

# **Central Elementary**



**Student  
Handbook  
2023-2024**

## TABLE OF CONTENTS

The following handbook contains procedural information to answer your questions and assist you and your student in understanding how a specific school building will operate. The most current district rules and regulations or policies; which support the strategies of the school, can be viewed at the district website.

The website is located at: [dexter.k12.mo.us](http://dexter.k12.mo.us)

ACCELERATED READER-----	18
ADMINISTRATION-----	6
ALTERNATIVE METHOD OF INSTRUCTION-----	16
ATTENDANCE-----	14
ARRIVAL/DEPARTURE FROM SCHOOL-----	12
BOARD OF EDUCATION-----	6
BUS RULES & BUS PASSES-----	11-12
CAFETERIA-----	20
CALENDAR-----	23
CELL PHONES-----	11
CENTRAL ELEMENTARY MISSION-----	5
COMPUTER USAGE-----	22
DAILY SCHEDULE-----	13
DIRECTORY INFORMATION-----	22
DISCIPLINE -----	9
DRESS-----	21
ENROLLMENT PROCEDURES/REQUIREMENTS-----	8
FLOWERS/BALLOON DELIVERIES-----	19

GRADING SCALE-----	18
HAZING AND BULLYING-----	21
HEAD LICE-----	21
HOMEWORK REQUESTS-----	15
HONOR ROLL-----	18
IMMUNIZATIONS-----	8
LIBRARY-----	18-19
LOST AND FOUND-----	19
MAKEUP WORK-----	14
MEDICATION-----	20
PARENT/PRINCIPAL CONFERENCES-----	16
PE DRESS CODE-----	21
PLAYGROUND RULES-----	9-10
PROHIBITED ITEMS-----	10
RELEASE OF CHILDREN DURING SCHOOL DAY-----	12
REPORTING TO PARENTS-----	17
SCHOOL APP-----	15
SCHOOL CLOSINGS-----	15
SCHOOL PARTIES & BIRTHDAY CELEBRATIONS-----	19
SCHOOL SUPPLIES-----	24-26
SICK CHILDREN-----	8

STAFF-----	7
STUDENT ACTIVITIES-----	22
STUDENT RECORDS AND FILES-----	8
TARDIES-----	15
TRAUMA INFORMED SCHOOLS INITIATIVE-----	22
VIRTUAL LEARNING POLICY-----	17
WEBSITE AND LOGIN INFORMATION-----	27
DISTRICT POLICIES and NOTIFICATIONS (Appendix A)-----	28-71

## **CENTRAL ELEMENTARY MISSION STATEMENT**

Central Elementary School will guide students toward educational excellence by providing a positive and safe learning environment which fosters respect, responsibility, and cooperation among students, their families and the community.

### **Our Goals**

1. Every student should develop an awareness that learning and the desire for knowledge is a lifelong process.
2. The school, community, and parents must work together to provide educational opportunities for the youth of the school district.
3. Every child should learn the essential skills in mathematics, reading, language arts, social studies, and science. Appropriate opportunities will be provided for the learning of these basic skills.
4. Every student should have an opportunity to develop an appreciation for and a basic knowledge of fine arts.
5. Every student should develop good citizenship skills, develop appropriate character traits, learn to be responsible for his/her behavior, and learn to work independently.
6. Every student should be treated with respect and provided with an environment which is free of negative influences and which will encourage recognition and self-worth.
7. All students need a basic education in health, recreation, and physical education.
8. Every student should have an opportunity to learn computer skills.

**SCHOOL ADMINISTRATION**

Dexter RXI Superintendent -----Amy James  
Assistant Superintendent.....Gavin Miller  
Special Services Director-----Jessica Lambert

**DEXTER R-XI BOARD OF EDUCATION**

The Dexter R-XI School District is governed by a seven-member Board of Education. The current Board of Education members are as follows:

President-----Nancy Mayer  
Vice-President-----Ben Worley  
Treasurer-----Saren Demaree  
Member-----Bonnie Howard  
Member-----Ron Glaus  
Member-----Aaron Mathis  
Member-----Jon Thompson

All Dexter R-XI School District policies and regulations can be found at <https://www.dexter.k2.mo.us/> . Click on Menu and then District Information.

CENTRAL ELEMENTARY STAFF

Principal-----Angie Duncan

Assistant Principal-----Megan Miller

Counselor-----Hillary Mayberry

THIRD GRADE

FOURTH GRADE

FIFTH GRADE

Brooke Dodson
Andrea Galloway
Angie Hilfiker
Danielle Patch
Kristina Muzny
Austin Neldon
Christy Nichols
Kristi Whitehead

Alexis Lovins
Kim Mize
Kristen Seiter
Kristi Rinehart
Cassie Terry
Dawn Warren
Savannah Whitehead
Casey Williams

Jill Allen
Mackenzie Brown
Lexi Gibson
Kara Lummukka
Kristin Miller
Demi Parker
Emma Parsley
??

ART  
MUSIC  
PHYSICAL EDUCATION  
LIBRARIAN  
NURSE  
COMPUTER SCIENCE  
SPEECH  
SPECIAL SERVICE TEACHERS

TITLE I TEACHERS

LEARNING ENRICHMENT  
GENERAL TEACHERS' AIDE

SECRETARY  
CUSTODIAN  
COOK

Melissa Whitaker  
Sarah Jones  
Haylee Orf  
Anna Whiteman  
Kim Christian R.N..  
Rebecca Hester  
Tara Mouser  
Kayla Sparkman  
Jessica Hunt  
Brittany Jenkins  
Taylor Doyle

Adam Clark  
Katy Tarbutton  
Heather Waddle  
Christin Stone  
Sherry Ratliffe  
Trish Jenkins  
Reeda Traw  
Mike Long  
Michelle Ash

AIDE----Stephanie Grainger

AIDE-----Marife Smith  
AIDE-----Lana Hindman  
AIDE-----Shanna Green  
AIDE ----Robin Moore  
AIDE-----Lisa Holt  
AIDE-----Amber Jones  
AIDE-----Katherine Ashley  
AIDE-----Christina Smith  
AIDE-----Lauren Stidham  
AIDE----Christina Jenkins  
AIDE--- Kara Wilson

## **ENROLLMENT PROCEDURES**

At the time of enrollment, parents of new students should plan to present a complete immunization record, health data, the student's birth certificate, and proof of residency.

Online Enrollment is available for current students.

## **STUDENT RECORDS AND FILES**

Permanent records are kept on each child in the office area. This record includes family information, attendance, grades, test scores, health data, and a record of personal and social traits. Parents should report any changes in this information so that we can keep accurate and up-to-date records of your child

## **IMMUNIZATIONS**

According to a Missouri law which took effect on August 1, 1994, it is UNLAWFUL for any student to attend school unless he/she has been immunized (as required under the rules and regulations of the Missouri Division of Health) and can provide satisfactory evidence of such immunization.

It is the parent's responsibility to provide the school with evidence their child has been adequately immunized in order to be in compliance with the law. This includes the dates of the initial series of shots as well as the dates when boosters were administered. As shots are given, parents must bring the records to school to be recorded on their child's health file in order for the records to be kept up to date and accurate in compliance with the law.

## **SICK CHILDREN**

Children who become ill at school are sent to the nurse's office. If they are too sick to remain at school, parents are called to come and get them. If the parent cannot be reached, we call the emergency number(s) listed on the student's information sheet. Please be sure that your child's information sheet is kept up to date and that it is always possible for us to reach someone locally who can act in your place in case of an emergency.

Sometimes a student needs to stay inside or be excused from physical education after returning to school following an illness or injury. We can excuse a student from PE for 1 day of PE class based on a note from a parent. Longer periods of time require a note from a doctor.



## **DISCIPLINE**

Our goal is to guide each student toward developing desirable character traits that ultimately will allow each child to exercise self-discipline. We strive to see that every child is treated with fairness and has been given an equal opportunity to work and play. We will not, however, permit any child to disrupt school in such a manner that the educational opportunities of other children are affected. All students are expected to follow all Dexter R-XI District Policies.

### **Disciplinary Measures**

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

1. Conference with the teacher, counselor, assistant principal, and/or the principal
2. Parent conference
3. Assignment to a supervised period of detention (morning or recess/lunch)
4. After School Detention (served in the office until 4:00)
5. Saturday School (served in the H.S. cafeteria from 8:00-11:00)
6. Corporal Punishment
7. In-school suspension
8. Out-of school suspension
9. Alternative School Placement
10. Expulsion

### **CORPORAL PUNISHMENT**

The Dexter R-XI School Board has authorized the faculty to use corporal punishment (paddling) when needed. It is our belief that other means of corrective action will be used before resorting to paddling. However, we feel that it is essential that this option remains a prerogative of the school. Parents will be notified and asked to give written permission to any corporal punishment. The alternative to corporal punishment is suspension from school for a designated number of days as determined by the problem itself.

### **PLAYGROUND RULES**

Safety is of primary concern with the large number of students that we have. Safety is stressed in class and is mentioned continually. Virtually all of our rules are based on safety. The following playground rules have been adopted at Central:

1. Students should keep their hands and feet to themselves.
2. Students are not to stand or climb on the swings.

**JUMPING FROM THE SWINGS, DOING BACK FLIPS FROM THE SWINGS, SWINGING ON YOUR STOMACH, AND TWISTING THE SWINGS WHILE THEY ARE IN MOTION ARE NOT ALLOWED.** Neither is walking around or between the swings.

3. Students are not allowed to throw or kick balls against the building.
4. Students are not to throw objects such as rocks, sticks, snowballs, etc.
5. Baseballs, hard softballs, and any other kinds of hardballs are not allowed. One can purchase a sponge ball with a baseball cover that is acceptable for use on the playground.
6. Guns, knives, BB guns or pistols, fireworks of any kind, ammunition, weapons and handcuffs are not allowed at school.
7. Tackle football or any activity that involves rough play is not permitted.  
**Football is a passing game only**, no punting the football.
8. No one is to sit on top of any playground equipment or **DO BACK FLIPS OFF ANY OF THE PLAYGROUND EQUIPMENT.**
9. Students are not to go into the tree line surrounding the property.
10. Students are not to go up on the hill behind the building or play on the side of the hill.
11. Lost balls, Frisbees, etc. should be retrieved only with the permission of the duty teacher.
12. Bullying or making threats is not allowed. **SEE DISTRICT POLICY.**
13. Slide – proper use. Do not walk up or climb on slides. Slide feet first, face forward, in a seated position, one at a time.

#### **EQUIPMENT PLAYGROUND RULES**

1. Do not play on broken or damaged equipment.
2. Do not climb on or over safety rails, barriers, roofs, or swing frames.
3. Do not run or jump off or dive off playground equipment.
4. Do not walk or climb on top of overhead ladders. Use overhead ladders one student at a time.

These rules have been developed for the protection of our students, their property, school personnel, and school property.

#### **PROHIBITED ITEMS**

1. Toys of any kind, slime, fidgets, stress balls, small rubber bouncy balls (also known as super balls), dolls, yo-yos, stuffed animals, skateboards, toy weapons of any type.
2. Tablets, radios, electronic games, and expensive toys
3. Cards such as baseball, football, pokemon, etc. are not allowed.
4. Valuable items or sizable amounts of money should not be brought to school.
5. Gum and candy are not allowed. (candy may be eaten during lunch time)
6. Baseball caps should not be brought to school.
7. Cell phones may be brought to school, the phone must be turned off from 7:30-4:00, and put away in the backpack.

## **CELL PHONES**

Cell phones must be turned off and put away in the backpack. The phone may not be activated or used unless permission is granted by a school official during the instructional day 7:30-4:00. Use of the device is strictly prohibited at all times in all restrooms.

Security of the device is the sole responsibility of the student, and staff time will not be used to retrieve, repair, or replace a lost, stolen, or damaged item.

Discipline for unauthorized use may include: principal/student conference, confiscation of item, parent pick-up of item, recess/lunch detention, ASD, Saturday school, Alternative School placement and/or Juvenile Office notification.

**\*\*Violations occurring in the bathroom will result in parents picking up the phone, forfeit of the student's privilege to carry the device with them at school, and an assigned consequence which could include detention, ASD, ISS, OSS, or Alternative School placement.**

## **BUS PASSES**

One of our main goals here at Dexter R-XI School District is to make sure our students are safe and secure. An important part of that goal is to make sure the students that we transport to school and back home get there in a SAFE and timely manner. Making sure our students are on the proper bus can be challenging due to the number of students who change buses on a daily basis and/or have a bus change at the last minute of the day. To better serve our students and keep everyone who must change buses safe, we will **NO LONGER ACCEPT PHONE CALLS TO CHANGE A BUS**. All bus changes will need to be sent to school via a **NOTE (NO TEXTS or EMAILS)**. Please properly plan ahead and send a note for your child's bus change.

## **BUS RULES**

Eligible students may utilize the school's bus transportation system. The importance of proper conduct on the school buses cannot be over-emphasized: the potential for accidents is ever present. The following regulations for pupil safety will serve as a guide:

1. Obey the driver at all times.
2. Students must not at any time extend arms, hands, or head out of the bus window.
3. Students must not try to get off or on the bus while it is in motion.
4. Students may only exit the bus at their assigned bus stop.
5. Any damage to the bus should be reported to the driver. Students will be expected to pay for damage that they do to the bus.
6. No objects are to be thrown on the bus.
7. Eating and drinking are not allowed on the bus.

8. Students must sit while riding the bus. They should not sit on their knees or with a leg(s) folded underneath them.
9. Bus aisles are to be kept clear and open.

### **BUS MISCONDUCT**

Misconduct on the bus will be reported to the building principal and will result in disciplinary action.

First Offense: Warning, parent notification, assigned seating, bus suspension, loss of free time

Second Offense: Loss of free time, loss of special class, bus suspension, parent notification, detention, corporal punishment

Third Offense: Bus suspension, parent notification, detention, after school detention, corporal punishment

Fourth Offense: Parent notification, suspension, permanent suspension of bus riding privileges

### **ARRIVAL/DEPARTURE FROM SCHOOL**

Students should not arrive at school before **7:30 a.m.** unless they ride a school bus. Supervisory personnel are limited before that time. We ask parents to please cooperate with us in this respect.

We ask parents, guardians or siblings to use the upper circle drive to drop off and pick up students. The bottom circle is only for parking and entering the building. We ask that you not use the parking lot areas East or West of the building for dropping students off or for picking students up. Students should be in the bus line area after school or waiting in the pick up line for their ride after school—unless they are with a teacher. Students who walk home after school are expected to leave the school grounds as quickly as possible. Students who walk home should not stop to play on the playground equipment, as no one is there to supervise them. We ask for your cooperation in order to maximize the safety of our students and your children.

### **RELEASE OF CHILDREN DURING THE SCHOOL DAY**

Children are not permitted to leave the school grounds by themselves during the school day. Parents requesting the release of a child for dental and doctor appointments or emergencies should come into the office to sign their child out. If someone who is not the parent needs to pick up a student, please notify us by note or by telephone. This is of the utmost importance when someone that you have designated as one NOT to pick up your child suddenly does need to pick them up. **WE LOCK ALL THE DOORS DURING SCHOOL HOURS.** You must buzz in at the front door before you can enter.

When scheduling appointments please try to use Homeroom time to avoid students missing ELA/Math time.

### Central Elementary Daily Schedule

3rd Grade	4th grade	5th grade
8:05-8:30 Homeroom	8:05 - 8:30 Homeroom	8:05-8:30 Homeroom
8:30 - 10:00 Block 1 (Math / ELA)	8:30 - 10:00 Block 1 (Math / ELA)	8:30 - 10:00 (HR/Sci/SS/Spec)
8:30 - 10:00 Block 1 (Math / ELA)	8:30 - 10:00 Block 1 (Math / ELA)	8:30 - 10:00 (HR/Sci/SS/Spec)
8:30 - 10:00 Block 1 (Math / ELA)	8:30 - 10:00 Block 1 (Math / ELA)	8:30 - 10:00 (HR/Sci/SS/Spec)
10:00-10:47 Homeroom	10:00 - 10:30 Homeroom	10:00 - 10:15 Homeroom
10:50-11:15 Lunch	10:30-11:17 (HR/Sci/SS/Spec)	10:15 - 11:47 Block 1 (Math/ELA)
11:15-11:40 Recess 11:40 - 11:45 trans.	11:20 - 11:45 Lunch	10:15 - 11:47 Block 1 (Math/ELA)
11:45 - 1:15 Block 2 (Math/ELA)	11:45 - 12:10 Recess 12:10 - 12:15 trans.	10:15 - 11:47 Block 1 (Math/ELA)
11:45 - 1:15 Block 2 (Math/ELA)	12:15 - 1:00 (HR/Sci/SS/Spec)	11:50 - 12:15 Lunch
11:45 - 1:15 Block 2 (Math/ ELA)	1:00 - 1:15 Homeroom	12:15 - 12:40 Recess 12:40 - 12:45 trans.
1:15 - 2:45 (HR/Sci/SS/Spec)	1:15 - 2:45 Block 2 (Math / ELA)	1:15 - 2:45 Block 2 (Math/ELA)
1:15 - 2:45 (HR/Sci/SS/Spec)	1:15 - 2:45 Block 2 (Math / ELA)	1:15 - 2:45 Block 2 (Math/ELA)
1:15 - 2:45 (HR/Sci/SS/Spec)	1:15 - 2:45 Block 2 (Math / ELA)	1:15 - 2:45 Block 2 (Math/ELA)
2:45 - 3:06 Homeroom	2:45 - 3:06 Homeroom	2:45 - 3:06 Homeroom

## **ATTENDANCE**

A student shall not miss more than six (6) days per semester even if the absence is excused pursuant to district policy. It is the responsibility of the parents and student to see that the requirements of the attendance policy are met, and all work missed is completed. When a student misses more than 6 days in a semester, parent contact will be made, as well as a possible juvenile office referral.

Students missing more than 12 days in a school year will be recommended for summer school and/or be subject to retention.

If a student making passing grades misses more than six (6) days per semester, grades may be affected accordingly. Before a final decision is made on adjusting grades of a student with excessive absences, the student will be afforded an appropriate due process hearing that is in accordance with Board policy and state law.

### **Verify Absence**

Please notify the school office to verify student absences the day of the absence. For purposes of school notification, Central Elementary School will accept a parent/guardian phone call, fax, email or letter/note the day the student returns. A student who does not comply with this procedure may receive an unexcused absence. All doctor, dental, and/or counselor notes should be turned into the homeroom teacher the day the student returns. **Any excuse notes not turned in within 5 days will NOT be accepted.** Central Elementary will attempt to notify parents by 10:00 am each day a student is absent.

## **MAKEUP WORK AFTER ABSENCES**

When students are absent multiple days, make-up work can be requested. Extenuating circumstances will be considered, generally, the policy with regards to the making up of work is as follows:

1. If a student is absent one day, the makeup work is due the day AFTER he/she returns.
2. If a student is absent more than one day, the student will have a day for each day absent in order to make up the work—up to a maximum of 5 days. For example, a student who is absent for 3 days will have 3 days to do the work missed without penalty. In this event, the student should turn in the first day's work after one day, the second day's after 2 days, etc.
3. If makeup work is not ready to turn in when the teacher asks for it, 10 points will be deducted from that grade.
4. If makeup work is not ready to turn in when the teacher asks for it then on the following day, a zero score will be given for that assignment.

## **REQUEST FOR WORK**

The procedure for receiving daily assignments for students who are ill, missing more than three days of school:

1. Requests should be made by 11:00 a.m.
2. If you inform the teacher in advance about absences, some work can often be obtained early.
3. Requested work may be picked up on the homework table between 2:30 p.m. and 4:30 p.m.

## **TARDIES**

Tardies at the beginning of the school day will be considered as absences under the attendance policy. PARENTS MUST SIGN IN TARDY/LATE STUDENTS. Any student arriving at school after 8:05 a.m. will be considered tardy for the day. When a student exceeds three tardies per semester a parent meeting will be required. If your child continues to be tardy, lunch detention, after school detention and/or Saturday school will be assigned, and a referral may be made to the juvenile authority.

## **SCHOOL CLOSINGS**

Whenever there appears to be doubt as to whether school will be in session because of weather conditions a call and/or message will go out to numbers on students' SIS file as well as, the following radio and television stations are notified:

KDEX Radio	1590 AM or 102.3 FM
KFVS-TV	Channel 12
KMAL	Channel 2 on the cable

Parents are requested to tune to these sources when in doubt about school being in session. If you do not hear that school in Dexter is closed, then you should assume school will be in session.

## **SCHOOL APP**

Dexter R-XI School District has an app that can be uploaded from any Iphone or Android app store. Search the Dexter School District in your app store, the icon will be a Bearcat. Allow push notifications once the app has been downloaded to receive district and school information and updates throughout the school year.

## **AMI-ALTERNATIVE METHODS OF INSTRUCTION**

Beginning with the school year 2020-2021, a school district will not be required to make up school hours that are lost or canceled due to exceptional or emergency circumstances (up to 36 hours) if the school implements an Alternative Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education. The district currently has this plan in place.

### **How Will AMI Days Work?**

- The district will inform parents and students when an AMI day has been scheduled (phone call, text, social media, local news channels).
- Online resources will be provided by teachers through the Google Classroom or other approved online web resources. Teachers will communicate these online options via email or through other communications.
- Instructions and information will be provided by teachers, and students are expected to complete and submit learning activities. If parents have questions about learning activities, they will contact their child's teacher through email.
- For students in grades K-2, AMI packets will be distributed to students prior to using an AMI day. Students will be responsible for completing their packet and returning it to their teacher, once school has resumed. Packets may include, manipulatives, educational games, handouts, library books, etc.

### **Important Points To Remember For AMI Days At Dexter R-XI**

- Students will NOT attend school on an AMI day. All students will have instructional activities to be completed at home on AMI days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete and submit AMI assignments, will be marked absent for the related AMI day.
- The Missouri Department of Elementary and Secondary Education has allowed 36 AMI hours for the 22-23 school year.
- As we implement this new method, we anticipate that we will learn lessons along the way and make necessary adjustments to improve our AMI plan to best meet the needs of our students.

## **REPORTING TO PARENTS**

Students will receive a progress report at mid-quarter. Report cards are given at the end of each quarter to students who do not owe any fines, fees, or lunch balances. This report of student progress includes the student's attendance, his/her progress in school subjects, and conduct.



At the end of the first quarter, grades are shared with parents during parent/teacher conferences. We ask you to make every effort to attend this conference.

School personnel are available to parents at all times to help interpret and report children's progress. Informal notes, telephone calls, and sending home student work samples are other methods that may be used. If you even suspect that your child is having difficulty at school, please contact the teacher.

Parents can access student information through the SISK12 parent portal. Your e-mail address must be on file to request a password.

## **VIRTUAL LEARNING**

Board Policy 6190 Virtual Education– The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

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

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

Additional information regarding Virtual Education can be found in Board Policy 6190.

Beginning the 2021-2022 school year students enrolled in MOCAP or those who are placed on homebound instruction may be required to come to school for quarterly screening or testing. The screenings may include but are not limited to STAR Testing, Aimsweb screening, quarterly exams and State testing.

## **CONFERENCES WITH THE PRINCIPAL**

If at any time after conferring with the teacher you feel a conference with the principal is needed, please call for an appointment. It works better if you talk to the teacher FIRST. Teachers cannot address a problem if they aren't aware of it.

## **HONOR ROLL**

Doing one's best is an important goal to establish and reach. The honor roll at Central was established to recognize students who work hard to achieve at a high level. We feel that it is important for students to work hard and learn as much as they can. To make the honor roll, a student must have no grade lower than a "B-" for the quarter.

## **DEXTER SCHOOLS GRADING SCALE**

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

## **ACCELERATED READER**

Our students are given the opportunity to participate in the Accelerated Reader program. As most of you already know, this is a program that allows students to take comprehension tests about certain books that they have read. This is accomplished on a computer. Students accumulate points based on how well they score on the test. In addition, the length of the book and the reading level of the book are factored into the mix.

The Accelerated Reader program is intended to help improve reading comprehension and students' interest level in reading. So, in spite of the fact that goals are emphasized, we hope to keep the focus on improving reading comprehension.

## **LIBRARY**

The library is a central resource center for students and teachers. Books are checked out for two weeks at a time and may be rechecked one time if they need to finish reading the book. Each student will visit the library one time a week, with their class.

Any student who has an overdue book(s) or has damaged book(s) from the library will not be allowed to check out additional books until those have been returned or paid for. The school librarian can assist parents in these matters.

You can access the library homepage on the internet at <http://destiny.dexter.k12.mo.us> and click on **Central Elementary**. From this site, you can use the catalog to find materials available in our library as well as access many **useful links**. Our **eBooks** may be accessed and read online. These are located in **Destiny Discover**. The login to access these books is *cstudent*, and the password is *central*.

### **LOST AND FOUND**

Many personal items are lost by the children and never claimed. Coats, sweaters, and hats will be kept for a short time. To help eliminate confusion and assist with identification, **items must have the student's name written on them**. Such markings will increase the chances of children being reunited with lost items. Please do not allow your children to bring items of value to school. Central Elementary is not responsible for lost items. Any unclaimed items will be discarded or donated at the end of each quarter.

### **FLOWERS, BALLOONS, ETC.**

IT IS SCHOOL BOARD POLICY THAT STUDENTS ARE NOT ALLOWED TO RECEIVE FLOWERS OR BALLOONS AT SCHOOL.

### **SCHOOL PARTIES AND BIRTHDAY CELEBRATION**

We have two parties during the school year: Fall party and Valentine's Day Party. Your child's teacher will inform you of the needs for these parties. Information will be sent out prior to the fall party and Valentine party.

Birthday treats may be brought prior to the last hour of the day. Please contact your child's teacher for prior approval. All treats must be store bought, no homemade items are allowed. Students may NOT distribute birthday invitations to children at school.

### **MEDICATION**

Request for medication to be administered at school is to be referred to the school nurse. This must be accompanied by a doctor's instructions.

**NO STUDENT IS ALLOWED TO HAVE MEDICATION IN THEIR POSSESSION FOR SELF-ADMINISTERING**—this includes aspirin or Tylenol. The danger of

reaction and/or children accidentally taking his own or someone else's medication by error is the reason for this policy.

## **CAFETERIA**

The elementary schools provide a hot lunch program serving Type A lunches that meet Missouri state requirements. Almost all of the students participate in the lunch program. Students are allowed to bring their own lunch. **SODAS ARE NOT ALLOWED** to be brought to school.

Regular lunches **\$2.40** per day, **\$12.00** per week

Reduced lunch is \$0.40 per day, \$2.00 per week

Regular breakfast cost **\$1.70** per day, **\$8.50** per week

Reduced breakfast is \$0.30 per day, \$1.50 per week

Extra milk is \$0.50

Meals may be paid for in advance by the week, month, semester, or year.

Payment for lunches should be sent in an envelope with the following information:

1. Student's name
2. Teacher's name
3. Amount inside envelope
4. If paying by check, please write the check number on the outside of the envelope

A letter will be sent home at the end of each week to any student owing \$7.00 or more. Dexter Public Schools will maintain a \$10.00 cap on all lunch bills. Lunch balances must be current for students to participate in extra activities. **Parents/guardians** are not permitted to eat lunch with their students in the cafeteria.

**LUNCH MENUS CAN BE FOUND ON THE CENTRAL ELEMENTARY WEBSITE OR THE NUTRISLICE APP.**

## **DRESS GUIDELINES**

Appropriate dress should be worn by all students. We believe that grooming and dress contribute to good attitudes and conditions that enable students to do their best work. Students are encouraged to take pride in their appearance. The following will serve as some guidelines with regards to what is expected in regard to student dress:

1. Students should not wear clothing that advertises alcoholic beverages or tobacco products, etc.
2. Students should not wear clothing that displays objectionable writing or pictures.
3. Students should not wear see-through clothing.
4. Students should not wear clothing that is too short (does not cover the tummy or buttocks) or that is too tight. Clothing that fits in the fall may not in the

- spring.
5. Tank tops or jersey's with straps less than 2 inches wide, or low-cut MUST be worn OVER a tee-shirt or similar garment.
  6. Tops with spaghetti straps should not be worn at Central unless they are worn OVER a tee-shirt, etc.
  7. Caps or hats are not allowed.

## **PE DRESS CODE**

Tennis shoes are required during all PE classes. Students not wearing tennis shoes will be marked as a NO DRESS. Students receiving **three** NO DRESSES per quarter will receive lunch detention. If the student continues to receive no dresses, further disciplinary action will be taken. **During some PE activities, students not wearing tennis shoes must stay in the office due to safety hazards.**

## **HEAD LICE**

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students.

## **HAZING AND BULLYING**

The Dexter R-XI School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with District Policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. Students and parents reporting bullying will be asked to complete a District Bullying form.

## **TRAUMA INFORMED SCHOOLS INITIATIVE**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education has established the Trauma Informed Schools Initiative. To learn more, please visit;

<https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**

The Dexter R-XI School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex disability, age, or any other characteristics protected by law in its programs, activities, or in employment. See District Board Policy.

## **ACCEPTABLE USE POLICY FOR COMPUTER FACILITIES**

The Dexter R-XI School District requires students to follow policy when using any school owned computers failure to do so will result in loss of computer privileges and/or disciplinary action.

### **DIRECTORY INFORMATION**

The Dexter R-XI School District identifies “Directory Information” as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Board policy will be used for this purpose.

### **Central Student Activities**

DARE- Fifth grade students will participate in the DARE program. This program is sponsored by the Stoddard County Sheriff’s Dept.

Songmakers- 5th grade students will have the opportunity to try out for Songmakers. Students must maintain good citizenship to participate in Songmakers. More information will be outlined in the letter sent home at the beginning of the year.

Quarter Reward Parties- Students must meet the criteria each quarter to participate in the quarter reward parties. The criteria includes: attendance, discipline, work ethic, AR goals, grades, lunch balances, fees/fines owed.

Field Trips- Each grade will take one field trip per year, thanks to our PTO. Students' attendance and discipline will be reviewed for eligibility.

**DEXTER PUBLIC SCHOOL CALENDAR  
2023-2024**

AUG. 8	NEW STUDENT REGISTRATION K-12
AUG. 21-23	TEACHER PROFESSIONAL DEVELOPMENT
AUG. 24	FIRST DAY OF SCHOOL
SEPT. 04	NO SCHOOL—LABOR DAY
OCT. 13	FIRST QUARTER ENDS
OCT. 18	TEACHER PROFESSIONAL DEVELOPMENT- NO STUDENT ATTENDANCE
OCT. 19	PARENT TEACHER CONFERENCES
OCT. 20	NO SCHOOL
NOV. 10	VETERANS DAY PROGRAM
NOV. 22-24	NO SCHOOL—THANKSGIVING HOLIDAY
DEC. 15	SECOND QUARTER ENDS EARLY DISMISSAL @ 12:00
DEC. 18-31	CHRISTMAS BREAK
JAN. 01	NO SCHOOL
JAN. 02	TEACHER PROFESSIONAL DEVELOPMENT - NO STUDENT ATTENDANCE
JAN. 15	NO SCHOOL-DR. MARTIN LUTHER KING
FEB. 19	NO SCHOOL—PRESIDENTS DAY
FEB. 20	TEACHER PROFESSIONAL DEVELOPMENT NO STUDENT ATTENDANCE
MAR. 8	THIRD QUARTER END
MAR 29-APRIL 5	NO SCHOOL- EASTER/SPRING BREAK
MAY 17	LAST DAY OF SCHOOL—1/2 DAY DISMISS 12:00

# Dexter Public Schools - Central Elementary

## 3rd Grade Supply List 2023-2024

NO pencil sharpeners  
NO mechanical pencils  
NO art boxes

1 - pencil pouch  
1 - Solid color, plain, half-inch, 3 ring binder (non-zip)  
1- Solid color, plain, 1 inch 3 ring binder (non-zip)  
2 - Boxes of 24 Crayons  
2 - Large Pink Erasers or One Package of Pencil Top Erasers  
4 - Glue Sticks \*\*  
2 - Large Boxes of Tissues  
1 - Package of #2 Yellow Wooden Pencils (NO Decorative Pencils) \*\*  
1 - Container of Disinfecting Wipes \*\*  
1 - Pair of Scissors  
1- Closed Top Water bottle

### (BOYS)

1 - Black Dry Erase Markers  
1 - Box Quart Size Zip-Lock Freezer Bags

### (GIRLS)

1 - Highlighter  
1 - Box Gallon Size Zip-Lock Freezer (Bags)

### P.E.

Tennis Shoes - must be worn on scheduled PE days

### ART

1-Pocket Folder  
1-Large Pink Eraser

***\*\*These items usually run out before the end of the year. If you are able to send more, it would be appreciated.***



# Dexter Public Schools - Central Elementary

## 4<sup>th</sup> Grade Supply List 2023-2024

NO pencil sharpeners  
NO mechanical pencils  
NO art boxes

- 1 - Zipper Pencil Pouch (NO boxes)
- 1 - Box of Colored Pencils
- 1 - Box of 24 Crayons
- 4 - Glue Sticks
- 4 - Packages #2 Wooden Pencils-Pre-Sharpended Preferred\*\*
- 1 - Package Highlighters\*\*
- 4 - Dry Erase Markers\*\*
- 2 - White Erasers (Large)
- 1 - Package Wide-Ruled Loose Leaf Paper\*\*
- 1- Composition Notebook
- 2 - Large Boxes of Tissues
- 1 - Pair of Scissors
- 1- Closed top water bottle
- 2 - Large Container Disinfecting Wipes
- 1 - Box of 2 Gallon Ziploc Bags (GIRLS)
- 1 - Roll Paper Towels (BOYS)

Teacher appreciates:  
Hand Sanitizer  
Extra Kleenex  
Extra Disinfecting Wipes

***\*\*These items usually run out before the end of the year. If you are able to send more, it would be appreciated.***

### P.E.

Tennis Shoes - must be worn on scheduled PE days

### ART

1-Pocket Folder

# Dexter Public Schools - Central Elementary

## 5<sup>th</sup> Grade Supply List 2022-2023

**NO pencil sharpeners**  
**NO mechanical pencils**  
**NO art boxes**

- 2 - Zipper Pencil Pouches**
- 1 - Composition Notebook**
- 4 - Packages of Pencils - Pre-Sharpended Preferred (12-count)\*\***
- 2 - Boxes of Colored Pencils**
- 2 - Permanent Black Sharpies**
- 3 - 4-Packs Black EXPO Markers\*\***
- 1 - Highlighter**
- 1 - Package Assorted Color Highlighters (ELA)**
- 1 - White Poster Board**
- 3 - Large Boxes of Tissues\*\***
- 1 - Container Disinfectant Wipes\*\***
- 1- Closed Top Water Bottle**

***\*\*These items usually run out before the end of the year. If you are able to send more, it would be appreciated.***

### **P.E.**

**Tennis Shoes - must be worn on scheduled PE days**

## Central Elementary

### Student Access / Online Text

You will find links to online textbooks and resources on the Central Elementary Website

Dexter Website



Central Website



Planbook.com:

You may access teacher lesson plans by going to

[www.planbook.com](http://www.planbook.com)

Login by clicking:

Student view

enter: teacher's email

Password: bearcat

The QR Code will take you to the Dexter Communications App or you can go to the App store and search Dexter RXI - SD



The following Appendix items may be updated for the 23-24 school year upon updates provided by the district office.

# APPENDIX

## A

District Policy Information - up-to-date policy information may be found on the District Website @ [www.dexter.k12.mo.us](http://www.dexter.k12.mo.us)

**DEXTER R-XI  
SCHOOL DISTRICT**

# **DEXTER R-XI SCHOOL DISTRICT**



## **Discipline & Bullying Policies 2023-2024**

# **Discipline Policies 2023-2024**

Dexter R-XI Public School's policies P 2600, P 2610 and Missouri Revised Statute Section 160.261 require the district to provide every student with a copy of the comprehensive discipline policy at the beginning of each school year. Additionally, students new to the district will receive the comprehensive discipline policy upon enrollment. This document contains current policies as of 7/1/2022. At times, policies get updated or change during a school year. For the most current policies, you may view them on the district website at: [dexter.k12.mo.us](http://dexter.k12.mo.us).

## **Table of Contents**

Admission - School Admission and Withdrawal - Policy P 2200	2
Admission - Admission of Resident Students - Policy P 2230	2
Admission - Nondiscrimination and Student Rights - Policy P 2100	4
Admission - Equal Education Opportunity - Policy P 2110	4
Attendance - Student Attendance - Policy P 2310	5
Attendance - High School Policy	5
Attendance - TS Hill Middle School Policy	7
Attendance - Central Elementary School Policy	10
Attendance - Southwest Elementary School	10
Discipline - Student Discipline - Policy P 2600	11
Discipline - Discipline of Student with Disabilities - Policy P 2672	12
Discipline - Corporal Punishment - Policy P 2670	12
Discipline - Detention - Policy P 2660	13
Discipline - In School Suspension - Policy P 2661	13
Discipline - Suspension - Policy P 2662	13
Discipline - Expulsion - Policy P 2663	13
Discipline - Relations with Law Enforcement Authorities - Policy P 1410	14

Discipline - Reporting of Violent Behavior - Policy P 2673	14
Discipline - Searches by School Personnel - Policy P 2150	14
Discipline - Interviews, Interrogation and Removal from School - Policy P 2160	15
Discipline - Firearms and Weapons in School - Policy P 2620	16
Bullying - Policy P 2655	16
Prohibited Substances- Policy P 2640	18
Drug-Free Schools-Policy P 2641	19

## **P 2200 ADMISSION AND WITHDRAWAL**

The admission and denial of admission of all students shall be under the direction of the Superintendent/Designee, subject to the approval of the Board of Education. All persons seeking admission to the District and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, safety and other eligibility prerequisites as established by Board policies, rules and regulations, and by law. Students entering the District will be required to present a birth certificate or some other acceptable proof of age along with proof of residency in the District, or a request for a waiver of the residency requirements unless the student is exempt from the residency requirements as set forth in District policies, rules and regulations and/or law.

Upon a request to enroll any student in the District, the Superintendent/Designee will request the student's previous school records along with any other relevant records as set forth in Regulation 2200 and state law. Any enrollment of a student prior to receipt of the student's previous discipline records will remain conditional until receipt of such records. A student will be allowed to attend school during conditional enrollment so long as the student does not violate the District's code of conduct or pose a threat of harm to students or employees of the District. (See Regulation 2200, Policy 2290, and Policy and Regulation 2664).

Students who are entering kindergarten or first grade are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance.

## **P 2230 ADMISSION OF RESIDENT STUDENTS**

### **Resident Students**

Resident students of the District, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from



enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian. Where due to military stationing or deployment out-of-state of one or both of a child's parent(s), the child, a resident of Missouri, relocates to live with other family members that live in the District or lives in a military support community located in the District, the child may attend District schools. If the parents' active duty orders expire during the school year, the student will be permitted to finish the current school year at the District.

In addition, the District will provide tuition-free special education services to resident students who qualify for special education services between the ages of 3 and 21 as required by law.

### **Students Entitled to Enroll Without Proof of Residency**

The residency provisions of this policy are not applicable to homeless students, inter-District court-ordered desegregation students, wards of the state placed in residential care facilities, students placed in a residential care facility due to a mental illness or developmental disability, students placed in a residential facility by a juvenile court, students with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program, students attending regional or cooperative alternative education programs, students attending an alternative education program on a contractual basis, or students attending a school pursuant to R.S.Mo. § 167.151(2) or (4). The exemptions to the residency requirement are expressly established by state law and entitle such students to tuition-free school attendance. Additionally, a student may be partially exempt from the payment of tuition as set forth in Policy and Regulation 2240 and state law. For purposes of IDEA special education evaluation and provision of special education services a student attending a private school located within the District will be evaluated as a resident student.

### **Requests for Waiver of Proof of Residency Requirements**

Those students who are unable to satisfy the proof of residency requirements and who are not entitled to enroll as provided in the previous section of this Policy and state law may request a waiver of the proof of residency requirements. Upon filing a Request for Waiver of Proof of Residency (Form 2230.1) and satisfaction of all other enrollment requirements, the student will be conditionally enrolled and allowed to attend school pending a Board of Education hearing on the student's request unless there is reason to suspect that the admission of the pupil will create an immediate danger to the safety of other students or employees of the District. If there is reason

to suspect that the student poses an immediate danger, the Superintendent/Designee may convene a hearing within five working days of the request to register and determine whether or not the pupil may register. (See Policy and Regulation 2200, Regulation 2230 and Policy and Regulation 2664).

### **Students of Nonresident Teachers and Regular Employees**

Nonresident students of District teachers or regular District employees may be permitted to attend school without payment of tuition. Such students will be considered a "resident" student for purposes of state aid.

### **Remote Registration**

Parent(s) who are being relocated to Missouri pursuant to military orders will be permitted to enroll their students remotely. Proof of residence is not required at the time of registration, but will be required within ten (10) days of the student's registration.

## **P 2100 NONDISCRIMINATION AND STUDENT RIGHTS**

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

## **P 2110 EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973,

Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

## **P 2310 STUDENT ATTENDANCE**

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

### **High School Attendance Policy**

#### **Attendance Policy/Procedures**

It is the belief of Dexter High School and the Dexter R-XI Board of Education that consistent attendance is vital for the success of our students. Attendance has an independent academic value that cannot be measured by exams or other evaluations. Any time a student misses a class, valuable learning opportunities are lost that cannot be completely regained through make-up work. Consistent attendance by all students has a profound positive effect on district resources, which affects the quality of instruction and student achievement throughout the district. These beliefs provide the rationale for the following attendance policy:

1. Consistent attendance is necessary in order to earn credit. A student who misses a class more than six times in a semester will NOT earn credit for the course
2. A student who misses a class more than six times in a semester must successfully present an appeal to an attendance appeals committee in order to receive credit(s) for the class(es).
  - a. The attendance appeals committee will consist of five staff members.
  - b. At the end of each semester students who have accumulated a seventh absence in a class period will be notified of the loss of the course semester credit due to their violation of the attendance policy. Students and their parent/guardian will receive the notification including information on the process for filing an appeal with the attendance appeals committee.
  - c. The attendance committee will review written appeals and documentation and make a preliminary decision. The committee may choose among the following options:
    1. *Credit not restored* - credits necessary for graduation may be made up in summer school.
    2. *Credit restored* - with no further action required by student

3. *Credit restored with conditions - examples include: Saturday School, no future violation of attention policy, mandatory summer school, or recovery through work option.*

d. Absences subsequent to the 7th absence will be a significant factor during an attendance appeal.

3. The high school office will attempt to contact a parent/ legal guardian every time a student is absent via School Messenger.

4. A parent/ legal guardian will be informed in writing when their child reaches four absences in any class.

5. Since the impairment to academics caused by an absence is not dependent upon the reason for the absence, there will be no categorical list of excused or unexcused absences. Documentation will be kept on file in the office in case an appeal becomes necessary. Documentation will be accepted for 7 days following the absence to be added to the student file. A student should continue to provide notes from doctors or orthodontists, parent notes, or other documentation at the time of his/ her absences(s).

6. When a student is signed out in the office, by a parent, this will be considered verification for that absence. It is not necessary to return the following day to provide additional documentation, unless the student wants the office to file documentation.

7. A student who misses school will be allowed as many days to make up work as were missed.

a. It is the responsibility of the student to request make-up work.

b. Alternative assignments may be provided as make up work, the assigned work may be more rigorous to account for the loss of intangible academic value due to absence.

8. A student who is suspended from school will not be given grades for dates of suspension.

9. If at any point it is determined that a student has a truancy issue, the juvenile office and the parent/ legal guardian may be notified.

10. A parent or legal-guardian should notify the office by 10:00 am on the day of an absence. An automatic attendance call will go out to parents or legal guardians for all absences not verified by 10 am. Please update phone numbers regularly so that the calls can be received.

11. A parent/ legal guardian must notify the office to verify an absence either prior to the absence or on the day the student returns. Our office may be notified by phone, by parent signed note, parent email, or a doctor's excuse. This allows the office to document that a parent/ legal guardian is aware of the absence should attendance appeals become necessary .

12. All students who were absent the previous day should report to the office prior to the bell to begin first period in order to submit any documentation of absence. Email absence may be sent to, or faxed to 573-614-1032. This documentation will be used if it is necessary to have an attendance appeal.

13. A student is not required to provide additional documentation if their parent or guardian signed them out through the office.

## **TS Hill Middle School Attendance Policy**

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

A letter will be sent home after a student's 4<sup>th</sup> semester absence. When a student misses more than 6 days in a semester, Saturday School may be used for recovery. Parent contact will be made, as well as a possible juvenile referral.

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

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

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

### **Appeals/Hearing Process**

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

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

along with the findings of the initial review committee and the superintendent. A letter will be sent informing the appellant of the Board's decision.

### **Tardies**

A student is considered tardy when:

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

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

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

A student is considered tardy so long as he/she is not more than 10 minutes late for school. First period begins at 8:16 a.m. so any student signing in after 8:26 a.m. may be given an unexcused absence instead of a tardy for the first period.

### **Truancy**

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

### **Leaving/ Returning to School**

Dexter Schools are a closed campus. If it is necessary for a student to leave school during the day, the parents/guardians should make arrangements with the school office. A student and parent must sign out when leaving school and sign in when returning to school.

A student will not be released to older siblings or other family members without prior parental/guardian consent.

**NEVER LEAVE THE BUILDING WITHOUT FIRST REPORTING TO THE MIDDLE SCHOOL OFFICE AND OBTAINING PERMISSION.** Failure to report to the office, regardless of the excuse presented after the absence will be an unexcused absence. Notes for early dismissals must be presented in the principal's office when the student signs out.

### **Absence/Extra-curricular Events**

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

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

### **Absentee Notes**

A student who is absent from the building any period of the school day and his/her parent/guardian did not call and notify the office of the absence must report to the office as soon as he/she returns to school and present a written excuse for his/her absence signed by his/her parent or legal guardian. The note from the parent or guardian should include: the first and last name of the student, grade of the student, the specific reason for each day or period missed, signature of parent or legal guardian, and date.

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

### **Perfect Attendance**

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

### **Suspension/Expulsion**

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

## **Central Elementary School Attendance Policy**

### **ATTENDANCE**

A student shall not miss more than six (6) days per semester even if the absence is excused pursuant to district policy. It is the responsibility of the parents and student to see that the requirements of the attendance policy are met, and all work missed is completed. When a student misses more than 6 days in a semester, parent contact will be made, as well as a possible juvenile office referral.

Students missing more than 12 days in a school year without extenuating circumstances may be recommended for summer school and/or be subject to retention.

If a student making passing grades misses more than six (6) days per semester grades may not be awarded. Before a final decision is made on denying credit to a student with excessive absences, the student will be afforded an appropriate due process hearing that is in accordance with Board policy and state law.

### **Verify Absence**

Please notify the school office to verify student absences the day of the absence. For purposes of school notification, Central Elementary School will accept a parent/guardian phone call, fax, email or letter/note the day the student returns. A student who does not comply with this procedure may receive an unexcused absence. All doctor, dental, and/or counselor notes should be turned into the homeroom teacher the day the student returns. Central Elementary will attempt to notify parents by 10:00 am each day a student is absent.

## **Southwest Elementary School Attendance Policy**

### **MISSOURI'S COMPULSORY ATTENDANCE LAWS REQUIRE THAT ALL ELEMENTARY PUPILS BE IN REGULAR SCHOOL ATTENDANCE.**

It is very important for all children to be in regular attendance. It is impossible for a child to make up all work missed because of absences. Make-up work alone creates a hardship on both the student and the teacher. The best school work cannot be done unless attendance is regular and punctual.

A student shall not miss more than six (6) days per semester even if the absence is excused pursuant to district policy. It is the responsibility of the parents and student to see that the requirements of the attendance policy are met, and all work missed is completed. When a student misses more than 6 days in a semester, parent contact will be made, as well as a possible juvenile office referral.



Students missing more than 12 days in a school year without extenuating circumstances may be recommended for summer school and/or be subject to retention.

If a student making passing grades misses more than six (6) days per semester, grades may not be awarded. Before a final decision is made on denying promotion to a student with excessive absences, the student will be afforded an appropriate due process hearing that is in accordance with Board policy and state law.

### **Verify Absence**

Please notify the school office to verify student absences the day of the absence. For purposes of school notification, Southwest Elementary School will accept a parent/guardian phone call, fax, email or letter/note the day the student returns. All doctor, dental, and/or counselor notes should be turned into the classroom teacher the day the student returns.

Upon returning to school, students should request the privilege of making up work missed during their absence.

If a student is ill at home and unable to come to school, we ask parents to abide by the following procedure:

1. If your child is absent, you will receive an automated phone call asking you to contact the office.
2. The homework may be picked up after 3:15 each day outside the general Office area on the bookshelf.
3. A parent request for homework should be made to the office by 10:30 a.m.
4. A student will be allowed to remain indoors as a result of illness or injury if a parent note is provided. However, **after a three day period of remaining indoors, a note from a physician is required in order for the student to remain Inside during recess.**

### **TARDIES**

If your child exceeds **three** tardies per quarter, a letter will be sent home informing you that if your child exceeds **six** tardies, the juvenile authorities will be contacted by the building principal. Your child will be tardy if they check in after 8:20

## **P 2600 DISCIPLINE**

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property,

and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

### **P 2672 DISCIPLINE OF STUDENTS WITH DISABILITIES**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

### **P 2670 CORPORAL PUNISHMENT AUTHORIZED**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult

member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

### **P 2660 DETENTION**

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

### **P 2661 IN-SCHOOL SUSPENSION**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

### **P 2662 SUSPENSION**

Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

### **P 2663 EXPULSION**

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

## **P 1410 RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

It is the District policy to cooperate fully with law enforcement agencies in promoting the welfare of District's students, staff and the community. As provided in Policy and Regulation 2673, District officials will satisfy the reporting requirements of the Safe Schools Act. (See also Policy 2150 - Searches by School Personnel, and Policy 2160 - Interviews, Interrogations and Removal from School.)

## **P 2673 REPORTING OF VIOLENT BEHAVIOR**

The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties, and who have a need to know. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

## **P 2150 SEARCHES BY SCHOOL PERSONNEL**

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

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

jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

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

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

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

## **P 2160 INTERVIEWS, INTERROGATION AND REMOVAL FROM SCHOOL**

### **Interview or Interrogation**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

### **Removal of Students From School**

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take

custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

## **P 2620 FIREARMS AND WEAPONS IN SCHOOL**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

## **P 2655 BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District

may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those

found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

## **P 2640 STUDENT USE OF TOBACCO, ALCOHOL, DRUGS AND VAPOR PRODUCTS**

### **Smoking**

The Board of Education believes that smoking; the use of any tobacco products; vapor products and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products, vapor products, and substances appearing to be tobacco products or vapor products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug,"



as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses' statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

### **CBD Products**

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

### **P 2641 Drug-Free Schools**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.