

Elsberry Middle School

Ida Cannon (Elsberry) Middle School
178 Tomahawk Drive
Elsberry, MO 63343
(573) 898-5554 x217

Office Hours 7:45 a.m. to 3:30 p.m.



Jason Miller	Principal	
Brenda Ross	Middle School Secretary	573-898-5554 x217
Summer Hagemeyer	Middle School Counselor	573-898-5554 x238
Chad Twellman	Athletic Director	573-898-5554 x258
Jolene Hatcher	Nurse	573-898-5554 x242
Shirley Bruckerhoff	BRAVES	573-898-5554 x220

Our Middle School Mission: Engaging Every Student Today to Prepare Them for a Successful Future Tomorrow.

GOALS

- 1. Increase all student achievement in literacy and mathematics as shown by at least 85% of students proficient or advanced, and all students reading at or above grade level.**
- 2. Engage students in meaningful learning experiences in classroom and extracurricular activities to encourage them to want to learn more.**
- 3. Encourage students to develop pride in their achievement and character.**

7th/8th DAILY SCHEDULE (Mon, Tues, Thurs, Fri.)

1st Period	8:10-8:58	5 th Period	11:37-12:25
2 nd Period	9:02-9:50	6 th Period	12:29-1:17
3 rd Period	9:54-10:42	7 th Period	1:21-2:09
4 th Advisory	10:46-11:09	8 th Period	2:13-3:01
Lunch	11:13-11:33		
5 th /6 th Lunch	11:00-11:20		

Wednesday Bell Schedule

1 st 8:10-8:53	5 th 10:31-11:14
2 nd 9:57-9:40	Lunch 11:18-11:38
3 rd 9:44-10:27	6 th 11:42-12:25
No Advisory	7 th 12:29-1:12
	8 th 1:16-2:59

Wednesdays dismiss at 2:00 for teacher team planning
*Wednesday schedule differs from the rest of the week.

Athletics

Softball Girls 7th and 8th
Cross Country (Boys and Girls) 7th and 8th
Basketball (Boys and Girls) 7th and 8th
Track (Boys and Girls) 7th and 8th
Band 6th, 7th, 8th
Football
Clubs/Organizations
Academic Team (7th and 8th Grade)
5-8th Student Council
6-8th National Junior Honor Society
FFA/Trap Team

Bull/Painter
Tillotson/Heras
Youmans/Tiller and Bull/Painter
Cleveland/Tiller
Shroyer
Wolanski/Johnson

Tiller
Lagemann/Lorenson
Gomel
Vandivort/Waddell

MIDDLE SCHOOL FACULTY & STAFF

Mrs. Sadler	5-8 Special Education	Mrs. Hagemeyer	MS Counselor
Mrs. Pratt	5th Grade	Mrs. Hatcher	School Nurse
Mrs. Lorensen	5th Grade	Mrs. Hurley	Teacher's Aide
Mrs. Ogden	5th Grade	Mrs. Kreuger	ALP and ELL
Mrs. Wilson	5/6 Librarian	Mrs. Bruckerhoff	BRAVES Coordinator/8 th Algebra
		Mrs. Lagemann	BRAVES Aide
Mrs. Grossner	6th Grade	Mr. Miller	Principal
Mrs. Rockwell	6th Grade	Ms. McDonald	BRAVES Aide
Mrs. Braden	6th Grade	Mr. Robinson	BRAVES Aide/ISS Instructor
Mrs. Dalrymple	6 th /7 th /8 th Math	Mrs. Ross	MS Secretary
Ms. Busiere	7/8 Librarian	Mrs. Talbot	MS Aide
Mrs. Bull	7/8 Physical Education	Mrs. Painter	MS Aide
Mrs. Boedeker	7/8 Science	Mrs. Mullins	5-8 Special Education
Mrs. Gomel	MS Computers	Mr. Cleveland	MS Computers
Mrs. Lagemann	7 th Communication Arts	Mrs. Heras	MS Music
Mr. Johnson	7/8 Physical Education	Mrs. Hartley	MS Art
Ms. Shroyer	MS Band	Mr. Vandivort	Vocational Agriculture
Mr. Tiller	MS Social Studies	Mr. Waddell	Vocational Agriculture
Ms. Towery	8 th Communication Arts		

SCHOOL CALENDAR

August 16	New Teacher Professional Development	May 18	8 th Grade Promotion (Tentative Date)
August 17	Teacher Workshop	May 23	Last Day of School – Dismiss at 11:30
August 18	Teacher Workshop		End of 4 th Quarter
August 22	First Day of School – Dismiss at 11:30	May 24	Teacher Workday
September 5	Labor Day – No School		
October 7	Dismiss at 1:00—Fall Festival		<u>Make-Up Snow Days In order of Use –</u>
October 21	End of 1 st Quarter		Jan. 16 if snow day before Jan. 6;
October 26	Parent-Teacher Conferences 3:30-7:00 p.m.		Feb. 20 if snow day before Feb. 10
October 27	Parent Teacher Conferences 3:30-7:00 p.m.		2 built in days
October 28	No School		May 24, May 25, May 26, April 17, 14
October 31	No School Teacher In-Service Day		
November 23-25	Thanksgiving Break--Dismiss at 11:30 am		
December 21	Christmas Break – Dismiss at 11:30		
	End of 2 nd Quarter/1 st Semester		
December 22 – January 3	Christmas Break – No School		
January 3	Teacher Workshop Day-No Students		
January 4	Classes Resume		
January 16	Martin Luther King Day – No School		
February 20	President's Day – No School		
March 10	End of Third Quarter		
March 16-17	Spring Break-No School		
March 29	Classes Resume		
April 14-17	Easter Break		

ATTENDANCE POLICY

All students are expected to attend school regularly to gain maximum benefit from instruction. There is a direct relationship between poor attendance and class failure. It is the responsibility of every student to be in school on every day possible. Parents must share in this responsibility.

Compulsory Attendance - Statute 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and seventeen (17), must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year.

Definitions:

Attendance--A student is considered to be in attendance if the student is physically present in a class, participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy, receiving homebound services, or receiving services at another location pursuant to law or by arrangement of the district.

Parent--A parent, guardian, or person acting as a parent in the absence of the parent or guardian.

Documentation--Note or phone call from parents (containing dates, times, reasons for absences, parent's daytime phone number, and parent signature), medical note, (containing the office phone number and the date and time of treatment), funeral service program, court appearance verification, or college visit verification.

Late to School--A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy--A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or nurse. Unverified absences will be considered truancy after three days.

Educational Neglect--Failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required for all children ages 7 through 17 years.

Excessive Absenteeism--The accumulation of 8 or more absences in a semester for one class or three unexcused absences in a semester. *ONLY EXCEPTION WILL BE ABSENCES VERIFIED WITH A DOCTOR'S NOTE.

*FOR PURPOSES OF THIS POLICY STUDENTS WHO HAVE BEEN PLACED ON OUT-OF-SCHOOL SUSPENSION WILL NOT HAVE THE DAYS THAT THEY ARE SUSPENDED COUNT TOWARDS EXCESSIVE ABSENTEEISM.

Excessive Absenteeism Procedures

Step 1: Upon student's 4th absence per semester, administration will meet with student, contact parent and send a letter home explaining the policy.

- Students have the opportunity to make up missed days through after-school tutoring or Saturday Detention. Student may be referred to juvenile authorities after 4th unverified absence

Step 2: Upon student's 8th absence per semester, administration will meet with student, contact parent and send a letter home explaining the policy.

- Students are strongly encouraged to make up missed days through after-school tutoring or Saturday Detention. Upon 9th absence for the semester, a referral to the Juvenile Office shall be made. Students may be referred to the Juvenile Office for having three unexcused absences in a semester as well.

Step 3: Upon the student's 12th absence per semester, administration will meet with student, contact parent and invite them to meet with administration as well as send a letter home explaining the policy.

- Students are required to make up missed days through after-school tutoring or Saturday Detention.
- Student will be encouraged to attend summer school, Saturday School or after-school tutoring sessions to make up missed class time. Failure to make up missed classes could result in ISS, retention, mandatory summer school (if available) and/or referral to DFS for educational neglect/truancy.
- Student/Parents may appeal absences to the attendance committee consisting of a teacher, counselor, and principal. Attendance Credit conversion will be as follows:
1 day of Saturday Detention = 1 school day
2 afternoon tutoring sessions = 1 school day

Attendance/Make up work:

A student will not be readmitted to class until he/she has obtained an admit slip from the principal's office. The absence will be considered excused if the parent makes a telephone call or personally contacts the principal's office promptly with a valid reason for the absence, and the student has not missed more than 8 days in the semester.

If the absence is excused, students will have two days for making up assignments for each day absent unless the absences are over an extended number of days (2 or more) then each teacher may extend the deadline for makeup work to be completed. If a long-term project is due at the time of an absence and the student has been informed prior to the absence, the project is due the day he/she returns to school.

It is the student's responsibility to check with teachers in regard to makeup work. Students are encouraged to obtain assignments from teachers or other students anytime school is missed. It is the student's responsibility to have arrangements made for someone to pick up their assignments in the office. Parents are welcome to get assignments directly from teachers or the office as long as it does not disrupt instruction time.

Excused Absences:

1. Personal illness, illness or death in the family, or family emergencies as determined by the principal.
2. Parents requesting in advance through the middle school office for other reasons may be excused if the student will be with the parent, unless the student has already had excessive absences. Any time, beyond their eight days will be unexcused.
3. Doctors appointments for the portion of the day that is reasonable for such.

Unexcused Absences:

1. No parental contact and/or leaving school without administrative permission.
2. Other absences for which insufficient reason is presented.
3. Personal days—personal business is to be planned after school and on weekends.
4. Days absent in which no prior arrangements have been made by the student and parents through the middle school office.

Prior Knowledge of Absence/Doctor/Dentist Appointments

When a student knows he/she is going to be absent, the office and teachers must be contacted prior to the absence. Failure to make prior arrangements will result in unexcused absences. Dental and Doctor appointments should be arranged as much as possible after school hours or on Saturday. Students missing school for these types of appointments must attend school the portion of the day in which the appointment allows. **For extended absences with prior knowledge, beyond one day see attach approval form requiring Principal approval.**

Attendance and School Activities

If a student misses school on the day of a school activity, they shall not be eligible to attend or participate in school activities during that day. Students who are absent from school on Friday may not participate in school activities until the next day of attendance. Permission may be given by the principal to participate in school activities if the activities fall during a vacation and the absence was for an excusable reason as defined by the handbook. Permission may be granted by the principal to take part in a school activity that day if the student has made arrangements with the office to be gone for an excusable reason and they are in attendance at least one half of the day.

SCHOOL NURSE

Elsberry RII employs the services of a school nurse. Students who become ill must be sent to the principal's office to get a permit to go to the nurse's office. Students must get a pass from the office to go to the nurse's office during class time, except in an emergency. The nurse should be consulted immediately in case of an accident.

MEDICATION

Medication given at school should be accompanied with the following information: Date, Student's Name, Medicine name and Dosage, and Time Medicine is to be given. Also, a signed note from the parent/guardian is required. In order to conform to state guidelines, a medical order with the physician and parent's signature is required for any and all medication given at school. An adult must bring in the medication in a properly labeled medicine bottle to the school nurse. Safety of your child can't be assured when medication arrives at school in an envelope or a sandwich bag. No medicine will be given without permission from the parent or guardian. The school does not stock over the counter medications. Students are not to take medications without going through the nurse's office first

DRESS CODE

Students shall dress in a reasonable manner that is in good taste. Acceptable and unacceptable dress will be determined by the classroom teacher and school administration. For safety reasons, shoes must be worn at all times.

Therefore, clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is prohibited.

1. All students must be fully clothed. Boxers and bedroom attire is not considered appropriate.
2. Attire, including jewelry which promotes disruptive behavior is prohibited.
3. All clothing must meet standards of modesty and good taste. Any garment with excessive exposure in the front, back, sides, or any garment which exposes the midriff or exposes under-garment is prohibited. Low slung pants and excessively oversized clothing will not be permitted as they may interfere with students' education or be a safety concern. Shirts, pins, buttons or jewelry with sexually explicit, abusive, racial, vulgar, drug, alcohol, or tobacco related writing or pictures are not to be worn. Example: Big Johnson, Coed Naked, etc.
4. Caps, hats or bandannas, and hoods are not to be worn in school buildings from 7:45 a.m. until 4:00 p.m.
5. Short length garments of any kind (shirts, shorts, skirts, etc.) that expose an excessive amount of a student's body may not be worn. The basis for examining length of a garment will be the student standing, shoulders slumped, arms extended downward. The short or skirt must be fingertip length to be considered appropriate.
6. Students are not permitted to wear gang related apparel or insignia at school or school functions.
7. Students are not to wear chains that may be used as a weapon.
8. All clothing should be clean.
9. Sleeveless shirts may be worn but they must cover the student's shoulder (No tube tops, tank tops, halters, spaghetti straps, racer backs, etc.). Sleeveless shirts must also not have large open sides. Bras/undergarment must not be visible.
10. Skin Biker tights or track shorts and loose running shorts are not to be worn.
11. Students who violate the dress code will be sent to the office to change into more appropriate clothing
Students that are sent home to change will receive unexcused absences and tardies for time missed.

Hair Appearance:

1. Hair, regardless of style, must be kept clean and neat and not interfere with the student's work or cause disruption to the educational environment.
2. Students in the Industrial Arts and Agriculture shops, for safety reasons, will be required to keep hair cut or wear something to keep hair out of the machines.

STUDENTS WITH DISABILITIES

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services are provided for students learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders(voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other impaired, multiple disabilities, deaf/blind, autism, early childhood special education and traumatic brain injury. The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All Public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided by FERPA. The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days schools is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian reside in the district. This census is compiled as of May 1 of each year. Information to be collected includes: name/street address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

GENERAL CONDUCT

The faculty is proud of the way our students conduct themselves at school. One of the school's aims is to help students become responsible, concerned citizens. It is imperative then, that students learn to respect the rights of others while setting a high standard of conduct for themselves.

1. Because safety for all students is a prime concern, horseplay or misconduct which endangers the well being of others will not be tolerated.
2. Any behavior that disrupts the ability of the teachers to instruct and other students to learn will also be dealt with according to school policy.
3. Students are expected to exhibit honesty and courtesy in dealing with teachers and fellow students.
4. Students enrolled in this school should take pride in high standards of conduct.

Good personal habits of speech and common courtesies will be emphasized always.

Focus Room—If a student is unsuccessful in the classroom (disruptive behavior) the student may be asked to report to a Focus Room. The Focus Room is a neighboring teacher's classroom or the BRAVES Room. While there, the student is afforded the opportunity to reflect upon their behavior.

Work Completion—If a student has work that is not complete and needs to finish before continuing with the lesson, the student may be asked to go to the BRAVES room to complete the assignment before continuing with the lesson. The student is still responsible for completing the ZAP procedure.

STUDENTS RIGHTS AND RESPONSIBILITY

The board of education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following. The right to attend free public school; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school. The right to a quality education; the responsibility to put forth the best efforts during the educational process. Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights. The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Elsberry R-II Board of Education to create an environment in which each student's right to learn is protected. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the students. This statement is in accordance with P.L. 90-247, title IV, Primary Rights of Parents and Students.

When a student's conduct becomes disruptive to the point that it is infringing on the educational rights of other students, other means of providing that student with an appropriate education will be sought. This placement may include instruction after normal school hours or home bound instruction as well as other types of appropriate placements.

STUDENT DUE PROCESS

(Legal Authority of School District to Suspend or Expel)

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension but expulsion can be implemented only through specific action by the Board of Education. No student shall be suspended unless the following hearing procedures are implemented:

- a. The student shall be given oral or written notice of the charges against him/her; and
- b. If the student denies the charges, he/she be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- c. The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.
- d. Prompt notification will be given to the parent/guardian or others having custodial care of the student, of the administrator's action, and the reasons for such action.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten days and by the superintendent for a period not to exceed ninety school days, provided such action is in accordance with due process and state statutes.

A suspension by the building principal shall be immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parents/guardians or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent. In case of a suspension of a student by the superintendent for a period of more than ten days, the student, his/her parents/guardians or others having custodial care, may appeal the decision of the superintendent to the board or to a committee of the Board appointed by the president of the Board, which shall have full authority to act in lieu of the full board. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board or the committee of the Board renders its decision, unless in the judgment of the superintendent the pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the pupil and his/her parents or guardians others having his/her custodial care and the pupil shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend for more than a period of ten days, the superintendent shall promptly transmit a written report to the board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The Board upon request shall grant a hearing to the appealing party. Legal Refs: SS 167.161-.171 RSMo. Procedures for Special Education - Special Education students should be as much as possible disciplined in the same manner as other students in the school district. Refer to Resource Guide on Special Education, Administrative Procedures, volume 1A, 1981, for additional guidelines concerning discipline of handicapped students.

COMPLAINT RESOLUTION PROCEDURE

The complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with Lincoln County R-II School District Policy 1480 Public Complaints. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

CD PLAYERS, MP3 PLAYERS, BEEPERS, CELL PHONES, BOOK BAGS

MP3 players, ipods, cell phones, and similar electronic devices are not to be used inside the school building from 8:10 a.m. to 3:00 p.m. They are to be kept in the student's locker if brought to school during those times. These items serve as distractions in the school and will be confiscated by the staff. Book bags or any other item similar in nature to book bags that is used to transports books and/or school supplies are to be left in the student's locker during the school day from 8:00 a.m. until 3:00 p.m.

DISCIPLINE POLICY

1. Truancy
 - First Offense - 1 Day of ISS or Saturday Detention
 - Second Offense - 3 Days of ISS
2. Tardies
 - Four tardies in a quarter – Saturday Detention or 2 After School Detentions/or Lunch Detentions
 - Subsequent 4 tardies in a quarter – Saturday Detention
 - 12th tardy results in 1 day of ISS
3. Academic Dishonesty (Cheating)
 - First Offense - zero on minor assignment (and classroom consequence) or on major assignment/test- zero on assignment + 1 day ISS
4. Threatening Behavior
 - First Offense - 1-3 days of ISS
 - Second Offense - 3-5 days of ISS
 - Third Offense – 1-3 days of OSS
5. Fighting
 - First Offense - 5 days of ISS
 - Second Offense – 3 days of OSS
 - Third Offense -5 days of OSS
- 5(a). Scuffling/Pushing/Inappropriate “Roughhouse”
 - First Offense—1-3 days of ISS or ASD
 - Subsequent Offenses—2-5 days of ISS
6. Stealing
 - First Offense – 1-3 days of ISS + restitution made
 - Second + Offense - 3-10 days OSS
7. Harassment of other Students
 - First Offense - 1-3 days of ISS
 - Second Offense – 3-5 days of ISS
 - Third Offense - 3 days of OSS
8. Verbal Abuse of staff
 - First Offense – 3 days OSS
 - Second Offense – 10 days OSS
9. Defiance/Insubordination
 - First Offense - 1-3 days of ISS/OSS
 - Second Offense - 3 days of ISS/OSS
 - Third Offense - 3-5 days of OSS
10. Disruptive Speech or Conduct/Disrespectful Conduct
 - First Offense - Conference with Principal
 - Second Offense - 1 day of ISS or After School Detention
 - Third & Subsequent Offenses – 3-5 days ISS/OSS
11. Profanity
 - First Offense – 1 day ISS
 - Second Offense – 3 days ISS
 - Third Offense – 3-5 days ISS
12. Public Display of Affection (beyond acceptable handholding) including groping, kissing, etc.
 - First offense – 2 days Loss of Privileges at Lunch
 - Second Offense – 1 day of ISS
 - Third & Subsequent Offenses –1-3 days of ISS
13. Vandalism to Staff Property
 - First Offense - 10 days of OSS (restitution must be made before student is readmitted back to school)
14. Vandalism to School Property (restitution will be made before student is readmitted back to school)
 - First Offense - 3-10 days of OSS/ISS
 - Second Offense - 5-10 days of OSS
15. Nuisance Items (pointer lights, MP3 players, headphones, CD players)
 - First Offense - confiscate - parents must pick up
 - Second Offense - 1-3 days of ISS
16. Sexual Harassment - Verbal in nature
 - First Offense - 1-3 days of ISS
 - Second Offense - 3 days of OSS
 - Third Offense - 5 days of OSS
17. Sexual Harassment – Physical in nature
 - First Offense – 3 days OSS

Second Offense – 5 days OSS

Third Offense – 10 days OSS

18. Bullying – **SEE POLICY UPDATE** Bullying occurs when a student: communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose or physically contact another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

First Offense – 10-30 days OSS

Second Offense – 180 days OSS

Third Offense – Expulsion from school

19. Use of cell phones, digital cameras or similar electronic devices during the school day

First Offense– 1 day OSS

Second Offense – 3 days OSS

Third Offense – 5 days OSS

20. Possession/Use of Tobacco on School Grounds

First Offense – 3 days of ISS (possession), 3 days of OSS (use) + counseling referral at all levels

Second Offense – 5 days of OSS

Third Offense – 10 days of OSS

21. Possession/Use of Alcohol (includes coming to school under the influence) + counseling referral at all levels

First Offense – 5-10 days of OSS

Second Offense – 10 days of OSS and referral to Superintendent

*22. Assault

First Offense – 10 days of OSS (possible referral to Superintendent)

*23. Bomb Threat/False Fire Alarm

First Offense – 10 days OSS and referral to Superintendent

*24. Possession/Use of Drugs (includes coming to school under the influence)

First Offense – 10 days of OSS and referral to the Superintendent

Second Offense – Referral to Superintendent for 90 day Suspension

Third Offense – Recommendation for expulsion.

When a student is suspected of being under the influence of drugs or alcohol on school property or at a school activity, the parents will be contacted and permission will be asked to give their child a drug-screening test within 24 hours. The screening will be paid for by the school district and will be performed by a licensed professional. If permission is refused, then the student will be disciplined as if the test was positive. It will be recommended to the parents that their son or daughter be referred to a counselor. Students selling drugs or alcohol during the school day or at school activities will be expelled, turned over to the proper authorities and the school will request that charges be filed.

*25. Possession of a Firearm or Weapon on School Grounds

The term **firearm** includes, but is not limited to such items:

- a) Any item which is loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
- b) Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
- c) Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
- d) Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapon

The term **weapon** shall mean a “firearm” as defined above, and shall include the items listed below, which are defined as “weapons” in section 571.010, RSMo. Blackjack, cancelable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade knife, mace spray, any knife, regardless of blade length, items customarily used, or which can be used, to inflict injury upon another person or property.

First Offense - The District will refer the student to the appropriate criminal Justice or juvenile delinquency system. Referral to superintendent – one year OSS from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the Superintendent.

26. Bus Problems

First Offense- Verbal warning/notification of parents/guardians

Second Offense - 3 days loss of bus riding privileges

Third Offense - 10 days loss of bus riding privileges

Fourth Offense - 20 days loss of bus riding privileges

*Some offenses result in a possible referral to the Juvenile Office for review.

Note: The principal reserves the right to modify discipline when necessary. When infractions warrant, the first and/or second step may be skipped. Law enforcement and/or juvenile authorities will be contacted as necessary. “Disabled students” will be dealt with in accordance with State and Federal Laws.

Excessive referrals may result in increasing consequences ranging from loss of privileges, ISS, OSS, or referral to Superintendent. It is at the discretion of the administrator whether or not a student will be considered a habitual offender.

BUS REGULATIONS

Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students. When buses are being loaded, pupils are to form separate lines for each bus. No student may board the bus except as directed by the driver. The following additional regulations must be observed by students at all times:

1. Pupils will load in designated places IMMEDIATELY after dismissal.
2. Loading and unloading of all pupils will be done on the North and East sides of the Ida W. Cannon School.
3. Bus routes will be established before the school year begins. Regular stops will be publicized and all students riding buses are expected to board and leave the bus at a previously designated stop. Students should not request the driver to stop at other places unless their parents have already personally contacted the driver.
4. Eating and drinking of food items (including soda) are not allowed on school buses.

THE BUS DRIVERS ARE IN COMPLETE AUTHORITY OF PUPILS ON BUSES. STUDENTS MUST OBEY THE DRIVER PROMPTLY AND CHEERFULLY. THE DISTRICT IS NOT REQUIRED TO HAUL STUDENTS WHO WILL NOT OBEY THE BUS DRIVER.

STUDENTS:

1. Pupils must be on time, the bus cannot wait beyond its regular scheduled stop for those who are tardy.
2. Pupils must not at anytime extend arms or heads out the windows.
3. Pupils must be seated while the bus is moving.
4. Pupils must obey direction of the driver when leaving the bus.
5. Pupils who must cross the roadways should walk at least 10 feet in front of the bus and do not cross until the driver signals that they may do so.
6. Students should never stand in the roadway while waiting for the bus.
7. Unnecessary conversation with the driver is not allowed.
8. No horseplay or yelling is permitted.
9. Any damage to a bus must be reported to the driver. Students causing damage to school property will be required to pay for damages.

OFF CAMPUS DISCIPLINE

Disciplinary measures can be taken for actions of students off campus and after regular school hours in the event that students' actions are connected with school personnel and/or other students. All school rules and policies are in effect at school activities taking place at other locations.

INTERNET POLICY

The computer and network resources of the Elsberry R-II School District are provided as an educational tool for students. Their use is a privilege, not a right, and access can and will be denied to any student violating the terms of the policy. Terms and Conditions: a) students may not download copyrighted material. This includes, but is not limited to music, videos, and computer software. Such activities can result in criminal penalties and substantial fines. b) Students may not use email, chat, instant messaging, or any other means of communicating with individuals outside the Elsberry R-II district. Exceptions will be made only when such communication is for classroom purposes. In those cases, the Network administrator will assign the student a temporary email address to be used only for classroom purposes. c) Students may not use district resources for the purpose of financial gain. d) Students may not install software, or change system settings on district computers. e) Students may not use district resources to attempt unauthorized access to any other user account, computer, or network inside or outside of the Elsberry R-II district. Such activity can carry severe criminal penalties. f) Students may not use district resources to access material deemed inappropriate by the school board, administration, classroom teacher, or lab attendant. g) Each user is responsible for all activity that occurs through the use of his or her user account. This includes selection and confidence of an appropriate password, and properly logging out when the user leaves the computer. Students who do not follow these guidelines may have their accounts disabled without warning. h) Personal files should be stored to the student's network drive (Drive J:) or a floppy disk. Personal files stored on the hard drives of classroom or lab computers may be deleted at any time without warning.

IN-SCHOOL SUSPENSION (ISS)

Students are assigned to In-School suspension as a minimum consequence for various discipline problems. Students assigned to ISS are to report directly to the ISS Room or BRAVES resource room when they are notified they have ISS. Students assigned to ISS will work in the ISS room or an area assigned by the BRAVES staff. BRAVES staff members will be there to assist students with classroom work. Students:

1. Are expected bring with them all textbooks from their classes.
2. Are expected bring paper, pencils, pens, etc. to complete their work.
3. Will be given assignments from their teachers to complete during ISS.

Expectations:

1. Students will be productive in course assignments.
2. No food or drink of any type will be allowed in the ISS room including outside lunches unless approved by the principal.
3. Students will be allowed one restroom break in the morning, and in the afternoon.
4. Any student who refuses assignment to ISS will be suspended up to 5 days OSS.
5. Permission of the instructor is the only way a student may leave their assigned seat.
6. Students are permitted to talk to the instructor only after being recognized by the instructor.
7. Assignments will be completed daily and returned to the classroom teacher for credit.

8. Failure to comply with rules & regulations or the teacher's instruction will result in 5 days of OSS.
9. Time will be served the next day of student attendance after ISS is assigned.

SATURDAY DETENTION

Saturday Detention will be held from 8:30 -10:30 a.m. the first and third Saturday mornings of each school month unless conditions require changing a date (weather or the Saturday falling on a holiday weekend.). Saturday Detention will be used as a punishment for truancy, unexcused tardiness, and various discipline problems. Failure to appear for assigned Saturday detention or unsatisfactory performance during the detention will result in in-school suspension for one day and another Saturday Detention. Failure to attend the second Saturday Detention will result in three days of OSS. A student may only request a change in a Saturday Detention once during the school year. The principal must approve the request. If an emergency arises, as determined by the principal, parents must contact a school official for approval before 8:30 a.m. on the day of the detention. Complete rules and regulations concerning Saturday Detention are included on the back of the Saturday Detention letter given to each student and are also mailed to parents.

AFTER-SCHOOL DETENTION (ASD)

Students can be assigned ASD by their teachers. Parents/guardians will be notified in advance before a student serves ASD. Parents/guardians are responsible for providing transportation home. ASD will last until 4:00 p.m.

SUSPENSION AND EXPULSION (OSS)

When conduct of a student has arrived at a point that warrants severe disciplinary action, the parent will be notified. Students under suspension are not allowed on school property at any time during the suspension (students who violate this will have their suspension extended). Students who given OSS will not be allowed to receive credit for work assigned and missed during their suspension time. This includes all assignments and tests. Assignments due on the day of the suspension will receive credit if they were assigned the previous day. Long term projects that are due during a suspension will receive full credit. Students are encouraged to do work missed during the OSS.

Any student receiving OSS, parent/guardian may be required to meet with the principal before they are reinstated.
 If it is determined that a suspension (maximum of 10 days by principal and 90 days by the superintendent) is warranted, the student will be sent home. A written record of the suspension will be immediately sent to the parents, and a copy will be placed in the student's permanent record. Student's parents are to be notified of their right to a hearing before the school's suspending authorities, relative to reasons for such impending suspension. The power of permanent expulsion is reserved to the Board of Education. If a student is expelled, a letter will be placed in the student's permanent record. By Missouri law, notification of the opportunity to be heard before the Board of Education will be made to parents or students eighteen years of age and older before a final expulsion is made. If a student is suspended at the end of the school year, and there is not sufficient number of days remaining in the school year for the student to complete his/her suspension, the student's suspension will continue through the next year until all suspension time is complete.

ZEROS AREN'T PERMITTED (ZAP)

The ZAP Program is designed to increase the expectation of those students who choose not to complete assignments. It is first and foremost an expectation of higher standards for our students by giving them an opportunity to complete assignments while still receiving some credit. Failing to turn in an assignment is a missed opportunity for the student to learn. Missed opportunities will be corrected by providing the student an extended learning opportunity in which to complete the assignment. The assignment will receive 80% of the graded score. When a student does not turn in the assignment(s) on time or does not make a valid attempt to complete the assignment the following consequences will occur:

1. The student will receive a ZAP form at the end of the class period.
2. The student must turn in the completed assignment prior to 8:15 a.m. in the students' 1st hour class the day after the ZAP is received.
3. If the student does not turn in the work by the designated period, the teacher forwards the ZAP form to BRAVES staff and the student will be expected to call home to inform them that the students will be staying for ZAP and the reason they are staying. The student is expected to stay that day after school for tutoring to complete the assignment. (The day after the ZAP form was given.)
4. If a student doesn't attend ZAP, they are assigned ISS, failure to attend ISS can lead to the student being suspended Out of School. Students may be reassigned a missed ZAP detention at the discretion of the principal.
5. If a student completes in excess of 15 ZAPs, the principal or BRAVES Coordinator may elect to schedule that student an assigned tutoring schedule to help him/her complete assignments in a timelier manner.

GRADING SYSTEM

The grading system consists of five step of marks; A, B, C, D, & F. Students should be encouraged by parents and teachers at all times to earn the highest marks possible in each subject so that his/her achievement will equal his/her ability to learn. Report cards will be given out approximately every nine weeks.

GRADING SCALE

100-95	A	76-73	C
94-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+	59-0	F

REPORT CARDS

Each student will receive a report card each quarter when all bills have been paid. This card is not to be returned.

TRAFFIC IN HALLWAY

To help reduce congestion in the hallway, follow some simple rules:

1. Walk on the right side of the hall, and do not stop and talk in intersections.
2. There will be some areas that standing will not be allowed as not to block flow of students. Students should not verbally harass other students, run, push, shove, or engage in horseplay when in the school building or on the school grounds.
3. **Students are reminded to keep their hands to themselves, no public display of affection is allowed.** Please use good judgment so disciplinary action need not be taken.
4. Planners need to be carried as a hall pass when students are in the hallway during class time.

PROGRESS REPORTS

Progress reports will be sent out every three weeks. This is not a formal grade report, but a communication tool to the parents/guardians as to know their child's academic deficiencies in a particular class. Parents may check grades via the Parent Portal at other times. Parent Portal access can be gained by contacting the Middle School Office.

PROMOTION AND RETENTION

It is important for students to understand they will be accountable for the successful completion of their scheduled course work. Failure of coursework is not acceptable. Grades earned in the core classes (Science, Math, Communication Arts, Social Studies) will be considered prior to promotion to the next grade level. Students who fail a semester core class may be required to successfully complete summer school, or after school tutoring before being promoted to the next grade level. Those students failing to attend, or successfully complete the required interventions, may be reviewed for possible retention.

HONOR ROLL

The Honor Roll consists of the "A" and "B" Honor Rolls. To be eligible for the "A" Honor Roll, a student must have a grade point average of 3.667 or higher. Students with a grade point average of 3.00 to 3.666 will be on the "B" Honor Roll.

GIFTED EDUCATION

Students in grades 5-8 are screened yearly for possible placement in the state-assisted gifted program known as the Advanced Learning Program (A.L.P.). The testing process consists of achievement and IQ tests, creativity assessments and teacher/parent creativity rating scales. Students who meet qualifications are placed in the program as space becomes available. While in the gifted education program, students will continue to develop critical and creative thinking skills, affective growth, and research and communication skills commensurate with their abilities. The program will accommodate characteristics of this age group; specialization of strengths in content areas, emerging independence and changes accompanying adolescence.

TELEPHONE

During the school day, students will not be excused from class to make personal telephone calls. Incoming calls will be taken for students and the message delivered to the student. Only in an extreme emergency will a student be called from class to answer a telephone call. Students must obtain permission from the office before using the telephone in the Middle School Office. Reminder, cell phones are not to be used by students during the school day unless permission is granted.

Middle School Office	898-5554, ext. 217	High School Office	898-5554, ext. 213
Elementary Office	898-5554, ext. 215	Supt's Office	898-5554, ext. 211
Nurse's Office	898-5554, ext. 242		

MIDDLE SCHOOL OFFICE

The Middle School office is a place to transact school business. Students' absentee slips are picked up here. All parents/guardians/visitors should report to the office when arriving at school. **EVERYONE IS WELCOME.** Office hours are from 7:45 a.m. until 3:30 p.m.

SCHOOL CANCELLATIONS

In the event that school needs to be closed due to inclement weather, equipment breakdown, or other unusual reasons, the public will be notified through the following: School Reach Phone System or TV Stations: KSDK - Channel 5, KMOV - Channel 4, KTVI - Channel 2

Please have an early dismissal procedure plan with your child in case the situation arises.

BUILDING HOURS

No student shall be allowed inside the building before 7:45 a.m. in the morning. 5th and 6th grade students arriving at school before 8:00 a.m. are to report directly to the Elementary gym. Students that wish to eat breakfast may report to the cafeteria at 7:45 a.m.

Students are not to be inside the building after 3:20 p.m. unless attending an athletic practice or school sponsored activity. **Students should not stay in the building after school to wait for evening activities unless prior approval is given.** Students that arrive at school in the morning are not to leave school grounds without checking out through the office.

SCHOOL PROPERTY AND PERSONAL PROPERTY

The school and surrounding property is public property, owned by the taxpayers and placed under the control of the school board. Students

who destroy or vandalize school property will be required to pay for losses or damages. Many items, such as textbooks and lab materials, are loaned to you for your use in getting your education. If these items are lost or damaged while they are checked out to you, it is your responsibility to pay for their replacement.

Lockers and combinations are issued to students at the beginning of the year. Each student is responsible for keeping their assigned locker clean both inside and outside. Any locker malfunction should be reported to the office. Lockers are the property of Elsberry School District; student lockers remain at all times under the control of the school district. Students are expected to assume full responsibility for their assigned locker. The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

SCHOOL DANCES/SOCIAL ACTIVITIES

Supervised school social activities are considered an important part of middle school life. Each activity will be assigned a faculty sponsor. The students, working cooperatively with the sponsors and student council, shall be responsible for the activity. The following rules apply to all social activities.

1. All events, decorations, and other aspects of the activities must have the sponsor's approval.
2. Consideration in planning activities should be given to all students.
3. Only Elsberry Middle School students that are currently enrolled and in good standing and present in school at the time of the activity will be allowed to attend.

INTERSCHOLASTIC ATHLETIC PROGRAM

Any 7th or 8th grade student who meets the eligibility requirements may participate on the interscholastic sport teams. Before students have the privilege of competing in an interscholastic sport, they must meet the following requirements:

1. Be scholastically eligible
2. Be a good school and community citizen.
3. Be within the age requirements.
4. Be able to comply with all Elsberry District requirements regarding eligibility including participation in the Random Drug Testing program as outlined in the Athletic Handbook., and meet all MSHSAA requirements for eligibility. Elsberry Middle School is a member of the MSHSAA and is subject to state rules and regulations regarding middle school sports. Any student who fails to meet these standards will not be allowed to represent our school. Any student who has an unacceptable academic record or has behavior problems may be denied the privilege of athletics.

MIDDLE SCHOOL ELIGIBILITY STANDARDS FOR EXTRACURRICULAR PARTICIPATION

Any student participating in the extracurricular programs must demonstrate those qualities which make up a good citizen. Students who receive a semester (F) in one or more subject may not participate in athletic, cheerleading or any extracurricular activity in which the student may represent the school for the following semester. Coaches and sponsors may also monitor grades and restrict participation accordingly.

VISITORS

Visitors are asked to check into the office upon entering the Middle School. No school age children are allowed to visit anytime during school hours and activities, unless special permission is authorized by the school principal. Classroom observations must be approved by the principal in advance.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, cameras, or jewelry to school. Students that leave band instruments, book bags, or other items in the middle school are responsible for their personal property. The Middle School Office is not responsible for watching your personal items.

LOST AND FOUND

Articles found in and around school should be turned into the office where the owner may claim their property by identifying it. If it is not yours do not take it, turn it in.

AWARDS AND HONORS

An awards assembly will be held in late spring towards the conclusion of the school year. Parents are cordially invited to attend.

STUDENT TEXTBOOKS AND EQUIPMENT

Textbooks will be furnished free of charge to all students. Students are responsible for returning the textbooks assigned to them. Fines will be assessed to those students for lost or damaged books. Any book that is lost must be paid for before a new book is issued. Any equipment damaged by students because of carelessness must be repaired or replaced at student's expense. All fines and obligations must be paid before receiving a report card, diploma or having transcripts mailed.

NOON HOUR AND CAFETERIA

Elsberry Middle School operates under a closed campus and a closed lunch period. All students are to remain in the cafeteria during the lunch period. Sack lunches may be brought or food may be purchased in the school cafeteria. No food or drink is to be taken out of the cafeteria.

LIBRARY

The library is open from 8:00 a.m. to 3:30 p.m. daily. Access to the library will be provided through classroom visits, study hall passes, and before and after school usage. If a student abuses the library, their privileges may be taken away from him/her. Rules set up by the librarian are to be observed at all time. The Cannon School Library is open daily from 7:55 a.m. -3:30 p.m. The Cannon School library will be used by students in 5th and 6th grade unless parent permission is granted for use of 7th and 8th Library.

RENAISSANCE PROGRAM

Each quarter there will be forms available for students to complete and a due date for them to be turned in. The information supplied by them will be verified in the office, and those qualifying will be invited to attend a special awards assembly each quarter (1st, 2nd, and 3rd). Those who do not qualify will remain in their classrooms during the assembly. Even if they qualify but do not fill out the form or turn it in on time, they will not be included in the assembly. Students may qualify in a variety of ways each quarter:

1. 3.0 GPA or higher
2. Perfect Attendance (No missed days or Tardies)
3. VIP (at least 1.0 grade point average increase from previous quarter)

To qualify for any of the above, students must have no office referrals, no Saturday or ZAP detentions, and no more than 5 absences.

PERFECT ATTENDANCE--No unexcused tardies, no office referrals, or Saturday or ZAP detentions. Students must be in attendance for the entire day. An absence will be counted even if the student is gone for only one period of the day.

B.R.A.V.E.S. Program

Building Responsibility, Achievement, and Vision for Elsberry Students

Students who need extra support achieving in school for either academic or behavior reasons are offered the opportunity to be referred to the BRAVES program. The BRAVES staff will provide extra support to help students function better in their classes. Students can be placed in the BRAVES resource room for part of a day, or all day to receive academic or behavior support with their regular class schedule. BRAVES staff will also help monitor student progress and help students transition from the BRAVES program back to the regular classroom. Students are expected to actively and positively participate by completing academic work, attending school regularly, and following all rules as outlined in other portions of this handbook. Parents are also asked to actively participate in designing a plan to help their child be more successful at school. The goals of the BRAVES program are as follows:

1. Provide an environment to increase the student's success at school. This could be in the Resource room or a push-in program.
2. Use present curriculum to continue education. Teachers provide classroom lessons and assignments to be complete in the BRAVES resource room.
3. To provide training as needed to help ease the transition back to the regular classroom, including social skills training, mentoring, conflict resolution, study skills, or grade monitoring.
4. Refer students to appropriate community services and resources.

Advisory Period

Advisory period will meet four days a week for twenty-two minutes. In general, this time will be used as a time for extra help for students to get tutoring, make up tests or work, meet with their advisory teacher on grades, behavior, or goal setting. One day each week will focus on a social skills lesson taught by the advisory teacher. Advisory is designed to connect every student with an adult to enhance their educational experience and build relationships between students and teachers. Middle School students will work on planning and goal setting for high school. Advisory teachers also serve as an additional point of contact between school and home. 7th and 8th grade students will be assigned an advisor to help them for a two year period and then will have a new advisor for a four year period when they enter high school. Homeroom teachers will serve as advisors for 5th and 6th grade students.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Board of Education to provide free and appropriate education for handicapped students. Handicapped students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Handicapped students 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 handicap. The District's programs and services available to meet the needs of these students will be in accordance with P.L. 94-142. The Education of All Handicapped Students Act of 1975, P.L. 93-112. The Rehabilitation Act of 1973, Section 504, and SS 162.670-.995 RSMo., Missouri Special Education Services. In addition, the identification of handicapped students 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 by P.L. 94-142.

NON-DISCRIMINATION

It is the policy of the Lincoln County R-II (Elsberry) School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, at the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Any persons having inquiries concerning the Lincoln County R-II (Elsberry) School District's compliance with the regulations regarding the non-discrimination policies and inquiries or concerns regarding civil rights compliance by the school district should be directed to contact the District's Title IX and Section 504 Coordinator:

Dr. Tim Reller

Lincoln County R-2 School District

P.O. Box 106

Elsberry, MO 63343

573-898-5554

Any persons having inquiries and complaints may also contact the Office for Civil Rights, U.S. Department of Education, Kansas City Office, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114,; telephone: 816-268-0550; FAX: 816-283-1404; TDD: 877-521-2172, or call 1-800-

SEXUAL HARASSMENT OR INDECENT CONDUCT

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of Elsberry Middle School to maintain a learning and working environment that is free from sexual harassment. Examples of harassment may include, but are not limited to the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student’s movement, pulling clothes, students “making out “ on school premises;
2. Unwanted sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
3. Interfering with a student’s achievement in a predominantly or historically single-gender class by hiding tool or equipment, questioning the student’s ability to handle the work, or suggesting that the student is abnormal for enrolling in the class.
4. Purposely limiting or denying student’s access to educational resources because of their gender.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal or the Title IX compliance coordinator. If neither the student’s building principal nor the Title IX compliance coordinator is of the same sex as the student, or the student for any reason would prefer to report the student’s concern to another administrator within the school district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Consequences: Consequences will be determined on a case-by-case basis. It is the policy of Elsberry MS that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely. Many problems can be solved by a meeting with the parties and principal or coordinator. If the individual’s teacher/supervisor is the person alleged to have engaged in sexual harassment then the alleged victim should file a signed written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted. A copy of the Title IX/section 504 Grievance Form is included in the back of the handbook.

**TITLE IX/SECTION 504
GRIEVANCE FORM**

Date _____

Your name _____

Your school and/or position _____

Place where you may be reached _____

Address _____

Phone number _____

Name of your grievance. (Please describe the policy or action you believe may be in violation of Title IX/Section 504 or other civil rights statute: Please identify any person(s) you believe may be responsible.)

If others are affected by the possible violation, please give their names and/or positions:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Elsberry R-II School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Elsberry R-II School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Elsberry R-II School District to include this type of information from your child’s educational records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Elsberry R-II School District to disclose directory information from your child’s educational records without you prior written consent, you must notify the District in writing by September 8, 2009. Please use the bottom portion of this form. The Elsberry R-II School District has designated the following information as directory information:

- | | |
|---------------------------|--|
| • Student’s name | Grade Level |
| • Address | Participation in officially recognized activities and sports |
| • Telephone listing | Weight and height of member of athletic |
| • Photograph | Weight and height of member of athletic |
| • Date and place of birth | Degrees, honors and awards received |
| • Dates of attendance | |

Elsberry R-II School District

I do not wish to have my son/daughter’s directory information released by the Elsberry R-II School District.

Son/Daughter Name _____

Parent Signature _____

Extended Absence Request

This form is to be used for known (planned) absences requiring more than one day absence from school.

In order for the absence to be excused this request must be submitted PRIOR to the student's absence and approval signature from the building principal must be obtained.

Excused absence:

1. Allow work to be made up for full grading credit
2. Allow absence to be marked as excused for attendance purposes if the students has missed less than 8 days in the semester.

Unexcused (without prior approval)

1. Work can be made up but for no credit
2. Absence is marked as unexcused and any consequences of the attendance policy apply.

Teacher responsibility for extended absences--teachers will make an effort to provide students with work for their absences prior to the student's departure if the teacher is given at least 3 days prior notice. A teacher is not required to provide any/all work ahead of time and may instead reserve the right to provide make-up work upon the student's return. Even if the student is given work ahead of time they may still be required to complete additional assignments, tests, quizzes, etc. as necessary upon return.

Student/Family responsibility--Families need to request and receive permission for extended absence (using this form) prior to leaving. Students/families need to inform teachers at least three days prior to leaving to see if work can be obtained prior to absence. Students/families may need to send teachers a reminder of absence if notification was provided early in the year. Upon the return to school the student's responsibility is to turn in work to each teacher and check with each teacher for additional assignments that need to be completed. All work should be completed within a week of returning to school.

Student name _____

Person Making Request _____ Date _____

Date of Extended Absence _____

Reason _____ Family Vacation _____ Event _____

_____ Other _____

I have read the above guidelines and understand the requirements for having the absence excused, as well as my child's responsibilities concerning turning in make-up work.

Parent Signature _____

Principal Approval _____ Date _____