an assigned seat at lunch or in class.

LOST and FOUND

Lost and Found is located in the office. If you are missing an item, check the lost and found. If you find any item, it is to be turned in to the office immediately. Items left in the lost and found will periodically be donated to charity.

MEALS

Waivers are no longer approved, pricing will be as follows:

Breakfast

Breakfast will be served at 7:30 a.m. at Bakersfield Elementary.

- A. If your child qualifies for free breakfast, he/she will not need to pay.
- B. If your child qualifies for reduced breakfast prices, he/she will need to pay .30 cents a day.
- C. If your child does not qualify for either, he/she will need to pay \$1.25 per day.
- D. This may be paid by the day, week, or quarter.
- E. An adult Breakfast **\$2.50**

Lunch

Your child may bring his/her lunch from home, and milk may be purchased to drink with lunch. Milk is 30 cents a carton and is to be paid for in the lunchroom. If your child brings his/her own drink from home, please make sure it is not in a glass container. All students will be required to take milk with their lunch unless a written statement from a doctor is provided stating otherwise. This is a state regulation.

- A. If your child qualifies for free lunches, he/she will not need to pay.
- B. If your child qualifies for reduced lunch prices, he/she will need to pay .40 cents a day.
- C. If your child does not qualify for either, he/she will need to pay \$1.90 per day.
- D. This may be paid by the day, week, or quarter.
- E. An adult Lunch is **\$4.15**

NOTE: Any student with outstanding fees, fines, or who have other obligations for equipment or supplies, may not be eligible to participate in any extra curricula activity or field trips. Lunch bill/Fines/Fees Dues must be paid up to date. Any outstanding debt will result in students being declared ineligible until sufficient progress is made in paying off fees/bills as determined by administration.

MOVING TO ANOTHER SCHOOL

As soon as parents or guardians know their student is moving, he/she should contact the school. Your new school will request your other records when you register.

NOTICE OF NONDISCRIMINATION

The Bakersfield R-IV School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Bakersfield R-IV School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior - Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act - As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer - based on sex or sex stereotyping, but not involving conduct of a sexual nature.

The Board designates the following individual to act as the district's compliance officer:

Dr. Amy Britt, Superintendent
 PO Box 38, Bakersfield, MO 65609
 Phone: 417-284-7333 ext. 401
 Fax: 417-284-7335
 E-mail: abritt@bakersfield.k12.mo.us

NOTICE OF PARENTS RIGHT TO KNOW

If a school receives Title I funds parents can receive upon request information regarding the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, they may receive the paraprofessional's qualifications as well.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

NURSE

Students will request permission from their teacher, who will call, email, or message the nurse that the specified student needs to see her, and the reason they would like to see her. When possible, the nurse may come to the classroom, and take the student to a private area to provide services. If the nurse believes the child is sick and needs to go home, the nurse will contact the child's parent/guardian. If students need to see the nurse before school, or during lunch, students will need to ask the staff member on duty to notify the nurse. No student will be allowed to go directly to the nurses work station without permission. Students and teachers are not to call parents regarding health issues. The School Health services office should have at least two emergency contacts in addition to the parents. A log of student visits will be monitored by administration. Students with excessive visits will receive consultation.

OUT OF SCHOOL SUSPENSION (OSS)

During suspension the student is not to be on school grounds or at school sponsored activities at home or away. Work assigned during suspension may be made up, but must be turned in no later than the day following the return to school. Students will not receive class credit for tests, quizzes, or be allowed to make up participation grades while serving OSS. Students are prohibited from being within 1000 feet of the school while under suspension from school unless otherwise specified.

PARENT PORTAL INSTRUCTIONS

Directions for accessing Bakersfield R-IV Parent Portal:

- ❖ Go to: www.bakersfield.k12.mo.us Click on: Explore Click on: PARENT PORTAL Then put in Location #, User Name and Password.

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1. Once you log on to the screen. Go the bottom left hand corner and click on *EZStart*. At any point that you wish to log out you will need to go back to *EZStart* and select *Log Out*. Do not just close the webpage using the X in the top right corner.
2. A pull-up menu will be there. **The first time you enter the site you will need click on *Personal Center* and select *Change Password* in order to change your password. You can change your password anytime you wish.**
3. Every other time you enter you will just need to click on *Parent Lumen Access*.
4. To access your student the first time click on *Not Completed. Click Here*. This will take you to the terms and conditions. Read these. Select *Agree* if you agree to them and then click *Apply*. (If you do not agree to the terms and conditions of the site, you will not be allowed access to the information in electronic format. As always, you may come to school to get any of this information if you choose not to accept the terms and conditions.)
5. To add your other children so that you will be able to view them all from one site simply click on *Add My Other Students*. You will be asked for the information that is on their original information page: *Location #*, *Parent Access User ID* and *Parent Access User Password*. Enter all of those. Agree to the terms for that child. Click *Apply* and that student will come up in the list of available students for you to view. **From then on**, when you log in, you will see all of your children on that page and you click on either child to access that child's information.
Once you are logged in and see your list of students, select a student by clicking on their name. There are several features. In this area you will see a left hand side and a right hand side. On the left hand side it has the student schedule or *Course Info*. On the right side you will see the teachers that student has and grades by marking period (Quarter 1, Quarter 2, Semester 1, Quarter 3, Quarter 4, Semester 2). You may email a teacher directly by clicking on his/her name.
You can also look at the grades for each assignment in a course by clicking on the percentage that you can see on the right side of the screen under a specific quarter when you have the *Class Info* section selected on the left hand side. This will show all of the grades for that course that have been entered so far.
6. On the left hand side, scroll down to the next section under the *Class Info* and you will see a section titled *Classroom Activities/Assignments*. This is another place where you can see assignments for each class and how your child scored on those assignments. **NOTE:** In order to see all the assignments you will have to go over to the right hand side of the screen in the *Search By:* section and type in the dates you want to see assignments for. If you want to see assignment scores for the entire quarter you will need to type in the dates for that quarter. *Example: For Quarter 1 in 2015-2016 you would use 08-13-15 thru TODAY'S DATE.*

REMEMBER---THE PORTAL IS UPDATED EACH MONDAY SO THE GRADES WILL BE ONE WEEK BEHIND!!!!!!

Scroll on down and next is **Attendance** where you can view attendance information about your child. You will have to search this like you do the assignments using dates. *Example: For Quarter 1 in 2018-2019 you would use 08-13-18 thru TODAY'S DATE.*

Scroll down and next is **Lunch/Breakfast** information where you can view lunch balance and meals eaten at school.

Assessment information is available, but we are in the process of loading this information into the system. Assessments that will be available as the year goes on include MAP, End-of-Course Exams, Physical Fitness Test, Missouri Government assessments, ACT and other appropriate school record assessments. Daily class tests WILL NOT be in this section. You may get that information from the *Classroom Activities/Assignments* section.

School Activities is linked to the school calendar so district activities are listed here such as Early-Out and holidays.

7. When you are ready to log out, go to *EZStart* and select *Log Out*. Do not just close the webpage using the X in the top right corner.

For further information, please call your child's school at 284-7333.

PETS OR ANIMALS

Pets nor animals will be allowed in the building unless they are a service animal with the express purpose of aiding an individual with a medical condition. The ADA defines a service animal as any guide dog, hearing dog, or other dog individually trained to provide assistance to an individual with a disability. The Missouri Fake Service Dog law went into effect August 28, 2020. This new law makes it a misdemeanor crime to knowingly represent a dog as a service dog if the dog hasn't been trained as one. Assistance Dogs International, requires that service dogs be spayed or neutered. Any student requiring a service animal must provide a doctor's note specifying the need for such an animal.

PLAYGROUND RULES

1. Students will not play rough on the playground.
2. Students will show respect for others and follow instructions given by staff.
3. Students will stay out of and away from puddles and mud.
4. Students will leave rocks, sticks and other dangerous objects alone. .
5. Students will show pride in their school by keeping the building and grounds free of litter.
6. Students will take turns on equipment and will remain seated in the swings. Students will not jump from the swings.
7. Students will leave knives and other unsafe objects at home.
8. Students will settle differences peacefully.
9. During school, students will not leave the playground for any reason without a note signed by their parent and or teacher and the principal. The note must be shown to a staff member. Students should take care of bathroom needs before recess begins.
10. Students will stop all play and line up in assigned areas as soon as the whistle is blown or the bell rings.
11. Students are not permitted to play around air conditioners or the windows.
12. Students are expected to climb one at a time on the slides and slide down front-ways on their bottoms. Toys are not permitted on the slides.
13. Students will return to their classrooms in an orderly fashion. They will keep their hands and feet to themselves, and help keep noise in the hallways to a minimum. Students should always walk down the right side of the hall.

PROGRAMS FOR STUDENTS WITH DISABILITIES

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services to children age 3 to 21. Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately. The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

PROGRAMS AND SERVICES FOR STUDENTS THAT ARE HOMELESS, MIGRATORY, OR LEARNING ENGLISH AS THEIR SECOND LANGUAGE

The Bakersfield R-IV School District is responsible to identify and provide education and assistance to students who are homeless, migrant, or are learning English as their second language. For more information to receive or find more information about programs and services please contact our school counselor at 417-284-7333, Extension 306.

PROGRESS REPORTS

Progress reports concerning grades and classroom objectives will be sent home at the halfway point of each quarter to notify parents when a student is not performing up to expectations. **Reports sent home by teachers or the principal are to be signed by the parent and returned to school the next school day.** Failure to return the reports may result in disciplinary action for the student. **Parents may log onto the Lumens parent portal to check for missing assignments, and monitor student progress. If at any time whether by Lumens or progress report you find your student to have a D or an F, you are strongly encouraged to schedule a conference with your child's teacher. This will help us better facilitate tutoring needs and attend to the individual needs of your student.**

READING

Students reading more than one (1) year below grade level may be required to participate in interventions during the school day. In certain situations, after school tutoring may be required and summer school may become mandatory.

RECESS

Students are not permitted to stay in their classroom during recess unless they have their teacher's permission to work on some school project.

If you or your doctor wish your child to remain in the building because of health problems, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored up to one week. Parents should secure a note from the child's doctor when they request additional time.

During the winter months frequent checks are made concerning temperature and wind velocity to determine the length of the recess periods. Please don't send notes requesting children to remain in during recess because it's "too cold." Children need to be dressed appropriately for weather conditions. If children are dressed inappropriately for the weather conditions they may be required to stay in during recess or other outdoor activities.

During snow conditions, provided it is not too "slushy," students will maintain a regular outside recess schedule. Please have your child dressed appropriately.

REPORT CARDS, PARENT CONFERENCES

Report cards will be issued at the end of each **quarter** during the year. Scheduled Parent/Teacher Conferences are planned periodically. The parent or teacher can arrange additional conferences at any time during the school year. Parents may call the school secretary and she will help arrange a time that is convenient for both the parent and the teacher. It has been found that conferences are beneficial for all concerned. They promote the understanding between the teacher, the parents, and the child.

RESPONSIBILITY OF STUDENT

It is the responsibility of each student as a member of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and protect you. Policies are designed for the good of the school and all students; therefore please do not ask that exceptions be made. Remember that teachers are employed to aid and help students in all areas of educational, social, and emotional development. Please feel free to contact them in the settlement of your problems. You shall always remember to address or refer to your teachers as "Dr.", "Mr.", "Mrs.", or "Miss." **Disrespect towards any school employee will not be tolerated.**

RETENTION/PROMOTION POLICY

The board of education, administration and staff of the Bakersfield R-IV School District are dedicated to the maximum educational development and progress of all students. School personnel have the responsibility to place these students at a level that will ensure growth emotionally, socially and academically. Normally, a pupil will progress from one grade to another, based on their ability to master certain skills and moving from one level to another. When this normal progress does not occur, it is sometimes in the best interest of the child to be retained. This is only considered after regular and special services have been utilized in helping the child to make appropriate progress. The promotion, retention, or acceleration of all pupils will be considered in the child's best interest. Each situation will be handled on an individual case, based on the child's needs. In most situations, the basis for promotion or retention is academic achievement. There are however, other factors that must be considered including; educational history, social and emotional maturity, physical size, attitudes, etc. and each of these will be considered carefully.

The principal, upon consideration of the recommendation of all of the personnel that deal with the student, will make the final decision concerning the placement for the upcoming school year.

Retention – Elementary

The recommendation to the parents that their child be retained will occur only after a very thorough and complete professional analysis has been conducted. Because of the firm commitment that retention will be made only in the **best interest of the child**, the recommendation will be a team decision using the combined knowledge of all personnel working with the student. The staff will be made aware of research regarding the retention issue. Retention will be recommended under these guidelines:

1. A student is reading more than 1 year below grade level.

For example: at the end of third grade, a student should test between 3.1 or 3.9 (3.1 represents 3rd grade 1st month, 3.9 represents 3rd grade 9th month) on the STARR Test Grade Equivalent. Assessment data will be collected from academic scores on the STARR, Stanford, MAP, or other similar testing tool.

Students determined to be in reading below level as described above will be required to attend Summer School and tested again at the conclusion of.

2. Student performing more than 1 year below grade level in math based on assessment data will possibly be considered for retention. Students determined to be below level in math as described above will also be required to attend Summer School and tested again at the conclusion of.

3. Students who receive a failing grade in a core subject area may be recommended for retention. The core subjects in the elementary are as follows: Spelling, Reading, English, Math, Science, and Social Studies.

Guidelines

Children will normally be retained only one time during their elementary school career. Except under unusual circumstances, retention, when found advisable, should occur during the first three years of school.

A team meeting will be held to review the data prior to discussion with the parent. The following must be included in the meeting:

The principal, classroom teacher(s) and the counselor (if available) will make up the team.

A majority of those present at the meeting must agree to the retention. The principal, upon consideration of the recommendation of all of the personnel that deal with the student, will make the final decision concerning the placement for the upcoming school year.

Appropriate assessment data (example – measure of intellectual ability and/or current academic achievement; teacher and/or principal observations; Portfolio of examples of work, benchmarking data and MAP Testing Data (if available) must be collected prior to the meeting.)

Parents should agree to the retention. While we will strive to gain parent approval and support, the policy is very clear that **school personnel make the final decision.**

Procedures

The teacher will inform the building principal by **January 31** (unless a student comes in after this date) of any student that is having difficulty and not working up to present grade level. No mention of a retention recommendation will be made to the parents until authorized by the principal. **Regular, documented communication between parents and teachers is expected up to this point.**

Necessary arrangements will be made to ensure that appropriate assessment data is available and a meeting shall be arranged.

A conference will be held with the teacher and parents, by **February 28**, advising them that their child is having difficulty. A meeting will be held during the **fourth quarter** to make the final decision, based on previous and updated information.

After the final decision has been made, the classroom teacher will arrange a conference to inform the parents.

Parents have the responsibility to check often with their child's teacher to see what they can do to help with the education of their child. The parent needs to work closely with their child's teacher to help in the education process.

Determination

After the team has made a written recommendation to the principal concerning placement of the child, the parent will be asked for input, and an additional conference may be held. At the Bakersfield R-IV Elementary School, we want the best education for each child. All factors will be taken into consideration, and a determination will be made. Placement will be written on the child's report card and their permanent record file. **(Parents do NOT have to give permission for the child to be retained).**

Food Handling Procedures

We follow recommendations from the Missouri Department of Health.

The following food items can be accepted and must be distributed in the following manner:

Commercially sealed foods – Opened and distributed by one adult using gloved hands. Students are not to share any items and student leftovers are to be thrown away and not taken home. (Examples: candy, cookies, potato chips, etc.)

Sealed pre-mixed flavored drinks and sodas – Poured into cups by one adult with gloved hands.

Popcorn – Popped by one adult and distributed by one adult with gloved hands with no sharing and all student leftovers being thrown away.

Commercially baked or prepared foods – Opened and distributed by one adult with gloved hands with no sharing and all student leftovers being thrown away. (Examples: pizza, cupcakes, etc.)

No food items made at home can be accepted. (Examples: cupcakes, cake, flavored drinks, etc.)

Commercially individual wrapped items are the best!

RULES FOR RESPONSIBLE USE OF RESTROOMS

1. Use the restrooms responsibly.
 - +No playing with water
 - +No horseplay
2. Leave the restrooms as clean as or cleaner than when you entered.
3. Put toilet paper in the toilet. Put all other paper in the trash can.
4. Flush the toilet (One time after use).
5. Leave the stall unlocked after use.
6. Wash your hands.
7. Leave the restroom as soon as you finish.

SATURDAY/MONDAY SCHOOL (SS)

A Saturday school detention presents an additional alternative form of disciplinary action which may be taken by school administrators.

Rules concerning Saturday school detention are as follows:

- Students may only be assigned by a principal.
- Saturday school detention will be for students in grades k-5.
- Saturday school detention will be held once a month with additional dates added if deemed necessary by the administration.
- Saturday school detention will be from 8:00am until 12:00pm noon. Students will be expected to report by 8:00am sharp or be locked out of the building.
- Non-attendance on an assigned date must be due to extenuating circumstances and must be excused (or other arrangements made) by the assigning principal.
- Failure to attend the assigned Saturday (unless excused by the principal) will indicate a parental preference for a one-day suspension.
- Students may be assigned to Saturday school detention for inappropriate behavior in or out of class, excessive tardiness, or for other infractions for which it is felt this would be appropriate action.
- Students who are missing 5 or more assignments at may be required to attend Saturday School. As previously stated, it is at the teacher's discretion as to whether or not they will allow credit for late assignments. (See Homework)
- Students must bring paper, pencil, and books with them.
- Breaks will be determined by the Saturday school teacher.
- If students do not abide by the Saturday school detention rules by being disruptive, failing to do the assigned work, etc., the student will be assigned to another Saturday school session at which they must be accompanied by an adult family member or will receive a one-day suspension.

NOTE: Mondays may be used in lieu of Saturdays when needed.

SCHOOL CALENDAR

The central office secretary will maintain the official school calendar. To eliminate conflicts and confusion, teachers, sponsors, and students are to schedule all events with the principal and the central office secretary as early as possible. **The principal and central office secretary must approve all dates and fundraisers before they are entered upon the calendar.** All activities on the school calendar and all flyers posted on school premises must be approved by the principal.

SCHOOL INSURANCE

Bakersfield R-IV School does not carry insurance to cover student accidents or injury. The school is not in the insurance business and does not sell insurance, but sometimes greatly reduced costs on policies are made available through student group rates. The school is always glad to help pass this savings on to the students. Parents without insurance are encouraged to visit with the school nurse for information on the MO Health Net Program for students or by visiting <https://www.benefits.gov/benefit/1606>.

All students who participate in athletics must have insurance that will take care of them in case of an accident.

SCHOOL MEDICATION POLICY

The following policy has been established regarding the dispensing of medications during school hours:

1. Over the counter medication such as Tylenol or cough medication will be given as needed with parent consent. Prescription medication will not be given unless prescribed by a physician.
2. Medicine prescribed by a doctor must be in a prescription bottle. Your pharmacist can give you an extra labeled bottle to use for medicine sent to school. The bottle should include the student's name, current date, name of the medication, and specific instructions such as amount and time to be given, and the name of the doctor prescribing the medication.
3. The medication form must be completed by the school nurse and signed by the parent/guardian or physician.
4. It should not be necessary to give more than one dose of medication per day. Your doctor may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with school personnel.
5. Please DO NOT send more than one month's supply of medicine at one time. Students on long-term medication should contact the school nurse.
6. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually.
7. In the event that a student needs to self-administer a metered-dose inhaler, a written medical history of the student's experience with the illness and a plan of action for addressing any emergency must be provided to the School Board. The parents/guardians must also provide the Board with written certification from the student's physician that the student has asthma or their potentially life-threatening respiratory illness and that the student has been informed of the proper method of self-administration. The parents/guardians must also sign a statement acknowledging that the district shall incur no liability as a result of an injury arising from the student's self-administration of medicine. This information must be reviewed each subsequent school year.
8. Emergency Medications – The district is equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. **Please notify your building principal and the school nurse in writing if you would not allow your child to receive epinephrine or asthma-related rescue medications in the case of an emergency.** For more information on Policy JFCH visit our School website and go to <https://simbli.eboardsolutions.com/mo/bakersfieldr4>.

SCHOOL VISITATION

All parents and visitors must check in at the office and get a visitor's badge before proceeding to any other location on campus.

Due to safety concerns, we are continuing to limit non-school personnel from entering the building. If you need to visit with the teacher, please call during their planning period to avoid interrupting the instructional process. **No visitor will be allowed in the building without prior approval from the Principal and must sign in through the office.**

SEARCH AND SEIZURE

Students have no expectation of privacy in lockers, desks, computers or district-provided equipment or areas and are subject to periodic and unannounced administrative searches. All such things must be used for the purposes intended. If school officials have reasonable suspicion, lockers, vehicles, bags, purses, coats electronic devices etc. may be searched at any time with or without the student's consent. It is a privilege, not a right, to park on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student

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refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear.

The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. The district may require a student to submit to a drug or alcohol test if there is a reasonable suspicion that the student has consumed prohibited substances.

SELLING IN SCHOOL

No article or item may be sold by or to the students under the direction of the school except those approved by the building administrator.

SEXTING POLICY

"Sexting" includes "sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means." Students may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school-sponsored events or on school buses. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device.

STUDENT DISMISSAL PRECAUTIONS

It is the goal of the Bakersfield R-IV School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program.

Dismissal from School

Student dismissal procedures protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. *If someone out of the norm is picking up your student you will need to notify the elementary office before 3:00p.m. If the person is not familiar to us, and we have not heard from you, we will not release the student.* At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. *As an extra precaution, please make sure your student knows the person picking them up. Remind them never to get into a vehicle with a stranger! Tell them to notify the teachers on duty if they do not know the person(s) picking them up.* Otherwise (especially in the case of older students) the duty personnel may assume that the student knows with whom he or she may leave.

Early Dismissal

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Students must be signed out through the office or with the teacher or coach with whom they are charged when off campus.

The following rules apply:

- ▶ Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- ▶ The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- ▶ Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
- ▶ Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- ▶ Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

Dismissal from School Activities

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation unless they have been signed-out by a parent through the teacher or coach in charge of them.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

The district will use assessments as one indication of the success and quality of the district's education program. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments. If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason they may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

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

SUICIDE AWARENESS AND PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Bakersfield R-IV School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. Board Policy JHDF on this matter can be found on the school website under resources at <https://simbli.eboardsolutions.com/mo/bakersfieldr4>.

TEXTBOOKS

Textbooks are on loan to you. You are expected to take care of your textbooks and other school-owned materials. You will be expected to pay for damaged or lost textbooks.

THREATS/THREAT POLICY

The Bakersfield R-IV school district is committed to keeping the students, visitors, and staff of the Bakersfield R-IV school district safe from violence. To help protect our students, visitors, and staff we ask that all parents, students and staff report all apparent threats and threatening or disturbing behavior to proper school officials as soon as possible after hearing a threat. Anyone reporting a threat or threatening situation will be treated with respect and any information they give will be closely guarded to provide for the confidentiality of the person reporting. All threats against students, staff, or visitors will be taken seriously.

Title I Parents' Right to Know Notice

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110),

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent –

TOYS AND ENTERTAINMENT DEVICES

Students are prohibited from bringing all manner of toys and electronic entertainment devices to school. Please do not bring such items to school. They are a high theft items and a violation of the rules. Teachers should confiscate these items immediately and turn them into the Principal's office. Failure to comply will result in disciplinary action.

TRIPS AND SCHOOL EVENTS

School sponsored trips feature the same rules and regulations as those on the school grounds. Rules such as use of tobacco, dress code, language, and student conduct, shall be the same for school-sponsored trips as during school hours.

VALUABLES

You should not bring valuables, such as baseball cards, entertainment devices, expensive jewelry, etc., to school. Only things needed at school or things related to school are to be brought to school. The school can't be responsible for lost or stolen items.

VIDEO CAMERAS

Security cameras are operational on the Bakersfield school campus, and they provide valuable information during investigations. Video from the security cameras may only be viewed by school officials or law enforcement.

VIRTUAL COURSES

The district may offer virtual courses to eligible students through district staff or by contracting for those services as part of the district-sponsored curriculum. For more information you can go to the school website and view Board Policy IGCD found at <https://simbli.eboardsolutions.com/mo/bakersfieldr4>.

STUDENT CONDUCT CODE

The Student Conduct Code is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this Code (see **student conduct code violations and consequences** near the back of this book) to list certain offenses that, if committed by a student, will result in the imposition of specific consequences. The circumstance surrounding an incident and the student's previous disciplinary record shall be taken into account in determining the appropriate consequence and step. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might specify. Disciplinary actions include, but are not restricted to conferences with student, parent conferences, loss of privileges, lunchtime detention, corporal punishment, Saturday School (SS), referral to the Juvenile Office (JO), and referral to law enforcement. Due to a student's disciplinary history or severity of the incident the administrator may select a consequence at a higher step than indicated in the discipline code. Consequences for Step 5 and above will be determined by the principal and may include referral to the Juvenile Office.

STUDENT CONDUCT CODE VIOLATIONS AND CONSEQUENCES

The teacher, through classroom rules, a student/teacher conference and a report home and/or a parent/teacher conference will first deal with behaviors in this section. If the behavior continues after these steps have been taken, the student will be referred to the principal for disciplinary action. The principal will determine on which step a student is placed based on the severity of the behavior and previous corrective actions taken by the teacher. The following chart is a general guide but ultimately Consequences will be based on the seriousness of the incident and its impact on the safe and orderly operation of the educational environment and/or its impact on the safety of the school. The principal reserves the right to administer corporal punishment or utilize an alternate form of discipline at any step when he/she deems it an appropriate response to the offense. Consequences may be increased or decreased depending on the circumstances. **The district works cooperatively with police and will notify police when a crime occurs on school property.**

The following behaviors may be immediately referred to the Principal for action. **The Principal will determine at which step action will be taken based on student's disciplinary history and/or the seriousness of the offense.** Parental contact will be made when needed. Parent contact may consist of, but is not limited to, notes, phone calls home, or conferences.

LD = Lunch detention SS= Saturday School OSS = Out of School Suspension ISS = In School Suspension

	Step 1	Step 2	Step 3	Step 4
UNCOOPERATIVE BEHAVIOR	conference with principal/ possible swats	1 day SS/swats	2 days SS/swats	1-3 days OSS
DISRUPTIVE MISCONDUCT	conference with principal/ possible swats	1 day SS/swats	2 days SS/swats	1-3 days OSS
FALILURE TO BRING NECESSARY MATERIALS TO CLASS OR COMPLETE ASSIGNMENTS	conference with principal/ possible swats	1 day SS/swats	2 days SS/swats	1-3 days OSS
INSUBORDINATION/ DEFIANCE	1 week LD/swats	1 day SS/swats	2 days SS/swats	1-3 days OSS
INAPPROPRIATE LANGUAGE TOWARD A STUDENT OR UNDIRECTED	Warning and/or LD,ASD,swats	1 week LD, ASD or swats	1 day SS/swats	2 days SS/swats
INAPPROPRIATE LANGUAGE TOWARD A STAFF MEMBER	Parent conference with swats or SS	Parent conference with 2 day SS or swats	3 days SS/swats	1-3 days OSS
LEWD OR OBSCENE LITERATURE, WRITING, OBJECTS, MATERIAL or behavior	Parent conference with warning or swats	Parent conference, refer to counselor with 1 day LD/ASD/or swats	1 day SS or Swats	2 days SS, swats, 1-3 OSS
HORSEPLAY, TRIPPING, PUSHING, or other actions that may/do cause injury	2 days LD/swats	1 week LD/SS/swats	2 day SS	1-3 days OSS
FIGHTING, ASSAULT AN ACT OF VIOLENCE THIS OFFENSE IS A SERIOUS VIOLATION OF BOARD POLICY	Parent contact immediately and suspended the rest of the day and or swats Contact Law enforcement	Swats or 2-5 days OSS Contact Law enforcement	5-10 days OSS Contact Law enforcement	10-90 days OSS Contact Law enforcement
CONTRIBUTING TO A FIGHT THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	1 day LD/ASD/swats Possible notification of law enforcement	1 week LD/ASD/swats Possible notification of law enforcement	1 day SS/swats Possible notification of law enforcement	2 days SS/swats Possible notification of law enforcement
THREATENING BODILY HARM THIS OFFENSE COULD	1 day SS/swats Possible notification of law enforcement	2 days SS/swats Possible notification of law enforcement	3-5 days OSS Possible notification of law enforcement	10-180 days OSS Possible notification of law enforcement

BE A SERIOUS VIOLATION OF BOARD POLICY				
	Step 1	Step 2	Step 3	Step 4
PUBLIC DISPLAY OF AFFECTION	Warning / notice home	1 day LD	ASD/ 3-5 days LD	1 day SS
CHEATING/PLAGERISM	1 week LD,ASD	1 days SS	1-2 days OSS	3-5 days OSS
VIOLATION OF LUNCHROOM OR PLAGROUND RULES	Loss of privileges	1-3 days ASD/LD/swats	1 week LD/ASD/swats	1-3 days SS/swats/1-3 days OSS
DRESS CODE VIOLATIONS	Warning and correction/change clothes	1 day LD/ASD/Change clothes	1 week LD/ASD/SS	2-3 days SS
EXTORTION	1 week LD/ASD	1 day SS/swats	2 days SS/swats	1-3 days OSS
POSSESSION OF HARMFUL DEVICE OR WEAPON OTHE THAN OA FIREARM THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	Confiscation and 1 day SS/ASD Possible notification of law enforcement	Confiscation and ASD/2 days SS Possible notification of law enforcement	Confiscation, 1-3 days OSS Possible notification of law enforcement	Confiscation, 3-5 days OSS Possible notification of law enforcement
THEFT/VANDALISM THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	Restitution and 1 week LD/ASD/swats Possible notification of law enforcement	Restitution and 1 day SS/Swats Possible notification of law enforcement	Restitution and 2 day SS/Swats Possible notification of law enforcement	Restitution and 1-3 days OSS Possible notification of law enforcement
FALSE ALARMS OR REPORT, such as 911 calls, fire alarms. Telling others that there will be violence at school. (will be reported to law enforcement) THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	1 day SS/Swats Possible notification of law enforcement	1-3 days OSS Possible notification of law enforcement	3-10 days OSS, Possible notification of law enforcement and referral for expulsion	10-180 days OSS, Possible notification of law enforcement, and referral for expulsion
BOMB THREAT (will be reported to law enforcement) THIS OFFENSE IS A SERIOUS VIOLATION OF BOARD POLICY	1-3 days OSS and Notification of Law enforcement	3-10 days OSS, Notification of Law enforcement and referral for expulsion	10-180 days OSS, Notification of Law enforcement and referral for expulsion	
ARSON (will be reported to law enforcement) THIS OFFENSE IS A SERIOUS VIOLATION OF BOARD POLICY	1-3 days OSS and Notification of Law enforcement	3-10 days OSS, Notification of Law enforcement and referral for expulsion	10-180 days OSS, Notification of Law enforcement and referral for expulsion	
POSSESSION OF A FIREARM, all weapons violations will be reported to law enforcement THIS OFFENSE IS A SERIOUS VIOLATION OF BOARD POLICY	Referral to the Superintendent for suspension up to one calendar year and possible expulsion. Notification of law-Enforcement			
FORGERY	1-3 days LD,ASD or swats	1 week LD,ASD or swats	1 day SS or swats	2 days SS or swats
TOBACCO POSSESSION / USE / DISTRIBUTION/E Cigarettes (may be reported to law enforcement) THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	Confiscation and 1 week LD, ASD, or swats Possible notification of law enforcement	Confiscation and 1 day SS or Swats Possible notification of law enforcement	Confiscation and 2 days SS or swats Possible notification of law enforcement	Confiscation and 1-3 day OSS Possible notification of law enforcement
POSSESSION, USE, OR ATTENDANCE UNDER THE INFLUENCE OF: controlled substances, alcoholic beverage, prescription medication without Dr. note, energy enhancers, “trucker dope”, or substances represented to be such, possession of drug paraphernalia. (will be reported to law enforcement)	10 days OSS Notify Law enforcement and Superintendent	10-90 days OSS Notify Law enforcement and Superintendent	10-180 days OSS, referral for expulsion Notify Law enforcement and Superintendent	Note: The Safe Schools Act increases the criminal penalty for the possession of ephedrine or its derivatives (White Crosses, Mini-Thins, etc.) to a class D felony. Notify Law enforcement and Superintendent

THIS OFFENSE IS A SERIOUS VIOLATION OF BOARD POLICY				
	Step 1	Step 2	Step 3	Step 4
BULLYING THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	ASD, ISS, SS 1-5 DAYS Possible notification of law enforcement	ISS/SS 1-2 DAYS OR OSS 1-5 DAYS Possible notification of law enforcement	OSS 5-10 DAYS Possible notification of law enforcement	OSS 10-180 DAYS Possible notification of law enforcement
SALE OR DISTRIBUTION OF ABOVE ITEMS (will be reported to law enforcement) THIS OFFENSE IS A SERIOUS VIOLATION OF BOARD POLICY	10-90 days OSS Notification of Law enforcement	10-180 days OSS, referral for expulsion Notification of Law enforcement		
SEXUAL MISCONDUCT THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	Swats ,Notify parents and refer to consoler Possible notification of law enforcement	Swats/ OSS, Notify Authorities Possible notification of law enforcement	OSS/expulsion Possible notification of law enforcement	
VERBALLY THREATENING BODILY HARM TOWARD A STAFF MEMBER (may be reported to law enforcement) THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	1 day SS/swats Possible notification of law enforcement	1-3 days OSS Possible notification of law enforcement	3-5 days OSS, referral for expulsion Possible notification of law enforcement	10-180 days OSS Possible notification of law enforcement
STRIKING, SLAPPING, KICKING AT A STAFF MEMBER (may be reported to law enforcement) THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	1 day SS/swats	1-3 days OSS, Juvenile Officer contacted	3-5 days OSS, referral for expulsion, Juvenile Officer Contacted	
FALSE ACCUSATIONS TOWARD A STAFF MEMBER THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	1 day SS/swats	1-3 days OSS, Juvenile Officer contacted	3-5 days OSS, referral for expulsion, Juvenile Officer Contacted	
THREATENING THE SECURITY OF THE SCHOOL THIS OFFENSE IS A SERIOUS VIOLATION OF BOARD POLICY	10-180 days OSS, will be reported to law enforcement, referral for expulsion			
HUMILIATION THIS OFFENSE COULD BE A SERIOUS VIOLATION OF BOARD POLICY	1 day ASD/swats	SS/swats	2 day SS/swats	1-3 OSS
BEHAVIORS NOT COVERED ABOVE	Consequences will be based on the seriousness of the incident and its impact on the safe and orderly operation of the educational environment and/or its impact on the safety of the school.			

DISCIPLINE CODE DEFINITIONS

ACT OF VIOLENCE

The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities. Such actions will be document according to School Board Policy and the proper authorities will be notified in accordance with state law.

ASSAULT

A person commits assault if that person: (1) Attempts to cause physical injury or; (2) Causes physical injury recklessly or; (3) With criminal negligence using a deadly weapon or; (4) recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person or; (5) Purposely places another person in apprehension of immediate physical injury or; (6) Knowingly causes physical contact knowing the other person will regard it as offensive or provocative. Assault will be reported to the police.

BOMB THREAT

Making a false bomb report by telephone, computer or to another person. Such threats will be reported to the police.

BULLYING

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 or theft, damaging property, cyber-bullying and exclusion from a peer group.

CHEATING/PLAGIARISM

Giving or receiving answers on homework or tests; copying material directly from others works

CONTRIBUTING TO THE INSTIGATION OF A FIGHT

Actively encouraging others to fight, carrying messages which result in fights or takes part in any other activity which results in a fight.

DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall block the doorway or corridor; prevent others from attending a class or school activity; block normal pedestrian or vehicular traffic; lie to school officials; use violence, force/noise, coercion, threats, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption. Nor shall they refuse to identify themselves on request or encourage other students to violate any rule or school board policy.

DISRUPTIVE ITEMS

Any item that might disrupt the educational process. Examples include rubber bands, paper airplanes, spit wads, phone, pagers, etc.

DISRUPTIVE/MISCONDUCT

Interfering with the smooth flow of the educational process or activity; conduct or speech (verbal, written, or symbolic) which disrupts the classroom work, school activities or school function, such as bothering others, talking in class, not bringing necessary work or material to class.

DRUGS

Any mind altering substance including but not limited to prescription medication (not prescribed to said person), narcotics, synthetics, opioids, alcohol, etc.

EXTORTION

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

FALSE ACCUSATIONS TOWARD A STAFF MEMBER

Any intentional slander or libelous statements by a student towards any school employee that is meant to harm that staff member's reputation or employment.

FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting incidents may be reported to law enforcement.

FORGERY

Signing another individual's name with the intent to deceive.

HARMFUL ITEMS

Any item that if used may cause harm. Examples include: firecrackers, snowballs, rocks, pocketknives, billfold chains, laser lights, large or spiked necklaces, etc.

HUMILIATION

Threatening or intimidating actions. Humiliation includes but is not limited to initiations, repeated teasing, frightening, tormenting, coercion, racial or ethnic slurs directed toward any group of students.

INAPPROPRIATE LANGUAGE

Profanity, degrading, offensive language or gestures.

INSUBORDINATION/DEFIANCE

The immediate willful refusal to obey a teacher's or staff member's reasonable request in a timely manner and/or is disrespectful in word or action. Failure to give correct name when asked by a staff member is considered insubordination.

PUBLIC DISPLAY OF AFFECTION

Students shall conduct themselves in a proper manner at all times on school property and at school sponsored activities. Any physical contact, including handholding, hugging or kissing is defined as excessive display of affection.

SERIOUS VIOLATION OF BOARD POLICY

Any act of school violence/violent behavior. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials. Also any offense that results in an out-of-school suspension for more than ten school days.

SEXUAL MISCONDUCT

Sexual misconduct refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipients. Sexual harassment is a form of misconduct that is demeaning to another person. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment.

THEFT

The intentional taking of or attempting to take private or school property. This includes not turning in items found. Theft may be reported to the police.

THREATENING BODILY HARM

Telling someone you will kill, hurt, or injure him or her. Such threats may be reported to the police.

THREATENING THE SAFETY AND SECURITY OF THE SCHOOL

Threatening, verbally or in writing, to bring weapons on or near school property, including school grounds or buses, with the intent to commit harm to people or property. Such threats may be reported to law enforcement.

UNCOOPERATIVE BEHAVIOR

The student does not comply with teacher's request in a timely or appropriate manner.

VANDALISM

The defacing or destruction of school property. Vandalism may be reported to the police.

WEAPONS

Students are forbidden to bring into or onto school grounds or property any item that is ordinarily considered to be a weapon. Examples include: knives, guns, chains, metal knuckles, fireworks or explosives. (This would include any item representing a weapon.) Possession or use of a weapon by any student is prohibited upon, or in the vicinity of school grounds, while going to or from school, or at school sponsored events and will be reported to the police. (If a weapon is brought or used at school, on school property or at a school activity by a student, the student may be suspended for a period of not less than one year or expelled.

