

RAYMORE-PECULIAR EAST MIDDLE SCHOOL CONTACT INFORMATION:

Attendance Office – (816) 388-4000

Middle School Front Office – (816) 388-4000

Front Office FAX (816) 388-4001

Middle School Office Hours:

7:00 a.m. – 4:00 p.m. when school is in session.

7:00 a.m. to 3:00 p.m. through the end of June.

Middle School Counseling Office - (816) 388-4009

School Hours:

7:35 a.m. - 2:50 p.m.

School Website:

<http://www.raypec.k12.mo.us/100/Raymore-Peculiar-East-Middle-School>

RAYMORE-PECULIAR SOUTH MIDDLE SCHOOL CONTACT INFORMATION:

Attendance Office – (816) 892-1507

Middle School Front Office – (816) 892-1500

Front Office FAX (816) 892-1501

Middle School Office Hours:

7:00 a.m. – 3:30 p.m.

7:00 a.m. to 3:00 p.m. through the end of June.

Middle School Counseling Office - (816) 892-1510

School Hours:

7:35 a.m. - 2:50 p.m.

School Website:

<http://www.raypec.k12.mo.us/1111/Raymore-Peculiar-South-Middle-School>

ADMINISTRATIVE SERVICES CENTER – (816) 892-1300

Hours 8:00am - 4:30pm

District Website: <http://www.raypec.k12.mo.us>

Two Schools, One Community



Vision and Mission of Raymore-Peculiar School District

2018-2019

Ray-Pec Vision - Turning today's learners into tomorrow's leaders.

Ray-Pec Mission: - Preparing EACH student for a successful and meaningful life.

Principal Message

Dear Parents and Students,

We welcome you to the middle schools of Raymore-Peculiar School District for the 2018-2019 school year. Our wish is that we all share a year of outstanding successes and that we work together to provide a quality educational environment. Our middle school curriculum is designed to give our students the opportunity to explore a variety of courses, as well as maintain high standards for our core subject areas.

Please read the contents of this handbook carefully. It is your responsibility to become familiar with the material in this handbook. Each student is expected to comply with the standards of the Raymore-Peculiar Middle Schools. Let's all work together to assure each student has the most successful year possible!

Sincerely,

Dr. Randy Randolph

Principal, SMS

Katie Campbell

Principal, EMS

Eric Arnold

Assistant Principal, SMS

Stacy Johnson

Assistant Principal, EMS

Alexis Stark

Administrative Intern, EMS

NON-DISCRIMINATION STATEMENT

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

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law. The district will identify, evaluate and provide a free, appropriate education to all students with disabilities accordance with law. Anyone who knows or believes that a student may have a disability - regardless of whether the student is currently enrolled in the Raymore-Peculiar R-II School District - is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event. The district's non-discrimination policy and grievance forms are available at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's non-discrimination policies: Director of Human Resources, P.O. Box 789, Peculiar, MO 64078. 816-892-1300.

In accordance with the provisions of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations there under, it is the policy of the Raymore-Peculiar R-II School District that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.

Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the

administrative office of the District. Inquiries by persons about their protection against discrimination under the Americans with Disabilities Act, Title IX, Title VI, or PL 93-112 and Section 504 may be directed in writing or by telephone to:

Director of Human Resources

Raymore-Peculiar R-II School District

P.O. Box 789

Peculiar, MO 64078

816 892-1300

FAX: 816 892-1380

MIDDLE SCHOOL SCHEDULES

<u>Regular Schedule</u>	<u>Friday Schedule</u>
1st period: 7:35-8:30	Intervention/ Club: 7:35-8:40
2nd period: 8:34-9:24	1st period: 8:44-9:28
3rd period: 9:28-10:18	2nd period: 9:32-10:16
4th period/ lunch (6th): 10:22-11:37	4th period/lunch (6th): 10:20-11:38
4th period (7th and 8th grade): 10:22-11:12	4th period (7th and 8th grade): 10:20-11:04
5th period/lunch (7th and 8th grade): 11:16-12:33	5th period/lunch (7th and 8th grade): 11:08-12:26
5th period (6th grade): 11:41-12:33	5th period (6th grade): 11:42-12:26
6th period: 12:37-1:27	3rd period: 12:30-1:14
7th period: 1:31-2:21	6th period: 1:18-2:02
Advisory: 2:25-2:50	7th period: 2:06-2:50
*Alternating color days will designate the elective class rotation for students.	
East Middle School = Blue/ White Days	
South Middle School = Green/ White Days	

BEFORE AND AFTER SCHOOL

The school day begins at 7:35 a.m. and the school day ends at 2:50 p.m. Because supervision is not available until 7:10 a.m., students will not be allowed in the building until that time unless they have made prior arrangements with staff members. Students arriving prior to 7:25 a.m. will need to report to the gymnasium. At 7:25 a.m., all students are dismissed from the gymnasium and will need to report to their first class of the day by 7:35 a.m. Car riders will also need to report directly to their first class of the day. Breakfast will be available to students until 7:30 a.m. Students not in the building by 7:35 a.m. will be marked late to school.

After arriving on the school grounds, **STUDENTS ARE NOT ALLOWED TO LEAVE** unless permission is granted through the attendance office.

LATE RIDE PICK-UP POLICY

To ensure the safety of middle school students and to also encourage responsibility, students need to be picked up immediately after the end of school activities. The beginning and ending times of all after activities are in the school calendar, publicized extensively in, before, and after school announcements, and read to students in Advisory time. Students who are in the building for more than 20 minutes after the end of an activity may not be permitted to attend the next after-school event.

No student should be in the building after 2:55 p.m. unless requested by a teacher or participating in a supervised activity.

Students are to wait for rides outside the main entrance of the building (also known as the carloop). Detentions, study sessions, and tutoring will be considered to be supervised activities. Students who are here for supervised activities should be in the appropriate area by 3:00 p.m. Unless participating, or under the direct supervision of a sponsor, **students may not attend after school or evening extra-curricular activities without being accompanied by a parent.**

VISITORS

Parents and guardians are welcomed and encouraged to visit their Raymore-Peculiar Middle School. **For the safety and security of all students, we ask that all visitors report to the front office before proceeding to other areas of the building.** Upon signing in, visitors will be expected to leave acceptable identification (driver's license) with the receptionist and receive a visitor's badge that shall be worn while in the building. Visitors should sign back out in the office and return the visitor's badge prior to leaving.

Parents/guardians are allowed to attend classes with consent of building administration. Prior arrangements must be made with both the teacher(s) and the principal and shall be limited to one class period to minimize classroom disruptions. No additional children may attend classes. Students are **not** allowed to bring visitors or guests to the middle school during the school day. Students may not invite or bring non-middle school students to school dances.

STUDENT ATTENDANCE

Consistent school attendance is one of the keys to academic success. Parents can help their student succeed by ensuring his/her attendance except when illness or extreme family emergencies occur. Parents are requested to contact the school by 9:30 if a student is going to be absent. After 10:00, the office staff may place a call to inquire on the whereabouts of student(s) who have an absence.

Our intent with the requirement for verification of absences, late arrivals, and early departures is that parents and school personnel always know where every student is during school hours. In case the school is unable to reach the parent, the student should, upon his/her return to school, bring a note signed by a parent indicating the date(s) absent and the reason.

Retention could be possible due to excessive absences. Students having excessive absences may be required to attend an intervention program and/or attend after school tutoring conducted by school personnel.

Absence from school or class without permission of parents and/or school officials is regarded as truancy. Students under the age of 17 are required by law to be in attendance. Excessive absences may result in juvenile referral and/or DFS notification.

For the purpose of attendance reporting, the Raymore-Peculiar School District has three categories for absences.

- **VERIFIED ABSENCES:**

An absence from school resulting from illness or unforeseen circumstances which is verified by a parent/guardian within 48 hours of the absence.

- **EXCUSED ABSENCES:**

An absence is categorized as excused when a note is received by the school excusing the absence. EXAMPLE: office visit signed by a medical practitioner.

- **UNEXCUSED ABSENCES:**

An absence from school without verification within 48 hours of the absence.

In support of the Missouri Compulsory Attendance Law, attendance letters will be sent to parents communicating the number of absences their student has had from school. The letters are sent out after a student has accumulated 5, 10 & 12 absences of any kind. After ten verified/unexcused absences or tardies/early outs, the office will contact the parents to schedule a conference regarding the issue.

In accordance with Missouri's Compulsory School Attendance Law (RSMO 167.031), regular school attendance is required. This law states, "Every parent, guardian or other person in this state having care, control or custody of a child between the ages of five and seventeen years shall cause the child to attend regularly." Parents are encouraged to contact the school to communicate extenuating circumstances. Make-up work will be provided when the student returns. In the event of a longer absence, a parent may request work prior to the child returning. Should the pattern of excessive absences continue, Raymore-Peculiar School District reserves the right to refer the matter to the Juvenile Officer of Cass County for further investigation.

If there is a need for a student to deviate from his/her normal routine at dismissal, a note from the parent should be presented to the office upon his/her arrival. The note should give specific instructions about the change in plans and have a telephone number in case there are any questions.

For the safety of each child, when it becomes essential that a student be dismissed early from or arrive late to school, the parent must sign the student out/in at the office and show identification. The student will be called to the office to be dismissed.

Pick-up information is completed at the time of enrollment and updated yearly. Only those persons listed on the pick-up authorization form will be allowed to remove a student from the school unless written notice is provided by a parent or legal guardian. It is important to keep all enrollment, emergency and pick-up information current throughout the school year.

We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost.

EXCUSED ABSENCES

The following will be considered excused absences:

1. **Medical documentation.** When returning to school, the student must bring a statement of appointment from the attending practitioner. Students should attempt to make appointments outside of school time.
2. **Court appearances.** When returning to school, the student must bring a statement of appearance from the court.
3. **Funeral of immediate family member.**

VERIFIED ABSENCES

The following will be considered verified absences:

1. **Personal illness.** If a student is absent five or more consecutive days, a note from a physician will be necessary.
2. **Funeral, other than immediate family members.**
3. **Pre-arranged absence.** All absences which can reasonably be foreseen (ex: going out of town) are to be approved by the use of the "pre-arranged absence" form. Prior to the absence, the student should inform the attendance office and receive a notification form for all teachers to sign. Need for the absence must be verified by the student's parent/guardian. The form, signed by all teachers, is to be returned to the attendance office before the absence. The signature of the teachers indicates that arrangements have been made to obtain assignments for these days. At the teacher's discretion, work may be made up before or after the absence.

(Health-related absences of ten (10) or more consecutive days require a student to apply for homebound instruction.)

ARRIVING LATE TO SCHOOL/LEAVING EARLY

Students arriving late must sign in at the attendance window to obtain a pass to class. A contact from a parent is necessary to verify the reason for the late arrival. This may be done by personally accompanying the student at sign in, sending a signed note with the student, or calling the Attendance Secretary in the middle school's main office.

When a student leaves during the school day, a parent or an authorized person must sign them out at the attendance window. For the safety and security of our students, proper ID is required when checking students out.

Excessive lates (arriving after 7:35) to school directly impact a student's instruction and opportunity to learn. Students with excessive lates to school will be subject to administrative action ranging from a one hour detention up to ISS. Students will begin to receive consequences when they reach their **fifth late to school in a semester.**

TARDINESS

Students are expected to report on time to all classes. In order for students to be on-time, they must be in the classroom before the bell rings. Students are issued a tardy card in their agenda. **Students will receive a one hour detention up to ISS for each filled tardy card section or tardy without a tardy card.**

Late to School Consequences (semester)

3 times = Conference

5 times = 1 hour detention

7 times = 2 hour detention

9 times = 3 hour detention

10 or more times = In School Suspension

Quarterly – tardy to classes

1st section of tardies filled = 1 hour detention

2nd section of tardies filled = 2 hour detention

3rd section of tardies filled = 3 hour detention & restricted hallway privilege

*Filling all three tardy sections in a quarter will result in restricted hallway privileges for the remainder of quarter or as deemed appropriate by the administration.

If your agenda (tardy card) is lost or stolen, it is the responsibility of the student to purchase a new agenda. Do not share tardy cards with other students. **Students may only use one agenda – one set of tardy/hall conduct cards.**

LOSS OF CREDIT

Students enrolled in high school level courses (Algebra 1, Spanish 1 and French 1) will be held to the same attendance standard for receiving credit as students who take the equivalent course at Raymore-Peculiar High School. Students and parents will be notified after the student's 4th absence from a class that he/she are in danger of losing credit. Students absent from a class for more than 10 periods during a semester with or without verification of the absences will not receive credit for that class.

Upon the 11th absence a student and parent will be notified of the loss of credit in that class. Within two weeks of notification of credit loss, a student may make an appointment to appeal the loss of credit to the Attendance Appeals Committee. Attendance appeal forms can be obtained from the attendance office. Until the appeal is heard, the student will continue to attend class and will be graded as usual. Appeals submitted after the designated two week time period will not be heard. The Appeals Committee will consist of the following: Assistant Principal, Counselor, and Middle School Teachers.

Students appealing the loss of credit may appear with parents and submit any materials they believe would be valuable in the defense of their credit. The committee will consider all extenuating circumstances before coming to a final decision. The appealing student will be notified of the committee's decision within 48 hours of the appeal. If the committee's decision is not satisfactory to the student or parents, a second appeal may be made to the building principal.

Students absent for 21 consecutive days will be dropped from the rolls of their Ray-Pec middle school unless parents or students contact the attendance office.

TRUANCY

A student is considered truant if... 1) he/she is absent from school without the knowledge and/or consent of parent/guardian and the school administration; 2) he/she leaves school during school hours without following proper procedures; 3) he/she leaves the classroom without permission or is located in an unauthorized area. 4) he/she is deemed to be excessively absent from school by an administrator. These incidents will be subject to disciplinary action and/or referral to juvenile agency.

ACTIVITY ATTENDANCE ELIGIBILITY

Per the Missouri State High School Activities Association (MSHSAA) a student is expected to be in attendance the day they are participating in an athletic competition. Students not in attendance by 9:45 a.m. or are absent for more than 2 hours of the school day will be ineligible to participate that day. In addition, a student is not eligible to participate if he/she has O.S.S. on the day of the activity. If a student has been assigned and completed his/her I.S.S. on the day of the scheduled activity, they may participate. Unfinished I.S.S. or incomplete I.S.S. will delay a student's eligibility status. Coaches/Sponsors have discretion in deciding whether a student will participate as a result of the misconduct related to citizenship expectations. Students are also expected to demonstrate the above attendance criteria when participating in other school activities (i.e. school dances, field trips, concerts, plays, musicals, debate, etc.) **Exceptions to this rule may apply if prior arrangements have been made with the building principal or accompanied by Doctors note.**

HOMEWORK REQUEST/ MAKE UP WORK DUE TO ABSENCES

Student homework requests should be made to the attendance office. **When students return to school after an excused/verified absence, they will be allowed to make up work for credit. Students are responsible for contacting teachers to determine what assignments are to be made up and the time limit for having the work completed.** Normally, the student will be allowed the same number of class periods to complete make up work as the student was absent. **A student's most up-to-date grade and homework reports can be accessed through SIS (Student Information System).**

Access to Student, Family and Grade information – Parent Portal/SIS (Student Information System)

Viewing information using Parent Portal:

At the Ray-Pec Website (www.raypec.k12.mo.us) click on **For Parents**, then **Parent Portal (SIS)** in the drop-down menu.

1. Enter your user name which is your email address and the password sent to you by email. Click *Login*.
2. Click the gray tabs at the top to view grades, attendance and more.
3. Click the gray link buttons to view announcements, view and submit changes to your family data information, and more.
4. There are also options to change the student you are viewing, change the school year and change the language from English to Spanish.

You must have an e-mail address to receive password. If you do not have access and would like to be able to view this information, please contact the appropriate counseling office at your student's middle school.

East Middle School (816) 388-4009

South Middle School (816) 892-1510

HOMEBOUND REQUESTS

If your child is going to be out of school for an extended period of time due to illness, they may be eligible for homebound services. Requests for homebound services should be made to the Special Services Department located at the Administrative Services Center at 892-1350.

WITHDRAWAL

The following steps are necessary for proper withdrawal from school:

1. Parent should contact the counseling office (preferably in writing) approximately one week prior to the student's departure.
2. Two days prior to withdrawal, the student needs to obtain a withdrawal sheet from the counselor's office.
3. Student will get the form completed by requesting signatures from teachers, etc. as they go through their final two days of attendance (completed form to be returned to the counseling office).
4. Parent will sign a release of records form giving permission for the records to be sent to the student's new school. Any money, fines, and/or materials owed must also be paid in full at this time.

STUDENT FEES

Breakdown of REQUIRED Fees:

Class Dues	\$20.00
Agenda Fee	\$6.00

TOTAL	\$26.00
PE Uniform	\$10.00
Yearbook (optional)	\$35.00

All students are required to wear the district approved physical education uniform. If student agenda is lost, a replacement may be purchased at a cost of \$6.00. Additionally, some classes may require a fee for materials consumed during class.

The required Class Dues fee provides for, but is not limited to, school/team incentives, school assemblies, Variety Show, student recognitions/award activities, school dances, and community service activities. All students will have the opportunity to participate in a school-wide fundraiser in the fall. Proceeds will be used to further enhance student access to technology, school-wide incentives and clubs. Our fine arts department (band, choir, and theater) will conduct one separate fundraiser to support the many performances and competitions attended throughout the year. **Additional optional fundraising may take place throughout the year to support local charities and the Raymore-Peculiar Public School Foundation.**

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Food and drink are not allowed in the classroom, gym or hallways. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage or replace the item.

Fines and other assessments (i.e.) vandalism cost, lost athletic uniforms and equipment, borrowed lunch money, etc., should be paid before the end of each semester. The following guidelines will be used to recover costs due to excessive damage or loss of textbooks.

RECOVERY COST:

Schedule 1: New and up to 1 year old

- **Fee = Full replacement cost**

Schedule 2: Damaged item 2 years old

- **Fee = 75% of new cost**

Schedule 3: Damaged item 3 years old

- **Fee = 50% of new cost**

Schedule 4: Damaged item 4+ years old

- **Fee = 25% of new cost**

Damage to textbooks - Rebinding a book will cost \$10.00 per book.

SCHOOL CLOSINGS

If the decision is made to close school or adjust the bell schedule for the day, an announcement will be made on all major television and radio stations. In addition, information for parents/guardians will be posted on the district's website and recorded on the Raymore-Peculiar District information hotline.

- **The hotline may be reached by calling the following number: (816) 892-3988.**

The district utilizes School Messenger, an automated phone calling system, to provide parents/guardians information on school closings. It is important that parents have contingency plans in place for their children if there is a late start or if school is dismissed early due to inclement weather. In the event of a late start announcement, bus transportation will be provided two hours later than regular pickup times. School sessions will begin two hours later than normal times also, but dismissal time will remain the same.

RP UPDATE

Parents can receive a weekly school district news update. This information is available to all employees, patrons and friends of the district. To subscribe, send an email to: rpupdate@raypec.k12.mo.us. In the message, type "subscribe RP Update." To stop receiving these messages, type "unsubscribe RP Update." You can also get the Raymore Peculiar School District free app for your smartphone.

CHANGE OF ADDRESS/TELEPHONE

In order to assist the school with efficient communication we encourage all parents/guardians to notify the school office in the event of a change in address or a telephone number. **It is important that the school have current contact information.**

STUDENT DIRECTORY INFORMATION

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy. If you do not want this type of information about your child released, please send a note to that effect to your child's principal or registrar. (See Board Policy 2400)

STUDENT RECORDS

Board of Education Policy 2400 will guide school administration and staff decisions on student records. All parents will have the right to inspect their child's education records as allowed by law. As used in policy 2400, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked.

OUT-OF-DISTRICT MEDICAL AND PSYCHOLOGICAL EVALUATIONS

Occasionally parents seek evaluations that require information from school-district employees. The school district will partner with other professionals in order to provide accurate information. It is the district's practice to first obtain a release of information from the parent that will allow us to share information with the requesting agency. Subsequently, all rating scales, narratives and other requested information will be forwarded directly to the agency itself.

Raymore-Peculiar School District's practice is to allow observations of students by qualified district personnel or those professionals with whom the district contracts directly. Raymore-Peculiar School District will provide a detailed record of the observation so that information about the student in the school setting can be shared. District personnel will work with the parent and the outside agency to select the appropriate staff member to match the type of observation requested.

CONFERENCES

Student-led parent/teacher conferences will be held after the end of the first quarter. Teachers are also available during their team time and before and after school for conferences. Parents requesting a conference with a teacher should contact the teacher and arrange for an appointment.

PURPOSE OF AGENDA

The agenda was designed to be an organizational and learning tool for students. The purpose of the agenda is threefold:

- It serves as a place to record your class-work and homework assignments in your classes each day.
- It provides for an effective regular means of communication between home and school.
- It allows for monitoring of your participation and progress by parents, teachers, and you.

It is your responsibility to have this agenda in each class and to enter information. Have your parents review agenda daily as a way to keep them informed about your progress and the content of your classes.

The agenda serves as the official hall pass, tardy card and hall conduct card for students. Students should not be out of class at any time without their student agenda or pass from a teacher.

STUDENT ADVISORY PROGRAM

Student Advisory is a program designed to meet the social and emotional needs of students, ease the transition from elementary school to high school, improve study skills, better peer relationships and integrate life skills that facilitate character among parents, teachers, and students. Each student is assigned to an advisor and will meet daily throughout the school year.

SPECIAL EVENT CELEBRATIONS

Holiday classroom parties are not held at the middle school level. **If TREATS are purchased for the purpose of sharing with your child's classmates – they must come from the district's approved snack list.** The list can be found at the Child Nutrition website <http://district.schoolnutritionandfitness.com/raypecsd/files/SuggestedSmartSnacks.pdf>

INVITATIONS TO BIRTHDAY PARTIES AND BIRTHDAY PRESENTS MAY NOT BE DISTRIBUTED AT SCHOOL.

CHILD NUTRITION PROGRAM

Child Nutrition is committed to providing affordable, high quality, freshly prepared, nutritious food and quality service. We provide a friendly environment where you are encouraged to make healthy choices. Good nutrition is essential in the learning process and the district will provide nutritious food options so that you are ready to learn. Our cafeteria provides a variety of daily options for breakfast and lunch. Breakfast options include three hot entrée choices or cereal and assorted breakfast bars available daily. At lunch, you'll be able to choose from two hot entrée options, grab & go sandwiches or pizza by the slice and uncrustables daily. Meals come with your choice of self-serve hot vegetables, frozen or canned fruit as well as multiple fresh fruit and vegetable choices and milk or juice.

Meal Requirements

A student breakfast includes choice of entree, self-serve fruit and milk.

To make a breakfast meal students must;

1. Take at least ½ cup fruit and/or juice
2. Take a breakfast entree

A student lunch includes choice of entrée, self-serve vegetables and fruit and milk.

There are five food groups to a student lunch: fruits, vegetables, grains, proteins and dairy. Students only have to do two things to make a lunch meal:

1. Take a least 1/2 cup fruit and/or vegetable
2. Take two other food groups to make a meal (Entrees are typically grains & protein)

Menus & Prices

Refer to the monthly menus available at www.rpchildnutrition.org for current meal prices. We also offer a large variety of a la carte items. It is important that you and your family discuss available options in order to determine what meets your family goals and nutritional needs. A la carte items are purchase separate from the meal and vary in price from \$0.25 to \$2.00. Daily menus also can be found on our app! Download "Web Menus by School Nutrition and Fitness" at the App Store or on your Android. Have our menus at your fingertips anytime!

Student Accounts

All students are assigned an account and PIN. This helps get students through the lines quickly. Please make sure to keep your PIN confidential. Accounts are meant to be debit accounts with purchases subtracted from a balance. When accounts reach a balance of \$5.00, automated reminder calls & emails are sent. Child Nutrition staff will also make account balance reminder calls if an account remains below \$5.00. If a student account falls below a zero balance, students may not make a la carte purchases until funds are deposited. A regular meal can be charged for a limited period of time, however future purchases may be disallowed for accounts remaining at a significant negative balance. Invoices are sent monthly to student accounts with a negative \$15.00 or more account balance. After three consecutive invoices, the negative account balance may be sent to an external collection agency unless payment arrangements are made.

Account Payments

Students may pay by cash or check (payable to RP Child Nutrition) in the cafeteria. Please include student's first and last name on a check. We also accept debit, credit and online checks through our Ray-Pec Webstore located at www.raypec.k12.mo.us. You will need to provide your student PIN for online payments. Please email rpchildnutrition@raypec.org to obtain a lost or forgotten PIN number. Parents have the option to view student account transaction histories by requesting that information via email at rpchildnutrition@raypec.org. Please provide the student name.

Free and Reduced Meals

Our goal is to provide a meal to each and every student needing one therefore, we participate in the Free and Reduced Meal Program. Students who qualify will receive either a free or reduced price breakfast AND lunch daily. If you are interested in receiving this type of assistance, please complete the application at: www.rpchildnutrition.org and click on the link for "Free and Reduced Meal Price Application Form". Return the completed form to the Child Nutrition Department by mail at: 21005 School Rd, Peculiar, MO 64078, by email at rpchildnutrition@raypec.org or by fax to 816-892-1387. The use of PIN numbers keeps the status of students confidential. All students receive the same meal options daily.

Additional Information

Please visit our website www.rpchildnutrition.org for monthly menus, food allergy procedures, our district wellness policy, smart snacks in schools information and much more! If you have any questions contact us at: 816-892-1370 or rpchildnutrition@raypec.org.

WELLNESS POLICY

In accordance with the Healthy Hunger Free Kids Act of 2010, Raymore-Peculiar School District implemented a wellness program. This program includes school breakfasts, school lunches, vending/school stores, after school programs and classroom parties/rewards/celebrations. To view the Healthy Hunger Free Kids Act of 2010, please visit http://www.fns.usda.gov/cnd/Governance/Legislation/CNR_2010.htm.

Raymore-Peculiar School District also participates in the Alliance for a Healthier Generation program which helps to insure that all meals, snacks and beverages available to students are in compliance with guidelines providing students with the healthiest options possible.

CAFETERIA INFORMATION

Breakfast and lunch will be served in the cafeteria each school day except for no lunch on early release days.

Expectations in the cafeteria:

1. No cutting in line, saving seats, or having one student purchase food for another student.
2. No open food item/drink may leave the cafeteria.
3. Vending machines may not be utilized by students during breakfast or lunch times.
4. Students need to have their money and PIN number ready when they reach the cashier.
5. A tray must be used for all items taken to the cashier. **Leave food in its serving container until it is paid for and refrain from eating food during the time you are in the line.**
6. Students are expected to sit at their assigned tables.
7. When directed by an adult, students are to return trays to the dish line, dispose of trash and recyclable items and immediately return to their seat.
8. If students must use the restroom or need to see the nurse, students must sign out and obtain a pass from a supervisor.

Students will be expected to meet the expectations of the cafeteria. **Throwing of any object, creating a disturbance, or not following cafeteria procedures will result in discipline.** Students not following the cafeteria expectations may have a consequence, by the cafeteria supervisors, in the form of clean up duty, assigned seating, lunch detention and/or receive a referral to the student's administrator.

LOST AND FOUND

Lost articles found in the school building will be placed in the designated lost and found area. Anyone losing an item should check with the Main Office. Every effort will be made to identify to whom the lost articles belong. Lost and found items not reclaimed will be donated to local organizations quarterly. Disciplinary action may occur to students who are in possession of another student's lost items. We strongly recommend writing the student name using permanent marker to ensure ownership of personal belongings.

SALE OF ARTICLES AT SCHOOL

Unauthorized sale of any article (including candy and sports cards) by a student in school is **prohibited**. Anything sold without authorization will be confiscated.

COUNSELING CENTER

Counselors are a good resource for students and parents. They assist in academic, social and personal matters. Counselors organize and assist with individual counseling, support groups, tutoring, class meetings, enrollment, and career education.

A student may see a counselor in any of the three following ways: (1) using the sign-in sheet (on the counseling secretary's desk) when they want to see the counselor. This can be done before and after school, and during passing time between blocks. The counselor will send a pass for the student, and he/she will not have to use one of the agenda passes. (2) With teacher permission, a student may use an agenda pass and go to the counseling office. (3) When a student is very upset and feels he/she cannot be productive in the classroom. In cases of an emergency, as deemed by the classroom teacher, the student may go directly to the counseling office without a pass. The counseling secretary will notify the classroom teacher for attendance purposes. To avoid long waits, parents are asked to schedule appointments.

HEALTH SERVICES - NURSE

Policies regarding illness and accidents:

1. When a student becomes ill at school, he/she must report to the nurse's office. The nurse will notify the student's parents/guardians or a responsible adult if the student is too ill to remain at school.
2. All accidents are to be reported to the nurse's office immediately. An accident report will be completed when appropriate. Following any serious accident the parent or guardian will be notified immediately.
3. In the case of serious illness where medical attention is required quickly, the student will be sent to the preferred hospital via emergency vehicle.
4. Parents should be certain the school has an emergency telephone number in addition to the home and work telephone numbers.
5. Students should not come to school ill. It is very important that we attempt to control the spread of communicable disease. We would appreciate your compliance in following these guidelines:
 - a. Students should be fever-free (without the influence of fever-reducing medicine) for 24 hours before returning to school
 - b. The student health services recognize an oral or tympanic (ear) temperature as 100.0 degrees Fahrenheit as a fever. Students with a temperature of 100.0 degrees or greater will be sent home from school.
 - c. Students should be free from continuous coughing.
 - d. Students with vomiting or diarrhea will be sent home from school. An exception will be made for students vomiting secondary to certain medications, physical activity, or by the medical judgment of the school nurses. Students should remain at home for 24 hours after their last episode of vomiting or diarrhea.
 - e. Students should remain home for 24 hours after taking the first dose of an antibiotic for infection. If they are running a fever, have diarrhea or are vomiting, it is recommended they stay home for 24 hours symptom free without the use of medication (Tylenol, Ibuprofen, etc.).
 - f. Students that are found to have head lice will not be allowed to attend school until free of living specimens and all nits.
 - g. Students will be excluded from school for pink eye/conjunctivitis until on medication for 24 hours with primary care provider's written orders or until clearing of the eye.
 - h. The health services department shall be informed of any student with an illness characterized by rash, recurrent episodes of bleeding, or who has draining skin lesions.
6. The nurse will not treat injuries that happen away from school.
7. Parent/guardian or their designated adult representative must deliver and pick up all medications to the health room.
8. ***A student may face disciplinary action from school for carrying, taking, or giving/distributing any type of unauthorized prescription or non-prescription substances at school, including vitamin products.***

Regarding Health Inventory, Immunizations & Medications

1. Each student should have a health inventory form and documentation of required immunizations on file in the health room before entering East Middle School.
2. Each student must meet Missouri State law immunization requirements. Beginning with the 2010-2011 school year, Tdap (tetanus, diphtheria and pertussis) vaccine will be required for all incoming 8th grade students, who have completed the recommended childhood DTaP /DTP vaccination series and have not received a TD booster within the past 2 years.

Medication Policy for Middle School

Medication brought to school will be governed through the health room. Prescription medications must come in the current original pharmacy bottle with the student's and primary care provider's name clearly visible (the pharmacist will label two bottles upon request) and must be accompanied by a note from the physician and parent/guardian requesting the school to give the medication. Over the counter medication must come in the original container and must be accompanied by a note from parent or guardian and physician stating dosage and time given.

No medication is to be carried by the student at school unless they are asthmatic and have been ordered by a physician to carry their inhaler with them. Students who have been diagnosed with asthma may carry a prescription inhaler on their person provided there is a written primary care provider's order to do so on file in the health room.

All medications must be delivered directly to the health room by a parent or authorized adult and will be dispensed by designated personnel. Students with chronic coughing may carry and use a non-prescribed cough drop. In accordance with school board policy, each school will keep on hand at the nurse's office a quantity of listed medications. This medication is kept in an effort to help students who are suffering from mild discomforts and will only be dispensed if a current medication order and consent form is on file in the health room. It is also board of education policy that in order for school personnel to give medication to a student, written physician

and parental consent must be given on a yearly basis. No medication will be given within one (1) hour of school dismissal unless the student is involved in a school sponsored activity or there is a written doctor's order to administer.

The health services department recognizes that parents/legal guardians are busy and have many responsibilities. However, it is in the best interest of your child and the other students to avoid sending sick children to school. Time spent in the health room is time NOT spent in the classroom.

MEDIA CENTER POLICY

Any student may come and check out materials before school, between classes, and anytime a classroom teacher gives you permission.

Each student must have a pass when coming directly from a classroom.

All books have a checkout period of at least two weeks. If the return date falls on a weekend, the materials are due the next school day. We do not charge fines for overdue books. If materials are not returned, you must make restitution for the item. Any payment of \$5.00 or more on returned items will be refunded.

GRADING SYSTEM

In order to maintain an equitable reporting system, it is essential that teachers at all levels use a similar grading scale. The following scale shall be used for determining grades on a percentage basis:

POINTS	LETTER	PERCENT
4.00	A	100 - 93
3.66	A-	92 - 90
3.33	B+	89 - 88
3.00	B	87 - 83
2.66	B-	82 - 80
2.33	C+	79 - 78
2.00	C	77 - 73
1.66	C-	72 - 70
1.33	D+	69 - 68
1.00	D	67 - 63
.66	D-	62 - 60
0	F	59 - 0

PROGRESS REPORTS

Progress grades will be reported electronically approximately every 9 weeks. Student semester grades will be reported electronically each semester (18 weeks). Courses that are two semesters in length, will have a year-long grade calculated by averaging semesters one and two. At the very end of the year, a hard copy of the grades, as well as information on NWEA, will be mailed to families.

ACADEMIC ASSISTANCE

Academic assistance is available for all students on a pre-arranged basis with all teachers daily until 3:00 p.m.

WEDNESDAY ACADEMIC SUPPORT

Teachers/Teams will provide additional support for students as needed after school from 3:00 pm to 4:30 pm. This is an opportunity for students to catch up on work or complete a retake. Information about this opportunity will be shared out through principal email, team communication and individual teacher contacts as needed.

HOMEWORK EXPECTATIONS

Homework is given as practice and to assure that students are building the necessary skills to be successful on future assessments. We believe that meaningful work should be completed prior to a student taking a test. Our ultimate goal is to ensure that all students are reaching the desired academic standards and as partners both in and outside of school. The expectation is that every student will turn in

every assignment every day, for every class. Homework will count towards a student's final course grade.

Communication between parents and teachers concerning homework or other concerns will be through the student agenda, email, phone calls or in-person conferences. Students are responsible for noting, in their agenda, work done in class as well as any assignments to be completed at home. These assignments are posted in each classroom every day.

REGULAR AND PRINCIPAL'S HONOR ROLL

To be eligible for the Principal's Honor Roll, a student must have a grade point average of 3.5 or higher. To be eligible for the Regular Honor Roll, a student must have a grade point average of 3.0 to 3.49. These lists will be published in local newspapers.

Student Leadership Team Opportunities		
National Junior Honor Society	Student Council	Ambassador-Aide
<p>Students who attain three semesters of at least a cumulative 3.5 grade point average (beginning in the 7th grade), 95% attendance, teacher collaborative recommendations, and involvement in school/community activities will be eligible for induction into the National Junior Honor Society during the 2nd semester of his/her 8th grade year.</p> <p>NJHS members will assist in the coordination of building activities and mentoring/ tutoring programs, as well as participate in volunteer service opportunities.</p>	<p>Student council members will serve their middle school in a variety of ways. STUCO will assist the coordination of building activities with administration and promote school spirit and pride in the building and with the student body. Interested students can complete the application process to serve as their advisory STUCO rep and, upon approval, will be appointed to a one-year term. Students must meet and maintain the following qualifications to serve as a member of STUCO:</p> <ul style="list-style-type: none"> • 2.8 GPA/ "C" grades or better in all subjects • Exhibit characteristics of good citizenship and leadership – NO ISS or OSS. • 90% attendance record 	<p>Students will have the opportunity to assist staff with the daily duties of the front office, library, and counseling areas. To qualify, student applicants are required to have a 3.2 grade point average, a good attendance record and exhibit characteristics of good citizenship and will need to maintain the following qualifications:</p> <ul style="list-style-type: none"> • 2.8 GPA/ "C" grades or better in all subjects • Exhibit characteristics of good citizenship and leadership – NO ISS or OSS. • 90% attendance record

RETENTION AND PROMOTION

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

Failing one or more core classes in a semester may require a student to attend summer school.

Consideration will be given to students who demonstrate marked improvement in academic performance during second semester.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

ACADEMIC DISHONESTY

Students are expected to be honest in completion of their assignments and projects. Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, etc. Cases of academic dishonesty will result in the student redoing the assignment. In addition, teacher and/or administrative consequences may be assigned. (ref: code of conduct 3001)

ATHLETIC COMPETITION

The Raymore-Peculiar School district promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to our state and nation. A mainstay of our interscholastic athletic program is good sportsmanship. If our interscholastic activities are to be worthwhile and afford continuing supplemental educational experiences for our boys and girls, we must maintain good sportsmanship at our school. Good sportsmanship is built and maintained through a collective effort by administrators, coaches, players, and spectators. A TEAM EFFORT is necessary in our school if good sportsmanship is to exist.

Raymore-Peculiar Middle Schools offer several opportunities for students to participate in interscholastic athletic competition. Eighth graders may participate in football, wrestling, volleyball, cheerleading, cross-country, basketball, and track. Seventh graders may participate in cross country, wrestling and track.

Per the Missouri State High School Activities Association (MSHSAA) a student is expected to be in attendance the day he/she is participating in an athletic competition. Students not in attendance by 9:45 a.m. or are absent for more than 2 hours of the school day will be ineligible to participate that day. Exceptions to this rule may apply if prior arrangements have been made with the building principal or accompanied by a doctor's note. In addition, a student is not eligible to participate if he/she has O.S.S. on the day of the activity. A student may participate if he/she has completed an assigned I.S.S. on the day of the scheduled activity but if I.S.S. continues into the next day they may not participate.

Student athletes must have a physical examination and parental permission form on file at school before they can practice with a school team. These forms are available at school. If a student participates in more than one sport, only one form is required for the entire year.

All students participating in interscholastic athletics must provide proof of insurance and purchase a catastrophic policy through the school at a cost of **\$5.00** (one-time fee). A student activity fee of **\$50.00** will be charged for each activity to all students participating in athletics, speech and debate, and scholar bowl. ***There will be a maximum of \$150.00 charged to an individual family regardless of the number of students participating. A maximum of \$100.00 per student will be charged.***

TRAINING RULES

Each coach is responsible for establishing training rules for his/her program, which are consistent with district policies. These rules should be written and distributed to participants at the beginning of the activity season and/ or during the parent meeting.

ACADEMIC ELIGIBILITY

A student who participates in sports or extracurricular must be currently enrolled in and regularly attending the normal courses for that grade. Middle school students shall be subject to the following stipulations as they participate in extracurricular activities. These guidelines set the standards for eligibility.

A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. **However, any such student who failed more than one scheduled subject or failed to make standard progress in special education, shall be ineligible the following semester** regardless of promotion to the higher grade.

Eligibility will be determined by semester grades as developed by MSHSAA and in compliance with District policy. The previous semester determines initial eligibility

When a student has met the previous semester guidelines and is participating in a sport, but is receiving one or more failing grades he/she will be required to attend at least 90 minutes of "guided study hall sessions" each week. The student will remain in the "guided study hall sessions" until the student is no longer failing any class. Grade checks for these students will be conducted every three weeks. During this first three-week period, the student will be allowed to participate in activity events.

In order to remain eligible, a student must show satisfactory improvement. The classroom teacher, the "guided study hall session" instructor, the principal, the assistant principal, and the activities director will determine satisfactory improvement. If after one session of guided study hall, a student continues to receive a failing grade in any course the student will become ineligible for the next three weeks. Ineligibility is defined as being allowed to practice but not participate in a game/event. If a student fails to meet district eligibility requirements after two grade check periods (6 weeks) the student will become ineligible to practice or compete.

The district will provide a faculty member to supervise the study sessions. The goals of the study sessions are as follows:

1. To improve the academic level of each student.
2. To make the students accountable for their academic performance.
3. To improve study skills.
4. To provide additional instructional time.

SEMESTERS OF PARTICIPATION

A student is eligible for only TWO SEMESTERS in each of the seventh and eighth grades beginning with the first semester of entrance

in each grade. A student who is repeating a grade is not eligible.

CITIZENSHIP STANDARDS

Citizenship is an important aspect of middle school development. Students have a fundamental responsibility to maintain their grades and be good school citizens. Citizenship, attendance, and student conduct affect eligibility to participate in or attend these activities:

Dances, Incentives, Clubs, Student Leadership Team(s), FCCLA, Field Trips, Interscholastic Athletics and Activities

Students who represent Raymore-Peculiar in extracurricular activities must be credible citizens and judged so by the proper school authority. Those students whose character or conduct is such as to reflect discredit upon them, their activity, or their school are not considered "credible citizens" and are subject to disciplinary action, which may result in temporary or permanent suspension from that activity. Students are expected to be credible citizens at all times.

A student shall not be considered eligible while under suspension. Students may not participate in any extracurricular contest on a day in which ISS or OSS has been assigned. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date.

Raymore-Peculiar School District Internet/Network Usage Agreement

The internet/network usage agreement provided for by board policy 6320 must be signed and on file prior to use of any school district computers.

CRISIS PLANNING

Schools are safe environments, but emergencies and/or crisis situations can happen anytime and anywhere. Our Emergency Planning process is focused around three central foundational principles, Readiness, Response and Recovery.

The **READINESS** component includes:

- Analyzing our facilities for safety, security, equipment capabilities and other areas of operational and functional ability.
- Researching and preplanning to determine the most probable scenarios that could adversely affect our staff and the community we serve.
- Training our staff members so they can act as a team to mitigate a threat or minimize the impact to our children when a natural or man-made disaster occurs.
- Constant vigilance to make necessary changes when protocols or actions need to be modified.
- Reflection on past experiences to inform new practices.

The **RESPONSE** component includes:

- Recognizing an emergency or disaster early and communicating initial actions to co-workers, students and parents.
- Early notification of Public Safety when appropriate (911, Police, Fire, Rescue, Sheriff)
- Staff implementing actions that follow a predetermined plan to mitigate a threat or minimize the impact to our students when a natural or man-made disaster occurs.
- Staff working seamlessly with Public Safety officers when they arrive to maximize positive outcomes.
- Communicating and working with families for an effective reunification.

The **RECOVERY** component includes:

- Having predetermined programs in place to provide counseling services to staff, students and parents when a situation and/or need arise.
- Having the ability to continue operations or the capacity to restore basic services quickly and effectively.
- Maintaining a fiscally sound financial business model so the organization has an emergency funding mechanism.
- Utilizing the "hotwash" methodology (*immediate review of the response to the situation*), so we can continue to reinforce the readiness process.

An Emergency Reference Guide has been developed to assist the Raymore-Peculiar School District staff with preparation, communication and education. This guide provides a step-by-step procedure to follow for most of the predictable scenarios our school district may experience.

Critical Steps for Effective Emergency Management

1. Assess the situation.

2. Call 911 or other emergency numbers as appropriate.
3. Secure the building for the safety of students and staff. Take initial actions as provided by the Emergency Reference Guide.
4. Notify the Superintendent and other appropriate personnel.
5. Refer media inquiries to the Communications Coordinator.
6. Notify families of the students and/or people involved.
7. Mobilize the building and/or district Crisis Management Team.
8. Keep a log of all activity.

Communications

Communications are established between all sites of the Raymore-Peculiar School District, the District Office and the appropriate Public Safety agencies. Due to the geographical makeup of the District, there are several Public Safety entities involved, depending on the precise location of the situations or event. These agencies are:

- Local Police and Fire Departments
 - o Raymore Police Department and Peculiar Police Department.
 - o South Metro Fire Department and West Peculiar Fire Department.
 - o Cass County Sheriff's Department and Emergency Management
 - o Missouri State Highway Patrol

The Superintendent's Office will communicate information and procedures to the public in the event of an emergency situation involving a district site. Information that may be communicated include:

- Emergency situation information
- Dismissal procedures
- Family unification procedures

If school must be canceled or dismissed early due to weather conditions or other emergencies, an announcement will be made through School Messenger, RPSD website, area television and radio stations and other media sources (official District social media sites).

SCHOOL TRIPS AND ACTIVITIES

As a student you are reminded that all Ray-Pec school policies are in effect while you are in attendance at a school activity either at home or away, and that you are expected to conduct yourself in a credible manner.

In most cases, a bus with teacher supervision will be provided for activities away from our middle schools. If you ride this bus, you must also ride it back to school. The only exception is if YOUR parents or guardians are present at the activity and personally request of the supervising sponsor that you be discharged to their (the parents) care. Any other arrangements must be made in advance with approval of an administrator.

FIELD TRIPS

Students taking field trips must have a written permission slip signed by a parent or guardian. The office cannot accept permission from parents over the telephone. Students who do not remember to bring permission slips will not be allowed to attend. All school rules apply during field trips.

ASSEMBLIES

Students are expected to follow these rules:

1. Sit with assigned class in its designated section. Do not change seats without the permission of your teacher.
2. Be courteous and enter the seating areas quietly. Never run or shove other students.
3. Do not talk or make any unnecessary disturbance while the program is in progress.
4. Applaud politely. Avoid excessive applause. "Forced" applause ceases to be a courtesy and becomes rudeness. Be careful not to applaud before an act or musical number is completed. Whistling, verbal remarks, and foot stomping will NOT be tolerated during assembly programs.
5. When leaving the assembly, follow the directions of the person in charge. Do not rise or start to leave before being excused.

6. No gum, food, or drinks are allowed in the assemblies.
7. Any student being sent out of an assembly for inappropriate behavior will be referred to Administration, and may lose the right to attend the next assembly and/or be subject to additional discipline.

LOCKERS

Lockers are provided for students and will be assigned randomly by the counseling secretary. Students do not share lockers. **Students should not share their locker combinations with other students.** Lockers are to be kept in order and locked at all times. Report any damage or locker abuse to the counseling office. Items of extraordinary value should not be brought to school. Students are not to open or stand around any locker other than their own. Lockers that need repair should be reported to the office. Lockers are the property of the school and are subject to inspection at any time. **Students may not deface lockers in any way such as stickers, markers, adhesives – magnets are permissible.**

SEARCHES

The safety of each student and staff member is a top priority for the Ray-Pec School District. When investigating a situation; (in accordance with state statute and board of education policy 2150) the district reserves the right to search students, student belongings, student lockers and vehicles on school premises and at any school sponsored event. School administrators also have the legal authority to interview a student, regardless of age with or without the student's legal guardians present.

HALL PASSES

Students are to be in class at all times. Students in the hall without a pass from a teacher or their agenda may receive disciplinary action. Students must check out, and have a pass from their scheduled teacher before reporting to the nurse, office, library, counselor, or another teacher. Students should not deviate from their assigned schedule without a signed pass.

HALL CONDUCT

Students are expected to exhibit proper hallway behavior in the middle schools. This includes walking on the right side of the hall, using an inside voice, keeping hands to self and using passing time purposefully. When students fail to meet our expectations in the hallway, undesirable behaviors will be documented in their agenda on their hall conduct cards. Consequences for filled hall conduct cards range from a 3 hour detention to in-school suspension and hallway restriction.

DRESS CODE

School administration is aware of the many different styles of dress that are being worn today by students to school and other formal activities. **Dress code violations will be determined when any type of clothing is worn, or the way it is worn, causes a distraction in the classroom, or creates a health or safety problem.**

Students who are in violation of the dress policy will either be asked to change to more appropriate dress or parents will be notified to bring appropriate dress to the student.

1st dress code violation = warning

2nd violation = 1 hour detention

3rd violation = 2 hour detention

Subsequent = Up to ISS

ITEMS NOT PERMISSIBLE:

1. Clothing which exposes their stomach, midriff, back, chest, shoulders such as: tank tops, halter tops, mesh tops, tube tops, short skirts and shorts, sundresses, short tops which expose the stomach, low rise shorts or jeans. Clothes with holes (above mid thigh), and any cut, ripped, un-hemmed or cut-off clothing that results in inappropriate skin or undergarment exposure.
2. Underwear must not show (on top or bottom). Pants are to be worn at waist level. **NOTE:** Oversized shirts, sweatshirts and hoodies may not be worn with the intent to cover sagging pants or exposed undergarment.
3. Short skirts and shorts must be of sufficient length to avoid inappropriate skin or undergarment exposure. (Recommended minimum inseam length of 3" or more.)
4. Form-fitting or translucent clothing unless worn under acceptable clothing.
5. Clothing or accessories that advertise products dealing with or having references to profanity, alcohol, tobacco, drugs, sex, violence, or representing weapons, gangs or slogans that are suggestive, have double meanings or not school appropriate affiliations.
6. Wallet chains and large chain or rope-type necklaces.

7. Hats may not be worn inside the building during the school day or at after-school activities. This includes stocking caps, ball caps, scarves, bandanas, sweatbands, hoods and other head coverings/headwear, etc.
8. Writing on skin or clothing (other than that of the manufacturer)
9. Shoes or sandals are to be worn at all times.
10. Pajamas, robes, house shoes, sunglasses and blankets should not be worn.

SAFETY: Backpacks, book bags, purses and coats must be placed in student lockers at the start of the day and must remain until dismissal.

The school reserves the right to restrict any student from attending classes or school activities when such student's dress, general appearance and/or conduct creates safety, health, or discipline problems. Exceptions to the dress code may be made by administration for certain school activities.

INTERNET ACCESS

The purpose of the district's Internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will enter in the workforce and will ensure that teachers and other staff have access to the latest in research materials.

Because of the far-reaching implications of these resources, the Board realizes that parameters must be set to assure that activities, which are not appropriate to the learning environment, do not take place. Acceptable uses of the computer resources are activities resulting from specific tasks and assignments, which support learning and teaching, promote the district's goals and objectives and advance the mission of the district. Unacceptable uses are those which violate the rights to privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene or that use language that is offensive or degrading to others.

The school district is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and /or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. The administration may develop rules and regulations to help ensure that this informational resource is used in accordance with acceptable guidelines.

Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources and for assuring that students understand that if they misuse them, they will lose their access.

All users of the district's computer resources are responsible for respecting and adhering to local, state, federal and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

PERSONAL ELECTRONIC DEVICES AT SCHOOL

Technology has become an essential part of education in the Raymore-Peculiar School District. To be able to live, learn, and work successfully in our information-rich society, students must be able to utilize technology effectively. Many students' lives today are filled with technology that gives them ubiquitous access to information and resources, enabling them to pursue their interests in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous.

A filtered Internet connection will be provided for students to use for educational purposes. Students and parents will need to be aware of the district policy surrounding BYOD or 1 to 1 and sign the Acceptable Use Policy before a device is brought to school. Middle school students may utilize electronic devices such as e-readers and other tablets for activities that support learning in the classroom. Examples include books which have been purchased and downloaded for either reading enrichment or classroom reading requirements. Students are not to utilize their electronic device for game playing, texting, picture taking or surfing the internet. Doing so can result in consequences and loss of privileges. The use of such devices shall be limited to the classroom areas or other areas as deemed appropriate by the teaching staff. Personal devices shall not be utilized in common areas such as hallways during transitions, restrooms, locker rooms and cafeteria. The student is **solely** responsible for any equipment that he/she brings to school. The Raymore Peculiar School District is not liable for damaged, lost, or stolen equipment. Raymore Peculiar School District staff are unable to provide technical support for personal devices brought to school. All students must adhere to the Acceptable Use and Electronic Devices Policies. When students use technology inappropriately while on the school network, the same consequences apply, regardless of who owns the device.

PHONE USE

A phone is available in the office for local phone calls within the Kansas City area. Students should have a pass from their teacher to use the phone during class. Office phones are not to be used by students without permission. It is the policy of administration to strictly limit relaying phone messages to students. Calling students from class disrupts the learning process.

CELL PHONES/ELECTRONICS

Students are not allowed to have cell phones and/or electronics activated for non-academic use in the school building. Items must be turned off & removed upon entering the building and secured in the student's locker during the school day. Any voice, text, photo, or video messaging is considered "use" of the cell phone. Failure to comply will result in the item being confiscated. Tampering or removing SIM card may result in additional consequences.

If a student does not follow the cell phone/electronics procedure after receiving a warning, the item will be returned only to a parent and discipline consequences will be assigned.

1st offense: Warning & student pick up

2nd offense: 1 hour detention, parent pick up

3rd offense: 2 hour detention, parent pick up

Subsequent offenses will result in a minimum of 3 hour up to 10 days OSS.

*Level of consequence assigned may vary depending on possession or usage of phone and student cooperation.

"In accordance with Board of Education Policy 2610-R, students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material. Consequences for a violation may include up to a 10 day suspension and recommendation for long-term suspension or expulsion."

PERSONAL PROPERTY/ UNNECESSARY ARTICLES

Student's personal belongings are the sole responsibility of the student. The school and the R-II School District are not responsible for reimbursement for the loss or damage of personal items. Electronic devices, such as, but not limited to; cell phones, video games, cameras, etc. will not be allowed for non-academic use at school. **Failure to comply will result in the item being confiscated and returned only to a parent and discipline consequences ranging from a one hour detention up to OSS may be assigned. Items not needed for schoolwork should not be brought to school.** Cell phones, MP3 players, Ipods, I pads, electronic books/devices, radios, headsets, and video games must be turned off & removed upon entering the building and secured in your locker during the school day unless **authorized for academic use in the classroom by the teacher.** Dice, playing cards, skateboards, skate shoe wheels, laser pointers and toys are just a few examples of items that are unnecessary and should not be brought to school. Passing or writing notes can also be considered a nuisance or distraction in the classroom/school.

The items will be confiscated and may be returned only to the PARENT.

Open beverage containers should not be brought into school. Open food/drink containers must not be placed in lockers or carried in the halls at any time.

Administration reserves the right to determine the inappropriateness of nuisance items at school. Discipline consequences ranging from a one hour detention up to OSS may be assigned.

BIST

BIST Purpose: The purpose of this behavior management system is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others.

When a student fails to follow the classroom rules, the school has adopted a student management program known as BIST (Behavior Intervention Support Team). The following definitions may be helpful in explaining this system:

Safe Spot: A seat in the regular classroom where a student can stop the inappropriate behavior and begin "taking responsibility" for the behavior while continuing their academic course work. A Think Sheet will be completed at this time.

Buddy Room: Buddy Room is simply a classroom other than the student's regular room. It is intended to provide a safe place for a student where their inappropriate behavior can stop and the student can begin "taking responsibility" for the behavior while continuing their academic course work.

Recovery Room: A safe place for students who cannot stop their behavior in the buddy room, or are having difficulty controlling their behavior to the extent that a buddy room is not the safest place for them. Here the student is given time to think through the situation and

begin taking responsibility for their actions. An individual who will help the student recognize alternative methods of dealing with their feelings supervises this area.

Processing: A way for a student and a teacher to sit down and discuss the problem that took place and develop alternative methods of handling problem situations. Processing is done after the student takes responsibility for the behavior and before the student can re-enter the classroom. If a student has not processed after two class periods, a parent contact will be made and team focus may be used as an intervention.

Success Plans: Teams may decide specific interventions are required when students experience repeated difficulty behaviorally or academically. An individual student plan will be developed and communicated with parents for students to follow. Decisions to place a student on a success plan will be made by their instructional team.

The BIST Process: If a student has difficulty altering his or her behavior after appropriate early intervention techniques and an appropriate warning, the student may be asked to go to a designated "safe seat" in the regular classroom to complete a "think sheet". Continued disruption will result in the student being sent to a "buddy room" to complete the reflection task. There the student will complete the "think sheet", work on class work, or sit quietly. The teacher and student must meet before class time the next day in order to process. This usually does not need to take more than few minutes. If the student does not arrange to meet with the teacher or does not accept responsibility for their behavior, they will return to the "buddy room" until processing can occur. Parents/guardian will be contacted by the teacher if a student misses more than two class periods.

If the student is too angry or disruptive in the "buddy room", they will be sent to the "recovery room" where they will be allowed to calm down and have time to develop other methods of handling their behavior with the assistance of the "recovery room" staff. Occasionally, a student will be sent directly to the "recovery room" if the sending teacher believes the student is indicating it is the safest place for the student to be. A plan may be written by the "recovery room" supervisor and the student and discussed with the sending teacher. Processing must take place before the student can return to class. Again, parents/guardian will be contacted if the student will be out of class more than one day.

If a student cannot calm down and develop other methods for handling their behavior they will leave Recovery and be sent to the office for disciplinary action.

2018-2019 Raymore-Peculiar Middle School STUDENT DISCIPLINE POLICY

I. INTRODUCTION & GENERAL STATEMENT

The Raymore-Peculiar School District believes that schools have been established for the education of the individual and the improvement of society. The district also believes that one of the major functions of our schools is the preparation of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of this preparation. It is the objective and policy of the Raymore-Peculiar School District to recognize, preserve and protect the individual rights of all students and yet, at the same time, to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged.

All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, or on any property of the school, on any school bus going to or returning from school or school activities, and during school-sponsored activities. The principal of each school is authorized and directed to develop rules and regulations consistent with policies, rules and regulations approved by the Board of Education and disseminate them each year to students and/or parents.

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the school. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and school.

In order to fulfill the responsibility of the school, it is necessary that each activity is conducive to learning. Standards of student conduct are established by the Raymore-Peculiar School District Board of Education to create an environment in which each student's right to learn is protected. *Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of staff, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to others, to refrain from the use of profane or improper language and to refrain from the use of tobacco, illegal drugs, controlled substances and alcoholic beverages, while on school premises or under school supervision.* Students and parents will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to insure the orderly operations of the school. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses, which, if committed by a student, will result in the imposition of a consequence. **Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a**

combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Refer to Board of Education policies 2651, 2655, 2640, 2641, 2620, 2150 2160, 2600, 2610, 2670, 2660, 2661, 2662, 2663, 2672, 2673 and 1460.

II. DISCIPLINARY CONSEQUENCES AND Notification

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school. All school district personnel responsible for the care and supervision of the students are authorized to hold every student strictly accountable for any disorderly conduct in violation of the standard of student conduct. The discipline authority, standard of conduct and consequences of volatile conduct administered by district personnel as described in this handbook shall apply equally to students: A) in school; B) on any property of the district, or contiguous to district property; C) during any district-sponsored activities, and including on any school bus going to or returning from school, or any district-sponsored activities; or during intermission or recess periods (Refer to policies 2652, 2600, and 2610) Students may be disciplined for violations of school district policies, building handbook rules or classroom policies. Students receiving administrative discipline will be given a copy of the discipline referral outlining the nature of the problem, administrative action and the date/time of the consequence. Parents will be notified of disciplinary actions by email/letter as soon as possible. In the case of serious disciplinary action involving out-of-school suspension, an attempt will be made to contact the parents by phone.

When a student is sent to the office for disciplinary action, the administrator has the option of following the disciplinary consequence outlined in this handbook or administering other disciplinary action as deemed appropriate. **Failure of the student to come to the office on request may be deemed insubordination and be cause for out-of-school suspension.** All students must secure passes upon and before returning to their classes.

III. SAFE SCHOOLS LAW

In accordance with Missouri House Bills 1301 and 1298, the "Safe Schools" legislation provides the following safeguards for the local school district.

According to Missouri Revised Statute 160.261. The local board of education of each school district shall clearly establish a written policy of discipline. A written copy of the district's discipline policy shall be provided to the pupil and parent or legal guardian of every pupil enrolled in the district at the beginning of each school year and also made available in the office of the superintendent of such district, during normal business hours, for public inspection. All employees of the district shall annually receive instruction related to the specific contents of the policy of discipline and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

The policy shall require school administrators to report acts of school violence to all teachers at the attendance center and, in addition, to other school district employees with a need to know. For the purposes of this chapter or chapter 167, "need to know" is defined as school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. As used in this section, the phrase "act of school violence" or "violent behavior" means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. The policy shall at a minimum require school administrators to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following crimes, or any act which if committed by an adult would be one of the following crimes:

(1) First or second degree murder; (2) Voluntary manslaughter; (3) Involuntary manslaughter in the first or second degree; (4) First or second degree kidnapping; (5) First, second, or third degree assault; (6) Rape in the first or second degree; (7) Sodomy in the first or second degree; (8) Burglary in the first or second degree; (9) Robbery in the first degree; (10) Possession of a weapon; (11) Manufacture of a controlled substance; (12) Delivery of a controlled substance; (13) Arson in the first degree; (14) Property damage in the first degree; (15) First, second, or third degree child molestation; (16) Sexual misconduct involving a child; (17) Sexual abuse in the first degree; (18) First degree harassment; (19) First-degree stalking. The policy shall require that any portion of a student's individualized education program that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other school district employees who are directly responsible for the student's education or who otherwise interact with the student on an educational basis while acting within the scope of their assigned duties. The policy shall also contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.

The school board is authorized to immediately remove through suspension or expulsion a pupil upon finding by a principal, superintendent, or the school board that such pupil poses a threat of harm to self or others, based upon the child's prior conduct.

No school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies.

IV. ADMINISTRATIVE DISCRETION

The building administrators may deviate from policy guidelines when warranted by extenuating circumstances. The administration reserves the right to contact law enforcement agencies and juvenile authorities in dealing with discipline situations. In some instances, due to the severity of a wrongful behavior, the administration may invoke a penalty or consequence at a level beyond the offense.

V. DEFINITION OF DISCIPLINE

A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior.

VI. DISCIPLINE BELIEF STATEMENT

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student
 - will not be allowed to interfere with the learning opportunities of another student.
 - will not be allowed to interfere with the teacher's responsibility to teach all students.
 - will not excuse the misbehaving student from successfully completing the learning objectives.
2. Self-discipline is the expected outcome.
3. In the handling of unacceptable behaviors, the focus will be on judging the behavior of the student, not on judging the student.

VII. BEHAVIOR EXPECTATIONS

1. Students will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and/or guardians.
6. Staff, students and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

VIII. Sexual harassment

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Use of verbal, written or symbolic language that is sexually harassing (Refer to Board policy 1300.)

*Complaints of sexual harassment will be handled in the following manner:

1. An administrator will conference with the complainant and accused to determine if harassment has occurred.
2. If an administrator determines that harassment has occurred, the offender will be told what specific behavior or language must stop and a letter will be sent home to parent/guardian. If an administrator feels that the harassment was severe, additional disciplinary action may result on the first offense. An administrator may also put a "no-contact" rule in effect.
3. The offender and parent/guardian will be advised that continued harassment may result in suspension.
4. Additional complaints against an individual that are deemed harassment by an administrator will result in a suspension and recommended counseling.
5. Students who persist in sexual harassment will be subject to long-term suspension or expulsion.

Further explanation of our entire Board of Education policies are located on-line at the district's website at www.raypec.k12.mo.us

HAZING/BULLYING

In order to promote a safe learning environment for all students, the Raymore-Peculiar R-II School District prohibits all forms of hazing, bullying and student intimidation. (See Board Policy 2655 and 2920.)

Hazing - Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

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

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

In an effort to sustain a positive school culture, the district has adopted another method to report school safety or bullying concerns.

Students and/or parents can continue to make direct contact with a school principal or district office administrator to report safety concerns at any time. Quick Tip is an additional simple tip line allowing students, staff, parents or any member of the community to communicate with the Raymore-Peculiar School District about school safety or bullying concerns.

To submit a school safety or bullying report using Quick Tip, click on the School Safety/Bullying Reporting link located on the home page of the district web site (www.raypec.k12.mo.us), and complete the information requested. Tip reporters have the option to enter personal contact information or remain anonymous. Please keep in mind that more detailed information allows for a more thorough investigation. It's helpful to share specific information such as a detailed description of the concern or incident, names and grade levels of those involved, location of concern, names of any potential witnesses, and any supporting evidence.

The district will follow up on each report and implement the appropriate intervention based on the details provided and results of the investigation. It's important that reporters submit thorough and accurate information. False reporting is subject to disciplinary action. Here is a direct link to Quick Tip: <https://asp.schoolmessenger.com/raypec/quicktip>

DETENTION

Detention can be issued by a classroom teacher or by an administrator. Twenty-four hour notice will be given so a student who has been assigned to detention may have the opportunity to inform his/her parents and make arrangements for transportation. A teacher may also make direct contact with the parent to make a plan for the next day. **Missing a teacher detention will result in a two hour detention.** Failing to serve an office assigned detention will result in an assignment of discipline at the next higher level (1 hour detention becomes 2 hour detention, 2 hour detention becomes 3 hour detention, 3 hour detention becomes ISS)

A student will be allowed to reschedule one detention per school semester. School administration reserves the right to assign increasing consequences for skipped detentions. One, two and three hour detentions will be from 3:00pm-4:00pm, 3:00pm– 5:00pm and 3:00-6:00pm. The day the students' consequence is assigned, we will attempt to notify the parent with a phone call/phone message, a written notice will be given to the student that day and a copy will also be sent through the email to the parent. Please make appropriate transportation arrangements in order for your child to have a timely pick-up after a detention.

Unserved discipline could result in a student being unable to attend school activities such as dances, various ceremonies, and other activities as determined appropriate by administration.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is one level of disciplinary action used at Raymore-Peculiar middle schools. Students are placed under the supervision of a certified teacher. Lessons and assignments completed during the suspension period will be accepted as regular

classroom work. A copy of classroom expectations will be provided to all students' assigned in-school suspension. Students will be expected to meet those expectations set forth in writing as well as the verbal directions of the ISS supervisor. Failure to meet ISS expectations will result in further disciplinary action that may include out-of-school suspension.

Students may be assigned one to twenty days in-school suspension from classes. When a student exceeds 20 days, the next violation that would constitute an ISS offense will result in out-of-school suspension (OSS). Students are not allowed to attend/participate in school activities until the duration of the ISS has been completed. Coaches/Sponsors have discretion in deciding whether a student will participate as a result of the misconduct related to citizenship expectations.

OUT-OF-SCHOOL SUSPENSION

Serious or repeated violation of school policies will result in out-of-school suspension (OSS). The length of OSS will depend upon the offense. Students are not to attend any Raymore-Peculiar school activities, on or off, school property during suspension. **With any 10-day OSS a parent conference with the building principal or assistant principal is required prior to the student being readmitted to class.**

CREDIT FOR CLASS WORK FOR STUDENTS UNDER SUSPENSION

- A. In-school suspension work may be counted toward the completion of class work.
- B. Students will be given the opportunity to earn credit for work completed during an out-of-school suspension (10 days or less). It is the responsibility of the student and/or parent to contact the school to make arrangements to pick up work in the front office.
- C. Students who receive long-term suspensions (more than 10 days) will jeopardize their ability to make up any work for credit.

EXPULSION

A student who is expelled is permanently removed from the school setting and is no longer a student at Raymore-Peculiar Middle School. (Expulsion is a Board of Education option, if deemed necessary.) No student will be allowed to attend Raymore-Peculiar School activities on or off school property if expelled.

Reasons for suspension or expulsion

The building administrator or his/her designated representative may suspend a pupil for a period not to exceed ten (10) school days for any of the policies listed in the student handbook and/or board of education policies. Students may be suspended for other actions deemed to be prejudicial to good school order in the school or which violate the rights of others or the school. Proper legal authorities may be contacted by school personnel when deemed appropriate (Refer to board of education policy 2662 and 2663.)

Student rights in suspension cases

In cases where the building administration suspends a student for a period not to exceed ten (10) school days, the student shall be afforded due process by a building administrator before the suspension is imposed (Refer to board of education policy 2662 and 2663.) Students may appeal any short-term suspension to the building level principal. Students may appeal any long-term suspension to the superintendent of schools and the board of education if they so desire (Refer to board of education policy 2662 and 2663.)

Accumulation of disciplinary problems

The building administrator may recommend a long-term suspension or expulsion for any student who accumulates more than three short-term suspensions within a school year. The recommendation will be made to the superintendent and/or school board if deemed appropriate by the school administration.

Guidelines for suspensions/expulsion of handicapped students

The Individuals with Disabilities Education Act (IDEA) requires the following criteria to be met when changing the educational placement of handicapped students: (Refer to board of education policies 2600, 2610)

- 1. Short-term suspensions may be given up ten (10) days without reconvening of the IEP team.
- 2. Long-term suspension and expulsion is a change of placement under IDEA and an IEP team must be convened before such action takes place.
- 3. Long-term suspension or expulsion cannot take place without determination that the misconduct does not bear relationship to the child's handicap, except when controlled substances or weapons are involved.
- 4. If misconduct is a result of handicap, long-term suspension or expulsion is inappropriate under IDEA.
- 5. Children with disruptive histories will receive additional support from staff. Their needs will be met through IEP goals and objectives.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided by under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative (Refer to board of education policy 1460.)

Process for Resolving a Concern or Complaint (Policy 1460)

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented to the principal of the school. The principal will provide a response to the individual raising the complainant within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the assistant superintendent or designee. The assistant superintendent or designee will provide a response to the individual voicing the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. Unsettled matters from (3) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee. The superintendent or designee will provide a response to the individual voicing the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
5. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

DISCIPLINE FOR OFF-CAMPUS INCIDENTS

Students may be assigned consequences for conduct that occurs off of school grounds when or if a relationship or nexus to the school can be established. The school administration will make the determination if a relationship does exist that interferes with the safe and smooth operations of the school or creates a distraction to the educational process.

PROTECTION OF STUDENT RIGHTS

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the children.

No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),

The school district shall give parents and students effective notice of their rights under this policy.

2018-2019 STUDENT CONDUCT

Levels of Unacceptable Behavior for the Raymore-Peculiar Middle Schools

Level 4: Safe Environment – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal.

Minimum consequence = 3 days in- school suspension - Maximum consequence = Expulsion

1st Offense: Up to 10 days out-of-school suspension and recommendation for long-term suspension. Law enforcement officials may be contacted.

Subsequent Offense: Same as above.

I. Actions that compromise the safety of students or staff and/or is prejudicial to the good order of the school (4000)

Any action or behavior placing students/staff at risk of danger or harm. This may include inciting others.

II. Drugs/ Alcohol (4002)

The drug policy will be enforced at school or any school sponsored activity on or off school grounds.

- A. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
- B. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- C. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

*Any student who is given medical permission by a physician to take prescription or over-the-counter medication must contact the school nurse and arrangements for taking the medication will be handled through the nurse's office. The school must be made aware of any medication prescribed to the student prior to use.

III. Arson (4003)

Starting a fire or causing an explosion with the intention to damage property or buildings.

IV. Assault on a teacher or staff member (4004/4104)

Attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury.

V. Assault on a student (4005/4105)

Attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury.

VI. Extortion (4006)

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

VII. False alarm (4007)

Tampering with emergency or surveillance equipment, setting off false alarms, making false reports.

VIII. Fireworks or explosive devices (4008/4108)

Use or possession of fireworks or any explosive device on school property or at any school function that is threatening to the health and welfare of students and/or staff.

IX. Fighting (4009/4109)

Mutual physical combat in which both parties have contributed to the conflict either verbally or by physical action. Physical or verbal contribution to a fight.

X. Indecent exposure/Indecent liberties taken with another individual (4010)

Any action or behavior that is offensive to good taste and/or community standards.

XI. Open Defiance/Insubordination to a staff member (4011)

Openly refusing to obey the reasonable directions or requests of any school employee. This includes refusal to identify one's self when requested.

XII. Sexual harassment (4012)

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Use of verbal, written or symbolic language that is sexually harassing (Refer to Board policy 1300.)

XIII. Theft (4013)

Stealing or attempting to steal private or school property. Possessing or accepting stolen property may be subject to suspension if deemed appropriate by an administrator.

XIV. Use of language/action that is disparaging or demeaning (4014/4114)

Use of words, actions, or pictures which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person's race, sex, religion, or ethnic origin. This includes racial harassment or intimidation; physical or verbal bullying, and cyberbullying.

The district takes seriously all threats to the safety and well-being of staff members and students. Any student making such threats is subject to an immediate 10-day suspension. The student may be required to have a threat assessment by a trained mental health professional before returning to school.

XV. Verbal abuse to staff (4015)

Disrespectful or abusive language or gestures to a staff member.

XVI. Verbal/non-verbal abuse to staff of a threatening nature (4016)

Disrespectful or abusive language or actions to a staff member that is threatening in nature. This includes threatening demeanor or gestures.

XVII. Weapon (4017/4117)

Possession, use or distribution of any weapon, look-alike weapons and/or dangerous material at school or any school sponsored activity on or off school grounds. Items may include, but not limited to knives, guns, chains, metal knuckles, martial art devices, explosive devices or facsimiles thereof. (Refer to board policy 2620 and 2610-R.)

Threat or physical attack on another with a dangerous weapon or instrument that could be used as a dangerous weapon.

1st Offense: Up to 10 days out-of-school suspension and recommendation for long-term suspension or expulsion. Law enforcement officials will be notified.

Subsequent Offense: Same as above.

XVIII. Willful damage to school, staff or student property/Vandalism (4018)

Willfully causing or attempting to cause substantial damage to any property, real or personal, belonging to the school, staff or students.

XIX. Tampering (4019)

To interfere with something improperly, to meddle with it, displace it, make unwarranted alterations in its existing condition, or to deprive temporarily, the owner or possessor of that thing.

Level 3: Orderly Environment – Behaviors that occur in or out of the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment.

Minimum consequence = Verbal correction - Maximum consequence = Short-term suspension (No more than 10 days)

1st Offense – Up to 3 days OSS, 2nd Offense – Up to 5 days OSS, 3rd Offense – Up to 10 days OSS, Subsequent Offenses – Up to 10 days OSS, *Other and/or more severe consequences may be assigned if deemed appropriate by administration.

I. Destruction or defacement of property (3000)

Action that results in the blemish or destruction of student, staff or school property. Examples include tampering or theft of items with a minimal value.

II. Academic dishonesty (3001)

Any event or action of academic dishonesty where a student is found to be involved or contributed in some manner. Examples include but not limited to cheating, plagiarism, altering grade on school documents, etc. All instances of academic dishonesty will be reported to the administration.

1st Offense: Parent Contact, assignment/assessment redone, and Office Referral.

Subsequent Offense: Same as above.

III. Disruptive/Disrespectful speech and/or conduct (3002)

Conduct, behavior, and/or speech, be it verbal, written or symbolic, which materially and substantially disrupts the school environment, school activities or school functions on or off school grounds. This may include inciting others verbal confrontations. Disruptions or disrespect may occur in the hallways, classrooms, cafeteria, and school facilities before or after school, etc.

IV. Dress code/personal appearance (3003)

Any article of clothing, jewelry or personal appearance that may be determined disruptive to good school climate. Any article of clothing, jewelry or personal appearance that represents an organization or group that promotes hate, violence, or discrimination.

These may include but not limited to the Confederate flag, swastika, celtic cross, white or black fist. Personal appearance that attracts undue attention to the extent that it may become a disruptive factor in the educational process.

V. Excessive discipline/referrals (3005)

Students classified as "Habitually Disruptive" will be placed on Disciplinary Probation. The habitually disruptive student in the secondary schools of the Raymore-Peculiar School District: Negatively affects the learning environment; Detracts from a safe school environment; Has repeated student administration referrals because of chronic behaviors; Is non-responsive to traditional progressive disciplinary measures; Does not change behaviors, even after systematic alternative interventions.

A student may be placed on Disciplinary Probation up to 180 school days. Student Administration will communicate with parents PRIOR to placing a student on Disciplinary Probation.

VI. Failure to serve (3006)

Failure to show for a detention.

1 hour detention = 2 hour detention

2 hour detention = 3 hour detention

3 hour detention = 1 day ISS

***Other and/or more severe consequences may be assigned if deemed appropriate by administration.**

Students are allowed to reschedule one detention per semester.

VII. Falsification or alteration of documents (3007)

Forgeries, fake phone calls, or alterations of school-related document.

VIII. Hall violations (3008)

Any student who abuses hall privileges will have their hall conduct card signed. Students who are in hallway without permission will receive consequences and may be placed on restricted passing time. To help with hallway crowding conditions, students may not loiter in the hallway at any time. Students may use the team area to visit with peers before homeroom or during passing periods. Students are expected to walk and talk and stay to the right in the hallways, and move from to class in a calm and safe manner. Any continued problems may result in hall privileges being revoked, detentions and/or suspensions as deemed appropriate by an administrator.

IX. Harassment/Intimidation (3009)

Persecution or disruption of other persons by annoying, threatening, or demanding. Malicious harassment or intentionally intimidating or harassing another person(s) because of their race, color, religion, ancestry, national origin, gender expression/orientation, or handicapping condition.

This includes **bullying** or **cyberbullying**. Cyberbullying constitutes an intentional action by an individual or group to inflict physical, emotional, or mental suffering on another individual or group by using the internet or cell phones. **Malicious harassment, harassment in the first degree, or intimidation may warrant more severe consequences as deemed appropriate by an administrator.**

X. Internet/Network usage agreement violations (3010)

Any violation of the guidelines for acceptable use of technology

XI. Obscene language, gestures and/or profanity (3011)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, and/or defiant, considered inappropriate in educational settings. Violations may include use of words or gestures which are which are offensive to community standards, and do not have serious literary, artistic, political, or scientific value.

XII. Possession and/or distribution of unnecessary articles/Nuisance items (3013)

Possession or distribution of any item unnecessary for school and/or disruptive to the school climate. Items may include but not limited to: walkie-talkies, electronic games, skateboards, laser pointers, cell phones, ipods, headphones, misc. toys. Students are discouraged but not prohibited from bringing cell phones. Students are **NOT** permitted to use cell phones at any time during the class period. Any student who disrupts the educational environment with their cell phone will have it confiscated and returned only to parents/guardians. Compact disc players, pods and MP3 players are not allowed to be used at any time and headphones are not to be worn at school.

Students who choose to remove the battery or sim card from the phone before turning it in will receive additional consequences.

XIII. Public display of affection (3014)

Physical contact, which is inappropriate for the school setting (Refer to board policy 2610-R.)

XIV. Tardiness (3015)

A student who is not in his/her classroom when the tardy bell rings is tardy. Tardies will be cumulative for each quarter. Parents cannot excuse tardies. Teachers may have additional classroom consequences concerning tardies as well.

XIX. Truancy/Unexcused absences/Excessive absences (3016)

A student who is absent from school without the knowledge and/or consent of parent/guardian and the school administration. A student who leaves school during school hours without following proper procedures (see page 9-10). A student who leaves the classroom without permission or is located in an unauthorized area. A student who is deemed to be excessively absent from school by an administrator will be subject to detention, suspension, withdrawal from school and/or referral to juvenile agency.

XX. Unsafe behavior (3017)

Attempts to cause physical injury, causes physical injury or engages in conduct which creates a risk of harm or injury due to reckless or negligent behavior. (3rd degree assault)

XXI. Use or possession of tobacco, smoking or chewing (3018)

Use or possession of tobacco or tobacco products (smoking or chewing or electronic devices) at school or any school activity on or off school grounds. No student is to have lighters/matches at school or school activities as well.

XXII. Removal from ISS (3019)

Any student who is removed from ISS for not meeting the guidelines and expectations set forth in the in-school suspension classroom. Any disruptive or inappropriate behavior in ISS.

Each Offense: Failure to meet ISS expectations will result in further disciplinary action that may include out-of-school suspension.

XXIII. Failure To Comply (3020)

Failure to comply with reasonable requests of any school personnel and/or failure to follow reasonable staff directions immediately upon request.

XXIV. Failure to serve a teacher-assigned detention (3022)

Failure to serve a detention before or after school assigned by a teacher.

XXIX. Possession of profane material (3023)

In accordance with Board of Education Policy JG-R, students may not possess or display electronically or otherwise sexually explicit, vulgar or violent material.

Level 2: Productive Classroom Environment – Behaviors that occur in the classroom and interfere with the learning of others.

Minimum consequence = Verbal correction - Maximum consequence = ISS

1st Offense – Teacher Behavior Management Steps, 2nd Offense – Teacher Behavior Management Steps, 3rd Offense – Parent Contact, Referral to Office, Up to 3 days ISS, Subsequent Offenses – Parent Contact, Referral to Office, Up to 10 days OSS.

***Other and/or more severe consequences may be assigned if deemed appropriate by administration.**

I. Disrespectful speech and/or conduct (2002)

Behavior that shows disrespect to another, which disrupts the learning of others. This behavior may include but not limited to excessive talking, arguing, insults, inappropriate tone or demeanor, etc.

II. Disruptive speech and/or conduct in classroom (2003)

Conduct and/or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work or school functions within the classroom. This behavior may include but not limited to noise making, throwing objects, off task behaviors, etc.

III. Improper use of equipment (2004)

Improper or inappropriate use of school, staff or student equipment or property.

IV. Disruptive behavior on a school bus (2005)

Any referral received from the bus company involving disruptive or disrespectful student behavior.

Level 1: Productive Personal Environment – Behaviors that occur in or out of the classroom and affect only the misbehaving student.

Minimum consequence = Verbal correction Maximum consequence = Teacher/Team detention

Teacher behavior management steps: Teacher/Student Conference, Parent/guardian contact, Parent/teacher/student conference, Teacher/Team detention.

I. Being off-task, but not disrupting others (1001)

Behavior that is off-task and negatively affects the misbehaving student only.

II. Failing to complete assigned tasks (1002)

Failure to complete assignments, homework, projects or task assigned by the teacher.

III. Failing to dress out for physical education (1003)

Failing to bring appropriate clothing for physical education class or failing to dress out for class.

IV. Not having appropriate materials (1004)

Failing to bring appropriate classroom materials on a consistent basis.

V. Sleeping (1005)

Sleeping in class and/or continuing to place head on desk after being corrected by teacher.

TRANSPORTATION

Riding the school bus is a privilege extended to students and it can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey the bus driver's requests. Specific regulations are posted in each bus. Failure to comply with the rules and regulations may result in discipline from the bus company. Students are issued a list of bus rules from the contracted bus company. Failure to abide by these rules can result in suspension of riding privileges. Serious infractions, such as weapons, serious assaults, drugs, may result in discipline from the school district. Please refer to the end of this student handbook for a detailed list of consequences for violating transportation guidelines.

In order for a student to ride home on a different bus a bus pass must be obtained. Students must have a note from a parent and have it approved in the office to receive a bus pass. This must be taken care of prior to 2:00pm. We cannot accept parents' requests over the phone, requests must be in writing. A copy of the transportation rules and procedures are available in the office upon request.

IF PARENTS FEEL THERE IS A PROBLEM ON A BUS THEY MAY CONTACT **APPLE BUS COMPANY AT 318-1900.**

All students will be required to ride the bus home from school unless prior written notice is given to the Attendance Office for any other transportation arrangements (which includes riding home with any high school student.) You may still sign your student out from the Attendance Office. Our regular procedure will still be in effect for early release of any student.

TRANSPORTATION POLICIES AND GUIDELINES

APPLE BUS COMPANY – BEHAVIORAL MANAGEMENT STEPS

Safe and orderly bus transportation is important in the Raymore-Peculiar School District. It is important that students feel safe while riding the school bus. Students and parents are asked to read the behavioral expectations and guidelines listed below. These guidelines, along with the Student Code of Conduct listed in the board approved school agendas, give a clear explanation of behavioral expectations while riding the bus.

<p>BUS BEHAVIOR LEVEL 1: Productive Environment</p> <p>Behaviors that occur that interfere with a positive and productive environment.</p> <ul style="list-style-type: none"> ● Depart/enter at unauthorized stop ● Dress code violation ● Falsify/alter documents ● Public display of affection ● Unauthorized possession of food, animals or Nuisance items 	<p>BUS BEHAVIOR LEVEL 2: Orderly Environment</p> <p>Behaviors that occur that are not intended to cause physical/mental harm to another, are not illegal, but do negatively affect an orderly environment.</p> <ul style="list-style-type: none"> ● Disruptive speech and/or conduct. ● Failure to comply with reasonable request. ● Refusing to stay in assigned seat, moving out of seat while bus is moving and/or failing to keep aisle clear. ● Hanging out bus windows ● Unsafe behavior ● Throwing objects on bus and/or out bus window ● Other 	<p>BUS BEHAVIOR LEVEL 3: Safe Environment</p> <p>Behaviors that cause another individual physical/mental harm and/or are illegal.</p> <ul style="list-style-type: none"> ● Profanity, vulgar and/or inappropriate language ● Open defiance ● Theft/extortion ● Verbal abuse to staff ● Sexual harassment ● Bullying and/or harassment ● Any behavior compromising the safety of others ● Destruction and/or defacement of property, vandalism ● Fighting, assault and/or inciting actions of violence ● Tampering with emergency equipment ● Possession of tobacco products ● Other 	<p>BUS BEHAVIOR LEVEL 4: Severe Behaviors</p> <p>Severe behaviors that cause another individual physical/mental harm, are illegal, and significantly compromise the safety of others.</p> <ul style="list-style-type: none"> ● Possession of alcohol, drugs, controlled substance and/or paraphernalia ● Arson, fireworks and/or explosive devices ● Indecent exposure ● Weapons, look-alike weapons, dangerous items ● Sexual misconduct
<p>BUS CONSEQUENCES: Included, but not limited to:</p> <p>First Offense – verbal correction, parent/guardian contact, behavior management steps [assigned seat, conference]</p> <p>Second Offense – verbal correction, parent/guardian contact, behavior management steps [assigned seat, conference]</p> <p>Third Offense – up to 3 days suspension of bus transportation</p>	<p>BUS CONSEQUENCES: Included, but not limited to:</p> <p>First Offense – verbal correction, parent/guardian contact, behavior management steps [assigned seat, conference]</p> <p>Second Offense – up to 3 days suspension of bus transportation</p> <p>Third Offense – up to 5 days suspension of bus transportation</p> <p>Fourth Offense – up to 20 days suspension of bus transportation and bus contract</p> <p>Fifth Offense – loss of bus transportation balance of school year</p>	<p>BUS CONSEQUENCES: Included, but not limited to:</p> <p>Law enforcement may play an active role in this behavior level.</p> <p>First Offense – up to 10 days suspension of bus transportation</p> <p>Second Offense – up to 20 days suspension of bus transportation and bus contract</p> <p>Third Offense – up to 20 days suspension of bus transportation or balance of school year</p> <p>Fourth Offense – loss of bus transportation balance of school year</p>	<p>BUS CONSEQUENCES: Included, but not limited to:</p> <p>Law enforcement may play an active role in this behavior level.</p> <p>First Offense – up to 90 days suspension of bus transportation and bus contract</p> <p>Second Offense – loss of bus transportation for balance of school year</p>

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Parent Right to Know Information

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A. funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.