

SUCCESS R-VI

SCHOOL DISTRICT



HAWK PRIDE

Student Handbook
2016-2017

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Character Plus Mission and Beliefs Statement with Tasks

The Success R-VI School District believes education requires the commitment of the community, parents, students, faculty, and staff. The Board of Education recognizes the home as the primary source of character education and the role of the school is to support the family by guiding students in acquiring the skills, knowledge, and character traits that will prepare them to function as competent adults. We believe character education is the ongoing process of helping students to develop positive character attributes that will assist them in becoming responsible, respectful, thoughtful, participating members of our families, schools and community.

Beliefs

1. First we must do no harm.
2. We must strive for continuous improvement.
3. We believe in individual accountability and responsibility.
4. We expect dignity and respect in all interactions.

Tasks

1. To forge a relationship with everyone in the community interested in the academic, social, and moral development of our young people.
2. To develop a framework for character education, a process for implementation of the program, and a plan to make character education easily accessible to the community in a manner that makes clear the value of character education to all.
3. To foster participation within the school and the community in implementing the core values of the character education program.

Statement of Philosophy

Success R-VI School believes that it should:

- Motivate students to serve their fellow man, to contribute to the improvements of society, and to adjust to the changing needs of society.
- Provide a comprehensive educational program which encompasses the affective, cognitive, and psychomotor domains of learning for each student.
- Strive to be dynamic in its effort to provide an education which will meet the needs of both the individual and society.
- Provide a curriculum which will stimulate students to strive toward their potentials.
- Select educational processes which are eclectic.
- Recognize the teacher as the key to quality education.

Success R-VI School District

Board of Education

Benny Bean
Melissa Benson
Ross Olson
Alva McCown
Michael Glidewell
Adam Suda
Stephanie McKinney

President
Vice-President
Treasurer
Member
Member
Member
Member

Administration

David Russell

Superintendent/Principal

Faculty

Natalie Manier
Raylene Wilson
Cheta Shelton
Lynn Blackwell
Chellsie Garrett
Marlene Amick
Kim Brannan
Jody Kimrey
Rebecca Helm
Brittany Keaton
Emilee Hoemann
Josh Kumpula
Andrea Foerster
Jennifer Scott

Title 1
Preschool
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Middle School (5-8)
Middle School (5-8)
5th/6th Grade Science
5th/6th Grade Social Studies
Music/Health/PE/Art
Counseling
Special Education

Staff

Julia Pounds
Angela Hammock
Marie Russell
Brittany Keaton
Sharon Greathouse
Emilee Hoemann
Professional/SPED
Rhonda Guth

Para-Professional/Preschool
Para-Professional/ ECSE
Para-Professional/Title 1
Para-Professional/Title 1
Para-Professional/SPED
Para-
PAT

Office Staff

Teresa Irwin
Melanie Elliott

Admin. Assistant
Finance

Transportation

Jackie Pinkston
Dawnita Kuhn
Jennifer Shelton
Dwight Jackson

Driver
Driver
Driver
Sub-Driver

Cook

Kimberly Sperlazza

Head Cook

Custodial/Maintenance

Dwight Jackson
Jerry Postlewait

Custodian/Maintenance
Custodian

History Of Success R-VI School

On May 29, 1959, the newly constructed Success School building was officially dedicated. Several area schools: Ellsworth, Ellis Prairie, Gladden, Dunn and Timber Ridge, consolidated to form the new school district, Success R-VI. The cost of the construction for the new school was \$90,000. Members of the community serving as board members were: Roy Huff, Wilbert Smith, Howard Wade, Wilford Sliger, Clifford Jackson, and Jasper Garrett. In August 1959, Success School opened its doors to approximately 120 students. With only six classrooms, many of the classes were combined. Faculty consisted of Ronnie Stallcup, Dora Mace, Elizabeth Corbit, and Ruth Massey. Cleta Smith worked as the secretary. The school colors and mascot were chosen by the student body. In December 1959, the Hawks were invited to the Houston Basketball Tournament for the first time. The Hawks defeated Houston (33-30) to win the championship. Members of the team were: Butch Cummins, Jerry Bay, Roger Shelton, Roger Bolderback, Earl Price, Dewayne Hayes, Albert Foxworthy, Larry Huff, Terry Huff, and Ronnie Stallcup, coach. The first school carnival and pie supper was held on November 16, 1959, with proceeds benefiting the school. Many improvements have been made to the school over the years including new classrooms, a cafeteria, principal's office, bus barn, and a new roof. Originally, the school had only six classrooms. Today the school has twelve classrooms, a library, a cafeteria and 110 students enrolled. Since 1959, there have been hundreds of students who have graduated from Success R-VI. Some have moved across the United States, even the continent, while others have stayed close to home.

Change Of Information

Please notify the school of any changes in telephone numbers or addresses. Telephone numbers to call in case of emergency are most important. Current information in the event that a child is injured or becomes very ill can reduce the time required to appropriately address your child's problem.

Student Directory Information

We (office, staff, and administration) will not release any information about you or your child, except that which is required by state law. This is for your safety as well as your child's. Board of Education policy does allow "directory information" to be supplied for newspaper articles regarding awards received, photographs and other similar information without the consent of the parents/guardians. *Parents/guardians have **the right to refuse** to permit the release of any and all directory information to any outside source.* The request must be made in writing addressed to the building principal. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in activities, weight and height of athletes, dates of attendance, awards received, previous school attended, and photographs.

Curriculum

The program in grades 5 through 8 is a departmentalized instructional system. Students will change classrooms and teachers each hour. Basic courses consist of reading, arithmetic, spelling, language, social studies, science, art, writing, vocal music, technology instruction, careers, library, and physical education. Scheduling for special instruction is done at a time when students will miss the least amount of educational interaction in the regular classroom to respect the least restrictive environment mandates.

Immunizations

As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents or guardian of every pupil hereafter entering public school, to furnish to the building principal upon enrolling satisfactory proof that the pupil has been immunized, or that the immunization process is being accomplished in accordance with the rules and regulations of the State Department, or within such time, to furnish the principal his/her written objection to the immunization of the pupil based on the physician's notice or due to the students religion. **No student infected with a contagious disease will be permitted to attend school.**

Medical Restrictions

School personnel are not permitted to give any medication to any child unless written parental permission is presented to the school. Clear dispensing information is to be provided by the parent or doctor. (For example: name of child, name of medication, dosage to be given). Nurse or front office only!

Meals

Our school provides a nutritionally balanced meal, which meets federal standards and includes one half-pint of milk. Our school participates in the Community Eligibility Program. In the 2016-2017 school year **all students who attend our school will be provided with a free breakfast and lunch daily.**

We are required to serve a Type A lunch (scheduled hot lunch) to all students unless they have been exempt from eating certain foods. To be excused from being served required foods, a student must have an exemption form signed by a doctor

Preschool and Kindergarten Snack Milk

Preschool and Kindergarten students will be eligible to receive snack milk for a charge of .35 cents per day. **Students must be paid 1 week in advance** to receive the snack milk. **Students who do not have money paid in advance will not receive a snack milk until payment is made. Snack milk will begin being served on August 17, 2015.**

Parents As Teachers

Parents As Teachers (PAT) is a free and voluntary early-learning program for parents and guardians with children, birth to age five, offered through Success School District. PAT offers personalized visits, group meetings, information and guidance, periodic screenings, and a resource center. All parents and guardians are encouraged to participate in this program. We believe these types of experiences and activities can help your child develop skills necessary for successful entry into Kindergarten. For further information about this program, please contact Rhonda Guth at 967-2597.

Physical Education

All students are required to participate in physical education activities unless excused by a physician. Parents or guardians may temporarily excuse a student from participating on a daily basis. Required physical education credit must be achieved by participating appropriately in class activities and following class rules. If a student does not receive a passing grade, they may not be promoted without

the state required physical education credit. Students may be required to wear proper gym shoes on the gym floor and dress out for gym class.

Technology

Part of the school district's responsibility in preparing our students for the 21st century is to provide them with access to the tools they will be using as adults. We accept the responsibility for teaching your student about his or her role as a "network citizen" and the Appropriate Use Policy involved with the new global community. Please review the agreement with your student, sign and return it to the school. *Each student must have the Internet Acceptable Use Policy Release on file in the office.* If you have any questions, please contact the school at 967-2597.

Transportation Policy

The bus driver has complete charge of the bus and the students riding. **The bus driver's authority is comparable to that of the teacher in the classroom.** The right of any student to ride the bus depends upon his or her behavior and observation of rules and regulations. Pupils **must** be on time since the bus cannot wait in order to stay on schedule. Students also need to keep safety in mind and remember to stay off the road while waiting for the bus. Revised bus rules as follows:

- Seats will be assigned
- Remain properly seated until the bus comes to your stop. Do not reach over or under seats.
- Keep your hands and head inside of the bus.
- Nothing will be thrown from the bus, while parked or while moving.
- Treat other people with respect, keep your hands, feet, and objects to yourself. Bus property will be replaced by students (or their parents) when it is vandalized or destroyed.
- No gum, candy, food, or drink allowed on the bus.
- Do not leave your trash on the bus.
- Do not distract the driver with loud talking, or other inappropriate, distracting behavior or noise.
- No tobacco products (or other unauthorized substances) are allowed on the bus.
- Students who ride the bus to Success School before or after school will not be permitted to exit bus and take rides with other parties.
- No abusive language / bullying / hazing.
- No verbal or non-verbal obscenities.
- No unnecessary roughness/ horseplay.
- No public displays of affection (inappropriate behavior includes, but is not limited to: - touching, kissing, sexual talk of any kind, sliding down in the seat where a driver cannot see you, etc.).
- Insubordination (backtalk or attitude) will be punishable.
- Non-defiant failure to carry out directions will be punishable.

If a student chooses to break any of the rules, the following revised consequences will be applied:

- First incident consequences will be dealt with by a verbal warning, change of seating, written notification to parents.
- Second incident consequences will be dealt with by a written notice to parents and bus privileges suspended for at least 3 days (or 3 swats may be given with parental consent) at the administrator's discretion.
- Third incident consequences will be dealt with by a written notice to parents and bus privileges suspended for at least 10 days.
- Final Offense consequence will be loss of bus privileges. Parents will have to make other arrangements for student to be transported to school.

Please review these consequences, sign, and return the Handbook Agreement Form provided. Bus drivers cannot ensure the safety of all students if they are distracted with a few chronically misbehaved students riding the bus. **Those who do not conform to correct behavior will lose their bus privileges.**

Each student is classified according to state law as a “bus rider” or a “walker.” Students living over 1 mile from the school are “bus riders.” The student will always be sent home via the normal way and will not be allowed to get on or off the bus except at their regularly designated place unless the parents send different instructions to school in writing or by phone, preferably before 2:00 p.m. **Any request for change of destination after 2:30 will not be allowed.**

Notice to Students and Parents Regarding the Use of Video Recorders on School Buses

The district has installed video-recording equipment on all school buses to monitor school transportation and will be videotaping on bus routes during the school year. Students found in violation of the district’s bus conduct rules will be notified and disciplinary action will be initiated under the Board mandated transportation policy above. Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. Parents who wish to view a videotape in response to disciplinary action taken against their child may request to view the videotape at the administrator’s discretion. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

Grading Scale

A	=100-96	C	=76-73
A-	=95-90	C-	=72-70
B+	=89-87	D+	=69-67
B	=86-83	D	=66-63
B-	=82-80	D-	=62-60
C+	=79-77	F	=59-00

Honor Roll

Third through eighth grade students are eligible for the honor roll. For the Principal’s List, students must maintain a Grade Point Average (GPA) of 3.75 to 4.0 in core subjects. For the Honor Roll, students must maintain a GPA of 3.0 to 3.74 in core subjects. Only grades in the following core subjects will be considered: Spelling, English, Reading, Math, Science, and Social Studies. Citizenship and attendance may also be taken into account. **The valedictorian will be chosen using the GPA from the student’s 7th and 8th grade years.**

Conferences

Conferences are held in the fall so that parents may visit with the teachers about first quarter grades. We always look forward to seeing all parents and hope that if there are questions about grades, these may be answered at that time. Parents are encouraged to contact teachers at any time during the year if

they have questions. All of our teachers welcome communication and parental involvement in the classroom year-round.

Student Attire

All clothing should be neat, clean, and proper. The appearance of students should be based on good taste and in accordance with the standards of our school and community. Students should dress in a manner conducive to good behavior and the creation of a good educational atmosphere in the school. *The school administration shall have the right to designate which types of dress or appearance disrupt or detract from the educational program and may be a potential safety hazard.* The dress code will include the following:

- The wearing of shirts and blouses appropriately buttoned in accordance with the design of that shirt or blouse. Transparent, see-through tops, bare midriff, strapless, low-cut clothing or tops, or outfit that provide only minimal coverage will not be allowed. Tank tops and muscle shirts are not allowed unless worn over a t-shirt. *Exception – Pre-k through third grade students will be allowed to wear tank tops in appropriate weather.
- Shorts must be hemmed and at least fingertip length or to mid-thigh (teacher/administrator discretion)
- Students must make sure they are dressed appropriately for the weather.
- The wearing of hats in the building is prohibited.
- No baggy pants will be allowed that show undergarments. If undergarments are showing, the student attire is unquestionably inappropriate.
- Clothing containing slogans or advertising, which by their controversial or obscene nature disrupts the educational setting, is prohibited. Example – t-shirts that advertise beer.

The administration shall retain the authority to grant exceptions for special occasions and/or conditions.

- Minimum consequence: Parent /principal /student conference; change of clothing.
- Maximum consequence: 1-3 days after school detention

Attendance

- **Regular attendance is required and in accordance with policy, attendance credit is required for promotion regardless of grades. Parents should notify school officials by phone at 967-2597 prior to 9:00 a.m. the morning of the absence.** Written verification will be accepted from students who have no phone. If no contact has been received by 9:00 am, parents may be contacted at home or work to verify the absence.
- **Attendance is recorded by the number of minutes** a student attends each day the school is in session. **Therefore we strongly discourage students being checked out early unless it is a necessity.**

It is understood that a few absences from school may be necessary throughout the course of a school year. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences to an absolute minimum. When a student misses a day of school, despite the reason for the absence, the educational loss from missed instruction and classroom discussion cannot be entirely made up. The District strongly encourages parents of students absent from school are allowed the same number of days to make up work as the number of days absent. Reasonable consideration will be given to encourage completion of work. Parents, guardians, students, teachers, and administrators continually work together to ensure the policies and procedures adopted for the district are carefully planned and fairly, consistently, equitably administered and routinely evaluated. Should concerns develop during the school-year, the principal will schedule a conference with all concerned parties to resolve the issue.

“Excessive absences” is defined as 6 absences in a single semester or 12 absences in one school year. To keep the student and their families informed the following procedures will be implemented to ensure compliance.

1. **4 absences per semester: a letter will be sent to parents** informing them of the number of days their child has missed and outlining the district attendance policy.
 2. **6 absences per semester: a second letter will be sent to the home stating the student may be a candidate for summer school or retention.** A parent conference is suggested at this time. The Board of Education will be notified during the next board meeting of the student’s attendance.
 3. **When absenteeism reaches 16 days per school year,** the student’s situation will be turned over to the attendance committee for future action.
- A parent conference is suggested at this time.
 - The parent or guardian may be reported to the Division of Family Services and the Texas County Juvenile Office for non-compliance with the Missouri Compulsory Attendance Law 167.031, unless there are special circumstances in which the administration or attendance committee grants a waiver. Additionally, the student must attend assigned Saturday School days and may be assigned to pass summer school to move to the next grade level. The Attendance Committee has the ability to waive summer school if the absences were due to major medical problem and the student is at grade level in all areas.

Truancy

Truancy is when a student does the following:

- Is absent from school without the knowledge and consent of their parents/guardians and school administration.
- Comes to school, but does not attend classes or authorized activities
- Leaves a classroom without teacher permission.
- Leaves school grounds without parent and school administration permission.
- Obtains permission from a teacher or the office to go to a certain place on campus, but does not go there.
- Brings a parent-signed note that is forged or gives a false reason for the absence.

Minimum consequence: 3 Days ISS

Tardiness

Classes begin at **8:00 a.m.** We ask that parents and guardians help to see that students are here on time.

Each student is allowed one tardy without consequences per class per semester. The student shall receive an office referral for the second tardy as well as a letter to the parent. For every tardy over 2 in a single class, the student will receive an office referral as well as a 5% reduction in a semester grade. For example, If Sally is tardy to Math and Science on Monday for the first time, she will receive two warnings. If she is tardy to Math on Tuesday, she will receive an office referral. This will be her 1st offence. If she is tardy to P.E. on Wednesday which is her first tardy in P.E. she will receive a warning. If she is tardy to Science on Thursday she will receive an office referral. This will be her 2nd offence. If she is tardy to Science on Friday she will receive an office referral as well as a 5% semester grade reduction.

In addition, consequences for tardiness will be managed as outlined in the Discipline Policy of the District.

Leaving School

Authorized persons wishing to pick up or communicate with a student who is in class must report to the office. Office personnel will call the student to the office from the classroom. This is designed to protect the rights of every student from disruptions to their instructional time. Safe schools such as ours allow only school personnel throughout the building during the school day. Parents and guardians must check in at the office before proceeding into the school. Students cannot be pulled from educational time for non-emergency phone calls. A message will be taken and, if necessary, the student will be allowed to return the call during his or her break time.

Anyone requesting that a student be released to them during school hours must sign the student sign-out sheet. Prior notice of student pick-ups is appreciated. Students will be released only to a parent/guardian, or a person designated (in writing) by the parents.

Students Riding To School With Parents

Our busses arrive at 7:27 a.m. and leave at 3:30 p.m. Between these times we have a teacher assigned to supervise students. Teachers are not available to supervise before or after these times. **Students should not arrive at school before 7:30 a.m. and should be picked up by 3:30 p.m.** Breakfast is available from 7:33 a.m. to 7:55 a.m. Students arriving after this time will not have the opportunity to eat breakfast. Upon arrival, if a student is not eating breakfast, he/she will need to be in the gymnasium.

Transfers

If during the school year it becomes necessary for your child to transfer from Success School to another school, please notify the school office as soon as possible. Your child's records will be sent to the new school upon request, but you should take a copy of the immunization records. Missouri law requires proof of proper immunization before a child is allowed to attend school.

Dismissal Of School-Inclement Weather

The Superintendent of School may dismiss school due to inclement weather or other emergencies. Please prepare your children with instructions for early dismissals. Beginning this year school dismissals will be announced through our School Reach Program as well as posted on the Springfield TV stations (KY3 and KOLR10), Big Country 99 in Houston, Rolla radio station KZNN. Notification will occur as soon as a decision is made.

Use Of Books/Use Of School Property

Each student will receive textbooks for instruction. Students are responsible for taking care of their textbooks. Lost or damaged books should be reported as soon as possible. Students may be asked to replace, at their expense, a lost or damaged book. School property belongs to the tax-payers of this district. Pupils are responsible for equipment or other property used by them, and students will be expected to replace that which is lost or damaged.

Use Of Electronic Devices

Electronic Devices include cell phones, pagers, cameras, hand-held computers, media players, i-Pods, or other electronic items. These items must be in the off position and not be displayed for use during the instructional hours of 7:30 a.m. to 3:30 p.m., unless otherwise directed or approved by the administration for instructional purposes or for use as an educational resource. Electronic devices may not interfere with the learning, safety or well-being of others. For preventative measures, the student may drop his/her device off at the central office to be placed in a secure area until the end of the day. It is the students' responsibility to pick up the device. **The District is not responsible for the loss, damage, and/or theft of any of these types of devices.**

If observed by sound, sight or other means, the following disciplinary actions will take place:

- 1st Offense:** Device confiscated and turned into the central office for student pick-up at the end of the school day. Parental notification.
- 2nd Offense:** Device confiscated and turned into the office for parent pick-up. Parental notification.
- 3rd Offense:** Device confiscated and turned into the office for parent pick-up. Parental notification. Student will receive 1 day of I.S.S.

Extracurricular Activities

Any students desiring to participate in extracurricular activities (sports and clubs) must meet the following criteria:

- Students must be in class for 4 full hours on the day of an event to play, participate, or attend unless approval by the principal has been granted. Students who miss class on the date of a contest without being excused by the school Principal will not be considered eligible on that date.
- Students must be in class for 4 full hours on Friday in order to play, participate or attend an activity on Saturday unless approval by the principal has been granted. Students who miss class on the Friday before the activity on Saturday without being excused by the school Principal will not be considered eligible on that date.
- **Students that has absences that exceed 6 days per semester will not be eligible to participate in extracurricular activities without prior approval from the Principal.**
- **Students in Junior High (grades 5,6,7,8) who has any grades lower than a C in any class will not be permitted to participate in games. Grades will be checked on each Monday during the sport season.**
- All students must have satisfactory physical examinations from a doctor on file with the school.
- Student participants must be covered by accident insurance provided by parents or guardians, and policy information must be on file before students will be allowed to participate.
- **Students who have more than 4 discipline referrals per semester will not be allowed to participate in any extracurricular activities until such time as citizenship has improved.**
- **Students who have been assigned to serve in ISS, OSS, Afterschool Detention, or Saturday School will not be permitted to participate in any extracurricular activities until they have served their time.**

Ball players and cheerleaders are to ride the bus to away games. Any student wishing to ride home with his or her parents may do so by simply having the parent or guardian inform the sponsor **and** sign the sponsor's sign-out sheet. Arrangements for students riding home from away games with anyone other than parents or guardians must be made through the central office prior to 3:00 p.m. on the day of the event with parents/guardians providing written, signed permission.

Student Supervision At Extracurricular Activities

For safety and security reasons, *all students must remain inside the building* after arriving for a game or activity. Children should be supervised at all times by parents and not allowed to roam the halls or playgrounds. Children will not be allowed to block entrance/exit areas, congregate in halls, restrooms or outside the building. If students are unable to follow these rules, they will be asked not to attend future events.

Delivery Of Articles To School

Parents who wish to bring a forgotten item to school should deliver the item to the office. Parents are asked not to deliver articles directly to the classroom as this interrupts the student's instruction. Students may pick up delivered items from the office between classes or at recess time.

Emergency Drills

Emergency drills are held periodically during the school year. Teachers will give instructions regarding places of safety or shelter and the emergency route to use. All students are to remain with their class during a drill and are to walk in an orderly fashion to their designated area of safety.

Use Of Telephone

The primary purpose of the school telephone is to conduct school business. The lines must be kept open. Students are not allowed to use the phones unless there is an emergency, and the student has approval of the principal. Students are responsible for supplying all needed items for school prior to their arrival on the premises. Please allow your child to handle the consequences of forgotten books, assignments, etc. This helps the child develop responsibility and learn accountability.

SUCCESS R-VI SCHOOL DISTRICT

DISCIPLINE POLICY

The Board of Education of the Success R-VI School District recognizes the importance of standards of discipline to the maintenance of an atmosphere where orderly learning is possible and encouraged. Toward that end, the following District Discipline policy is established.

- 1 . Students in the Success R-VI School District shall conduct themselves in a manner conducive to a good learning environment and in a manner that exemplifies orderly and neighborly conduct.
2. All school 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- sponsored activities, or during intermission or recess period.
3. Students who fail to comply with these standards shall be subject to reprimand, and/or loss of privileges, and/or paddling, and/or temporary or permanent dismissal from school. Parents and guardians will be notified of major disciplinary action taken in regard to their children
4. Handicapped students will be expected to adhere to the Discipline policy. Exceptions due to handicapping conditions will be noted in the student's Individual Education Plan.
5. Actions taken under paragraph 3 of this policy may be appealed first to the Superintendent of Schools and then to the Success R-VI Board of Education.

The district Discipline Policy established by the Success R-VI Board of Education is general in nature due to:

- 1 . The need for teachers, principals, and the superintendent to have latitude in all matters of discipline.
2. The developmental differences which exist between elementary school and middle school students, requires disciplinary action unique to each level.

In order to provide some guidance for personnel responsible for administering the District Discipline Policy, the Board adopts this Discipline Policy. No policy 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 policy to list certain offenses, which if committed by a student, will result in the imposition of a penalty within the limits of the District Discipline Policy. Penalties are suggested in the codes for each offense, or repetition thereof, but imposition of penalty is at the discretion of the personnel responsible for administering the code.

SCHOOLWIDE DISCIPLINE CODE

School-Wide Rules (Building, Cafeteria, Playground, Restrooms, Etc.)

1. Follow teacher directions
2. Respect school property and the belongings of other people.
3. Be courteous in speech and action to teachers, classmates and all others.
4. Follow authorized adult directions.
5. Walk quietly inside building, to all classes, and buses.
6. Stay in assigned areas (example: never leave school ground without permission.)
7. Use school equipment properly.
8. Fighting, pushing, shoving, cursing, biting, and name calling are prohibited.
9. Dangerous objects (example: knives) are prohibited.
10. Violations against public decency, using language or performing actions which can be construed as sexual harassment is prohibited.

Hazing and Bullying

General

In order to promote a safe learning environment for all students, the Success R-VI School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

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

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Defamations

Hazing- For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-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 consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying- For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. The districts bullying incident report form can be found on our website at www.success.k12.mo.us.

General Building And Playground Rules

General Classroom Rules:

STUDENTS ARE NOT TO DISRUPT THE TEACHING – LEARNING PROCESS IN ANY WAY AT ANY TIME.

Disruptions of the learning process will not be tolerated. Mild disruptions will be handled by the classroom teachers by such methods as rearrangement of seats, informal conference, assignments of additional work, removal from the group, etc. If disruptions continue, the Principal will be contacted, a discipline referral written, and parents notified. The Principal will have the right to enforce after-school detention, Saturday school detention, in school suspension and out-of-school suspension. No gum, candy or soda is permitted in classrooms. Water bottles will be allowed if they are managed properly.

Lunch Room Rules:

1. Keep your hands, feet, and objects to yourself at all times.
2. Follow directions of staff **the first time** they are given.
3. Do not share food.
4. Put all trash in proper cans.
5. Speak in voices that can only be heard at your table.

Hallway Rules:

1. Keep your hands, feet, and objects to yourself at all times.
2. Follow directions of staff **the first time** they are given.
3. Walk down the right side of the hallway.
4. No loud talking.
5. Students **must have** teacher permission to go to the office or leave the classroom.
6. Bathroom breaks should be taken during class breaks with permission from the teacher. Students must be signed out with time reported on the sign-sheet if they leave the classroom.

Indoor Recess Rules:

1. No tag or chase.
2. No kicking balls.
3. No personal toys brought from home.
4. No climbing on bleachers.
5. All scuffling, wrestling and play-fighting will be considered fighting and consequences will be carried-out as outlined in the discipline policy.

Outdoor Recess Rules:

1. No personal toys brought from home.
2. No jumping from the jungle gym.
3. No standing in or jumping off of swings.
4. No food or gum.
5. No throwing of sticks, rocks, or tire shavings.
6. Jump ropes are to be used for jumping only.
7. Slides: 2 people only – one top, one bottom of ladder. No standing at the top. No climbing up the slide.
8. Grades 5 through 8 are not allowed on the jungle gym.
9. All scuffling, wrestling and play-fighting will be considered fighting and consequences will be carried-out as outlined in the discipline policy.

Locker Rules

1. Lockers are the property of the school and therefore are to be kept in good condition.
2. Students will not kick, hit, climb on, hang on, or slam doors on the lockers.
3. No books, papers, or personal items are to be placed on top of the lockers.
4. Students will not switch lockers without permission by the principal.
5. No locks will be allowed on lockers.
6. Lockers will be kept neat and orderly.
7. Lockers other than your own are off limits.
8. Posters and pictures may be placed in the lockers only with magnets. No tape or stickers may be applied to lockers. Locker pictures shall not cover up the vent holes. These articles must be appropriate for a school environment. (Teachers and the administration will determine the acceptability of such.)
9. Lockers are subject to inspection at any time by the principal or a designated staff member. Students who abuse the lockers or rules will lose locker privileges for a specified amount of time.
10. Lockers must be cleaned out and all posters and pictures removed before dismissal on the final day of school.

THE PRINCIPAL WILL BE GUIDED BY THE FOLLOWING PLAN OF ACTION WHEN A STUDENT IS SENT TO THE OFFICE.

1. **FIRST VISIT**-Conference with student followed by discipline at the discretion of the principal.
- 2 . Each time a student is sent to the office it is recorded and notification sent to the parent/guardian.

SEVERE BEHAVIOR - Level III and Level IV Violations

The student is sent immediately to the principal

In-School Suspension:

In-school suspension shall be served in the office under the supervision of the Principal. The student shall have lunch and adequate restroom breaks. A student placed on in-school suspension shall be given assignments by his regular classroom teacher. A list of the assignments shall also be given to the Principal. Grades earned during in-school suspension shall be used in computing quarterly averages. Work missed due to being suspended from school cannot be made up. **A student who spends a total of five (5) days on in-school suspension during a school year can be subject to suspension from school upon committing another incident of severe behavior**

After School Detention:

1. After School Detention will consist of 1 1/2 hours (3:30-5:00 Tuesday or Friday).
2. Students must bring schoolwork to keep them occupied during the entire time. The teacher in charge may assign additional work if necessary, which may include sentences, written reports, etc. If students do not follow the assigned teacher's directions, parents will be called and the student will be dismissed. The After School Detention will then change to Out of School Suspension.
3. There will be a restroom and water fountain break after 1 hour.
4. There will be no phones or other electronic devices allowed. There will be no sleeping, talking, eating, drinking or other unacceptable behavior. Student handbook will apply and additional penalties may be given by the principal.
5. No telephone calls may be made or received without permission of the teacher in charge.
6. No visitors will be allowed
7. The student is responsible for his/her own transportation.

Saturday School Rules:

1. The day will consist of 4 hours from 8:00 a.m. to 12:00 p.m.
2. Four hours of detention will equal one day of out-of-school suspension.
3. If a student is tardy, additional time will be added to in-school detention time.
4. Students must bring schoolwork to keep them occupied during the entire time. The teacher in charge may assign additional work if necessary, which may include sentences, written reports, etc. If students do not follow the assigned teacher's directions, parents will be called and the student will be dismissed. The Saturday detention will then change to out-of-school suspension.
5. There will be a restroom and water fountain break every hour.
6. There will be no phones or other electronic devices allowed. There will be no sleeping, talking, eating, drinking or other unacceptable behavior. Student handbook will apply and additional penalties may be given by the principal.
7. No telephone calls may be made or received without permission of the teacher in charge.
8. No visitors will be allowed.
9. The student is responsible for his/her own transportation.

Suspensions And Expulsions:

1. Principal may suspend any student not to exceed ten (10) days.
2. The Superintendent may suspend a student for ninety (90) days.
3. Expulsion of students is a function only of the Board of Education.
4. During any suspension or Saturday school, the student may not attend any school function at school, or away from school until the time of reinstatement.

Violation Against Public Health And Safety

Students are expected to report to school in a drug-free condition. The possession, sale, transfer, or use of alcohol or illegal drugs and paraphernalia is absolutely prohibited. An illegal drug is defined as all forms of alcoholic beverages, narcotics, depressants, stimulants, hallucinogens, heroin, cocaine, marijuana, inhalants, or prescription medication which is not being used as prescribed.

Possessing, using, or attending school under the influence of alcohol or illegal drugs.

First Offense- up to 90 day suspension

1. The principal or designated individual will notify the parents in writing and/or verbally to explain the incident and arrange a conference.
2. The principal or designated individual will notify the school, the school nurse and the appropriate counselor. If the student (and/or parent) agrees to a professional evaluation, a minimum suspension of 5 days will be imposed. After the 5 day suspension, once the principal has received written verification that the evaluation has taken place, the student may return to school. If the parents or guardians fail to arrange a professional evaluation, the 90 day suspension will be carried out. The principal or designated individual will contact law enforcement officials if necessary.
3. Second Offense-90 day suspension
4. Third Offense-expulsion, maximum penalty

Supplying, distributing, or selling of alcohol or illegal drugs

First Offense- expulsion, maximum penalty

Possessing and/or using tobacco products.

1. First Offense-up to 3 days suspension
2. Second Offense-up to 10 day suspension
3. Third Offense-up to 30 day suspension
4. Fourth Offense-up to 60 day suspension

Inappropriate Use Of Technology

Inappropriate use of the Internet

1. First Offense - 1 day of ISS and up to one quarter loss of internet privileges.
2. Second Offense- 2 days of ISS and up to one semester loss of internet privileges.
3. Third Offense- 3 days of out of school suspension and loss of internet privileges for the remainder of the year.

Possession of Cell Phones

1. First Offense- Confiscation of phone, parent contacted, student pick up.
2. Second Offense-Confiscation of phone, parent pick up, and 1 day of ISS.
3. Third Offense- Confiscation of phone, parent pick up, and 2 days of ISS.
4. Fourth Offense-Confiscation of phone, parent pick up, and 3 days of ISS

Cyber-bullying

Inappropriate computer usage intended to harass, intimidate, or threaten student(s) or staff. symbolic words and gestures meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

1. First Offense and subsequent offenses: conference with parent/ guardian, discipline action as described by policy and referral to authorities.
2. Second Offense-minimum 10 days of OSS up to expulsion

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT RESULTING IN REFERRAL TO THE PRINCIPAL. PARENTS/GUARDIANS WILL BE NOTIFIED IF THEIR CHILD IS REFERRED TO THE OFFICE FOR DISCIPLINE.

Level I Misconduct:

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.

Examples

- *Classroom disturbance
- *Abusive Language- Peers
- *Rude, discourteous behavior
- *Insubordination/Disrespect
- *Lying
- *Improper use of technology- lack of following directions
- *Inappropriate Dress
- *Hallway Behavior
- *Tardiness
- *Failure to complete assignments
- *Lack of class materials

Discipline Options

- *Student/Principal conference
- *Verbal Reprimand
- *Withdrawal of privileges
- *Paddling
- *Assignment to I.S.S.
- *Parent/Principal conference
- *Lunch Detention
- *Additional assignments (letters of apology, report of incidents, etc.)
- *Complete Problem Solving Plan
- *Loss of recess
- *Behavior contract
- *Telephone parents
- *Parent/Teacher conference
- *After School Detention

Level II Misconduct:

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require action.

Examples

- *Unmodified misbehavior continued from Level I
- *Tardiness
- *Use of tobacco
- *Disruptive classroom behavior
- *Leaving school without permission
- *Improper use of Technology - Internet Violation
- *Abusive Language - Staff
- *Harassment
- *Truancy
- *Forged notes or excuses
- *Rock throwing
- *Absenteeism - 6 days
- *Public Display of Affection
- *Skipped Detention
- *Profanity - Students

Discipline Options

- *Student/Principal conference
- *Verbal Reprimand
- *Suspension from extra-curricular activities
- *Behavior contract
- *Paddling
- *Parent/Teacher conference
- *Temporary out-of-school suspension
- *Additional assignments (letters of apology, report of incidents, etc.)
- *Complete Problem Solving Plan
- *Loss of recess
- *Withdrawal of privileges
- *Assignment to I.S.S.
- *Parent/Principal conference
- *After School Detention
- *Saturday School

Level III Misconduct:

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples

- *Inciting a Fight
- *Theft
- *Cheating
- *Open defiance to a staff member
- *Destruction of property
- *Forgery/Plagiarism
- *Possession/use of unauthorized substances or articles
- *Minor vandalism
- *Threats to others
- *Direct swearing to a staff member
- *Bullying
- *Absenteeism - 8 days
- *Profanity - Staff

Discipline Options

- *Student/Principal conference
- *Verbal Reprimand
- *Temporary removal from class
- *Behavior contract
- *3 Days of I.S.S
- *Parent/Principal conference
- *After School Detention
- *Saturday School
- *Referral to outside agency (i.e. police, Juvenile Officer)
- *Additional assignments (letters of apology, report of incidents, etc.)
- *Complete Problem Solving Plan
- *Loss of recess
- *Withdrawal of privileges
- *Paddling
- *Parent/Teacher conference
- *Temporary out-of-school suspension
- *3 Days of Out of School Suspension

Level IV Misconduct:

Acts that result in violence to another person or property. Acts that pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they require actions resulting in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the school board.

Examples

- *Extortion
- *Possession/use/transfer of dangerous weapons -(ex. - Knife 2" or less)
- *Assault/battery - Fighting
- *Theft/possession/sale of stolen property
- *Arson
- *Furnishing/selling/possession of unauthorized substances
- *Bomb threat
- *Vandalism
- *Bullying
- *Sexual Harassment
- *Violent Act - Defined in Lumens

Discipline Options

- *Principal/Parent conference
- *Assignment to I.S.S
- *Expulsion
- *Saturday School
- *Referral to outside agency (i.e., Police, Juvenile Officer)
- *Complete Problem Solving Plan
- *Out of School Suspension
- *After School Detention

The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting offender. A complete and accurate report is submitted by the superintendent for board action.

School Rules And Consequences For Disobeying:

Severity Clause: In the handling of the majority of problems, the hierarchy of consequences listed will be followed. However, if at any time, any student causes a severe problem in the opinion of the supervising teacher or principal while disobeying any rule, the lesser consequences may be bypassed and the greater consequences imposed. In addition, parent, student, teacher conferences may be exercised for any school rule infraction.

Corporal Punishment: In the Fall of 2008 the Success R- VI School District reinstated Corporal Punishment (paddling) as a means of consequence. The principal will alert the parent and will seek parent permission prior to punishment.

Excessive Discipline Referrals: A student who amasses 4 or more discipline referrals during a semester is not conforming to the desired behavior requirements in the Success R-VI School District. Continued poor behavior shows a student's lack of cooperation. As referrals continue to be written on an individual student, the administrator will have the discretion of determining the appropriate actions necessary to ensure the proper climate for education is maintained in the school building, including expulsion and alternative school.

Violation of the Law: If the violation of any school rule should also involve the violation of the law, school officials will notify the appropriate law enforcement officials. Any action taken by the law enforcement officials will be in addition to any action taken by the school.

Students Rights And Responsibilities:

The Board of Education believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his or her rights.
- The right to privacy, which includes privacy with respect to the student's school records.

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

Schools must be places where students are encouraged to learn. Standards of conduct are established by the Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents or guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

Notice Of Discrimination:

Applicant for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and or employment with Success R-VI School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admissions/access to or treatments/employment in its programs and activities.

Grievance Procedures:

Students, parents of students, or employees have the right to file a formal complaint alleging noncompliance with regulation outlined in Title VI of the 1964 Civil Rights Act, (not required by federal regulations but recommended as good administrative policy), Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One:

Principal / Superintendent (Informed and Optional, may be by-passed by the grievant.) Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the sole objective of resolving the matter informally. A student of parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator.

Level Two:

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator(s). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator(s). A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator(s) shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three:

Board of Education. If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may also request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education's action. This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Right Commission, the Office for Civil Rights or other agencies available for mediation or recertification of rights or grievances, or to seek private counsel for complaints of alleged discrimination.

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Dept. of Education personnel. Any parent or guardian, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed: it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed with the central office and the resolution pursued in accordance with district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the MO Dept. Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written

complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved should contact the office.

Safe Schools Act In Missouri:

Success R-VI School District adheres to all Missouri Statutes as they apply to the Safe Schools Act for public education. These statutes can be accessed by going to the Department of Elementary and Secondary Education website at www.dese.mo.gov.

Juvenile Crime Law:

House Bill 174 requires all local school districts to provide information about the major provisions of the new legislation to all students on the first day of classes. One major provision of the new laws mandates a **180 day suspension of any student who brings a firearm to school**. Should additional information concerning other provisions of the bill be of interest to you or your child, please call the office and ask for the Juvenile Crime Brochure.

Student Signature

Parent Signature

Date

Grade

SUCCESS R-VI SCHOOL DISTRICT

Handbook Agreement Form

I hereby declare that my child and I have been given a copy of the 2016-2017 Success Student Handbook. We have read and understand we are accountable for the information given concerning school topics, rules, and regulations. We will work with the school to create a better learning environment for all students by following the guidelines set down in this handbook. If at any time throughout the year I have issues or concerns not covered in this handbook, I have read and understand the proper procedure for resolving issues or grievances.

Student Signature

Parent Signature