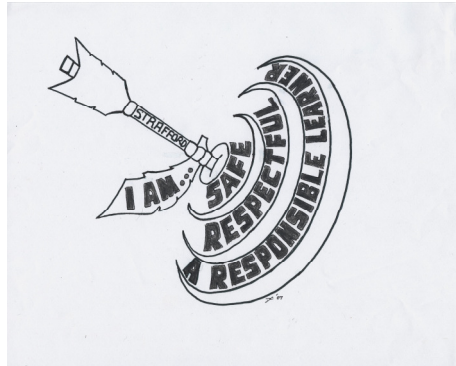


# STRAFFORD MIDDLE SCHOOL HANDBOOK

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## Positive Behavior Support



### at Strafford Middle School

#### What is PBS?

PBS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. The focus of PBS is on a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behaviors to create a positive school environment. Support or strategies to achieve positive behavior are taught in all areas of the school, including individual classrooms and common area and throughout the school (cafeteria, library, rest-rooms, etc.)

#### Why PBS?

The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm. PBS provides a positive and effective alternative to the traditional methods of discipline. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

#### What does this mean for the student?

- Students will know and follow the **Behavior Expectations:**  
***As a student of Strafford Middle School, I will be***  
**Safe**  
**Respectful**  
**A Responsible Learner**
- Students will have the opportunity to practice positive behavior all year long.
- Students will be recognized for their positive behavior on a regular basis.

# ***Strafford Middle School Behavior Expectations***

<i><b>I am...</b></i>	<b>All settings</b> (This may be according to the classroom)	<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Bus</b>
<i><b>Safe</b></i>	<ul style="list-style-type: none"> <li>*Follow all school rules</li> <li>*Maintain personal space</li> <li>*Report any concerns</li> <li>*Ask permission to leave any setting</li> <li>*Listen and follow adult directions</li> <li>*Stay healthy remain drug free</li> </ul>	<ul style="list-style-type: none"> <li>*Follow all classroom rules</li> <li>*Use materials appropriately</li> <li>* Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Maintain proper traffic flow</li> <li>*No stopping or standing in the middle of the hallway</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Maintain personal space</li> <li>*Place all trash in trash can</li> <li>*Choose a seat and stay seated</li> <li>*Talk quietly only to those close to you</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and water</li> <li>*Keep water in the sink</li> <li>*One person per stall</li> <li>*Flush</li> <li>*Report any concerns</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Choose one seat and stay seated</li> <li>*Talk quietly only to those close to you</li> <li>*Maintain personal space</li> <li>*Keep everything inside the bus at all times</li> </ul>
<i><b>Respectful</b></i>	<ul style="list-style-type: none"> <li>*Use polite and positive language with students and adults</li> <li>*Show care, kindness, and respect for others and their property</li> <li>*Respect the learning environment</li> <li>*Follow all school guidelines</li> <li>*Respect others in activities</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Maintain personal space</li> <li>*Be honest</li> <li>*Follow all classroom rules</li> <li>*Actively listen and stay on task</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly so others can continue learning</li> <li>*Maintain personal space</li> <li>*No gossip or hurtful comments</li> </ul>	<ul style="list-style-type: none"> <li>*Eat and touch only your food</li> <li>*Maintain personal space</li> <li>*Use appropriate behavior while waiting in line</li> <li>*Talk quietly only to those close to you</li> <li>*Do not mix or play with your food</li> </ul>	<ul style="list-style-type: none"> <li>*Allow for the privacy of others</li> <li>*Clean up after self</li> <li>*Maintain personal space</li> <li>*Respect school and personal property</li> <li>*Report any concerns</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit the bus calmly</li> <li>*Use appropriate language with students and adults</li> <li>*Maintain personal space</li> <li>*Respect school and personal property</li> </ul>
<i><b>A Responsible Learner</b></i>	<ul style="list-style-type: none"> <li>*Be at school on time</li> <li>*Exhibit "Indian Pride"</li> <li>*Electronic devices used outside of school day only</li> <li>*Plan with caregivers before school day begins</li> </ul>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Stay on task</li> <li>*Make good choices</li> <li>*Complete assignments on time</li> <li>*Always do your best work</li> </ul>	<ul style="list-style-type: none"> <li>*Return to class promptly when changing classes</li> </ul>	<ul style="list-style-type: none"> <li>*Use proper manners</li> <li>*Remain in your seat</li> </ul>	<ul style="list-style-type: none"> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to and follow all directions given by adults on the bus</li> </ul>



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### Power Verbs

The Strafford Middle School is incorporating fourteen “Power Verbs” to improve students’ reading, writing, as well as understanding of terminology used in assessments. By using these words in our daily curriculum, it is our goal to improve students’ understanding of vocabulary and help prepare students to answer questions appropriate and effectively. The words will be used throughout the school year in all subject areas. A list of words and their definitions are provided below.

<b>Analyze</b>	Break apart, break it down, pull apart, dissect, examine, figure it out.
<b>Infer</b>	Draw conclusions, what do you think, suggest, read between the lines, take an educated guess, what are they trying to say, tell what it doesn’t say, use clues to tell what is not stated.
<b>Evaluate</b>	Tell the good and the bad, rate, rank, make a judgment, judge quality based on the evidence, criticize, assess
<b>Formulate</b>	Create, come up with, make, develop, design, build a plan
<b>Describe</b>	Explain fully, tell all about, give details about
<b>Support</b>	Give evidence, prove, back it up, justify, cite research, give it a reason, defend it, tell me why
<b>Explain</b>	Tell me everything, put into your own words, tell why, what does it mean to you, break down, tell what it means
<b>Summarize/ Conclude</b>	Pull together in short form, retell in your own words briefly, explain the main points, paraphrase, list the key points, give the big picture, explain the high points
<b>Compare</b>	What are all the ways they are the same, tell what is alike, what are the similarities
<b>Contrast</b>	What are all they ways they are different, tell what is not alike, what are all the differences
<b>Predict</b>	What do you think will happen next, guess what’s going to happen, make a new idea based on the evidence, take an educated guess, fore tell, forecast
<b>Question</b>	Ask questions that you wonder about as you read, listen, or observe
<b>Visualize</b>	Picture in your mind what you are learning, what actions and objects do you see, or draw a picture, act it out
<b>Connect</b>	As you learn, ask yourself what this reminds you of, think about your past experiences or knowledge

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## Strafford Middle School Handbook WELCOME

Dear Student,

Welcome to Strafford Middle School. We, the staff of SMS, look forward to an exciting 2010-2011 school year! We will provide you with many exciting opportunities; as it is our goal to support you educationally in every way possible. We believe in you and your abilities. We encourage you to study and learn as much as you can. We also encourage you to be yourself and maintain your individuality, have the courage to stand up for what is right, and still have FUN! Have a great school year!

Mrs. Chadwell  
Middle School Principal

### Strafford R-VI Vision Statement

The Strafford Community will graduate individuals with the skills to be productive, responsible citizens. We will work together to create and maintain an atmosphere, which supports high expectations of achievement and encourage each student to develop a personal vision early in life. We will promote school and community pride and support the pursuit of excellence in all endeavors.

### Strafford R-VI Mission Statement

Strafford R-VI School will develop the potential in every student by providing a learning environment conducive to developing mature, responsible individuals who contribute to our changing society.

### Mission Statement of Strafford Middle School

The aim of Strafford Middle School is to help the student develop as a problem-solver and to nurture the individual's growth in basic skills, thinking skills, and personal/social qualities.

SCHOOL MOTTO  
"GREAT IN THE MIDDLE"

SCHOOL MASCOT  
INDIAN

SCHOOL COLORS  
MAROON, GRAY, WHITE

SCHOOL PHONE NUMBER  
736-7000, EXT. 1300

### MIDDLE SCHOOL STAFF

Marcia Chadwell, Principal  
Shane Pierce, Assistant Principal  
Susan Sanders, Counselor  
Angie Taylor, Secretary

David Brewer  
Donny Call  
Mark Call  
Cindy Ceselski  
Christine Collier  
Teri Cook  
Jeff Davis  
Jim Deadrick  
Melissa Donaldson  
Mark Donovan  
Duane Fabro

Physical Education/Basketball Coach/Football Coach  
Social Studies/Art  
Math/Computers  
Speech Therapy  
Language Arts/Yearbook/Journalism Club  
LD Services  
Middle School Librarian  
Science  
LD Services  
Language Arts/Reading/Football Coach  
Vocational Agriculture

Chuck Hanneford  
 Kathy Harmon  
 Shane Harmon  
 Tim Hester  
 Shannon Hill  
 Rebecca Hutchinson  
 Laura Johnson  
 Shelly Keene  
 Lisa King  
 Erika Lundien  
 Jerry Masengill  
 Cheryl Matney  
 Pam Millsap  
 Whitney Miner  
 Regina O'Connor  
 Sandy O'Connor  
 Dana O'Mealy  
 Vanessa Orchard  
 Melissa Prevedel  
 Allison Rader  
 Cindy Rear  
 Ron Reese  
 Dennis Wescott  
 Marcy Wood

LD Services  
 Choir and Band  
 Vocal Music  
 Strength Training/Asst. Technology Director  
 Social Studies  
 Math  
 Math/Computer Technology  
 Language Arts  
 Social Studies/Student Council  
 Social Studies/National Junior Honor Society  
 Science  
 Teacher's Aide  
 Reading  
 Math  
 Library Aide  
 Industrial Technology  
 Science/F.C.A. Sponsor  
 Language Arts  
 Family and Consumer Sciences  
 Health  
 Physical Education/Health/Volleyball/Basketball/Track  
 Art  
 Foreign Language  
 Science

### Strafford Middle School

## **HANDBOOK**

### Introduction

The purpose of this handbook is to serve as a guide to help you better understand the plan and organization of the Strafford R-VI Middle School. This information has been carefully prepared and presented so that it will help you adjust to our school and to become familiar with the policies and procedures contained herein.

### Notice of Compliance

This is to notify applicants for employment, students, parents and employees that the Strafford School District is an equal opportunity employer and is compliance with Public Law 92-318, Title IX. The Strafford School District does not discriminate on the basis of sex in its educational programs, activities or employment.

Any student, parent, or employee alleging non-compliance with any part of Title IX should file a written complaint during regular office hours with Jennifer Cantrell, Coordinator of Special Education, Strafford Public Schools, MO 65757.

A grievance procedure has been adopted by the Strafford R-VI School District to expedite prompt and equitable resolution of any complaint.

### Goals and Objectives

The Strafford Middle School has adopted the Three-Part Foundation of SCANS (U.S. Department of Labor, Secretary's Commission on Achieving Necessary Skills) adapted and revised by the district staff as follows:

- I. BASIC SKILLS: reads, writes, solves, listens, speaks, understands,
  - Relates, demonstrates and utilizes:
    - A. Reads-locates, understands, relates, demonstrates, and utilizes.
    - B. Writes-Communicates thoughts, ideas, information, and messages in writing.
  - C. Solves-Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.

- D. Listens-Receives, attends to, interprets, and responds to verbal messages and other cues.
  - E. Speaks-Organizes ideas and communicates orally.
  - F. Understands-Understands scientific concepts and relationships and their role in the environment.
  - G. Relates-Understands the role of people and events in the development of society.
  - H. Demonstrates an appreciation of and expression through the arts.
  - I. Utilizes-Selects and applies appropriate technology as a tool for problem solving and communication.
- II. THINKING SKILLS: Thinks creatively, makes decisions, solves Problems, processes, knows how to learn, and reasons.
- A. Creative Thinking-Generates new ideas.
  - B. Decision Making-Specifies goals and constraints, generates, considers, risks, and evaluates and chooses the best alternative.
  - C. Problem Solving-Recognizes problems and devises and implements plans of action.
  - D. Processing-Organizes symbols, pictures, graphs, objects, and other information.
  - E. Knowing How to Learn-Uses efficient learning techniques to acquire and apply new knowledge and skills.
  - F. Reasoning-Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.
- III. PERSONAL/SOCIAL QUALITIES:  
Displays responsibility, integrity, honesty, self-esteem, social skills, and diligence.
- A. Responsibility-Assesses self accurately sets personal goals, monitors Progress, and exhibits self control.
  - B. Integrity/Honesty-Chooses ethical courses of action.
  - C. Self-Esteem-Believes in own self-worth and maintains a positive view of self.
  - D. Social Skills-Demonstrates understanding, cooperation, adaptability, respect for others and politeness in group setting.
  - E. Diligence-Exerts a high level of effort and perseveres towards goal attainment.

### **Student Activities**

The academic program is the first priority at SMS, but in order to aid students in developing as a total person, many co-curricular activities are offered. Students should be encouraged to take part in any activity that is of interest to them. To have students active in school-related areas they enjoy is productive for both the student and the school.

### **Student of the Month**

Each month, with the exception of June, July, and August, two students from fifth, sixth, seventh, and eighth grade will be selected for having demonstrated:

- A. Academic Effort
- B. Participation in and/or support of school activities
- C. Making a positive contribution to the quality of life at Strafford Middle School.

### **Eligibility Requirements For Student Activities**

The following is a list of the minimal standards all students must meet and maintain before membership to any organization will be granted. Certain organizations may establish additional requirements with permission of the principal.

1. A minimum of a C- grade point average with (1) F.
2. Must display proper citizenship and attitude as determined by the administration and faculty.
3. Must attend school regularly.

### **Student Activities Include:**

Student Council	Cross Country (Boys & Girls)
Science Club	Tutoring Program
Chess Club	Cheerleading

Football	National Junior Honor Society
Basketball (Boys & Girls)	Volleyball
Track (Boys & Girls)	Jr. FFA
FCA	Peer Mediation
Softball	

Participation in the activities program is a privilege. When a student’s conduct in school results in a suspension of any type, the student will be excluded from the activities program for a specific length of time. The scope and sequence for exclusion from activities is explained in the citizenship standards for extra-curricular activities.

**Strafford Middle School Grading Scale**

A	93-100	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-83	F	59 & BELOW
C+	77-79	I	INCOMPLETE
C	73-76		

**HONOR ROLL**

To make the honor roll, a student must have a minimum grade point average of 3.0, with no D’s or F’s, and must be enrolled in at least five credits.

- Superintendent’s-4.0
- Principal’s-3.7-3.99
- Faculty-3.5-3.699
- Basic-3.0-3.499

**Homework Policy**

All students of Strafford Middle School are expected to participate actively in the learning process by completing all homework assignments assigned by the staff. Recognizing that students must sometimes deal with real-world situations beyond their control, the middle school has adopted the following policy:

\*Each student will be given one “Late” coupon per semester, which will entitle the student to submit a homework assignment in the next class period after its due date for full credit. The coupon may be used in any core or elective class, except for assignments such as projects, papers, or others excluded by the teacher. Any assignments not redeemed by a coupon and not turned in on time receive 0%.

\*Coupons may be saved and used at any time. However, a student may NOT use more than one “Late” coupon per class per semester. Coupons may be redeemed at the end of the year for a prize drawing. Students must have no 0%’s in any class to qualify for prizes. \*The subject teacher will notify parents via phone or letter as needed concerning 0% assignments.

**\*Please give the teachers and office 24 hours to collect homework assignments. If you have any questions regarding homework, please contact your son/daughter’s teacher.**

**Progress Reports**

Progress Reports are mailed to parents during each nine-week period for classes in which a student is receiving below a C-.

**Summer School**

A student will have to attend summer school should the student fail one full semester of a core subject area such as math, science, social studies or communication arts. Should a student fail one semester of reading, that semester will have to be made up in summer school. The guidelines for summer school are as follows: 1) a student cannot be absent for more than one day, otherwise the student will be dropped from summer school and will have to repeat the grade they were in, 2) a student cannot be tardy more than twice or the student will be dropped from summer school and will have to repeat the grade they were in.

**Guidance**

School guidance services are provided as part of the total education program at Strafford Middle School. Students may receive counseling services from the district’s counselors. If a student receives counseling services outside the district, it must be done outside school hours unless it is arranged by the parent/guardian with the building principal.

### **Arrival at School**

The building opens at 7:30 A.M. Any student arriving at 7:30 A.M. should go directly to the middle school gym. Students are permitted to enter the rest of the main hall when the duty teacher gives permission at 7:50 A.M. Students are not permitted to enter classrooms until 7:55 A.M. unless the teacher has given special permission. Students are to go directly to their first hour classes when the warning bell rings, and are to be in their seats when the tardy bell rings. The seventh and eighth grade students will be released at 7:50 A.M. to go to the high school building.

### **Prearranged Absences**

If a student and his/her parents or guardians have prior knowledge of an absence, it is suggested that the principal's office be contacted and informed of such absences. This will assure the student that missed work may be made up, and the teachers can give the student the work in advance. Please be sure to check in advance to determine if the absence will be excused.

### **Attendance**

Regular attendance is a predictor of future success. Two major reasons students fail are poor attendance and lack of effort. Frequent absences lead to a lack of responsibility. Absences for school-sponsored activities will not be counted as absences when the student is under the direct supervision of a school staff member (field trips, athletic events, music events and club-organization events). Makeup assignments must be completed in advance or at the request of the teacher due to an absence for a school-sponsored activity. The school cannot teach pupils who are not present. Frequent absence of pupils from regular classroom learning experiences disrupts the continuity of the instructional process, and the benefit of regular classroom instruction is lost. Continual absenteeism does little to develop students' sense of responsibility for their behavior.

Regular school attendance is compulsory by law (167.031, 167.033, 167.051) and by the STRAFFORD Board of Education for any student enrolled in the STRAFFORD Schools, unless exempted by law (167.031 or situations over which the student of his/her parents have no control. The school administration and teachers are expected to enforce the law (167.111) and policy regarding regular attendance. The administration will determine if circumstances for absences are those over which the parents, legal guardians or students have no control. Students who are absent for other reasons shall be considered truant and subject to school disciplinary procedures. Continued truancy will be subject to enforcement in accordance with the law (167.061, 167.071, 167.111). Parents or guardians are compelled by law (167.031, 167.061) to cause their children to attend school regularly. A student shall be allowed a maximum of five (5) instances of absence from school for any reason, including suspension, during a semester. A student shall be permitted to make up work missed as a result of any of the first five (5) absences. It shall be the student's responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete those assignments after returning to school following the absence. After the third absence, the parent or guardian will be notified in writing as to the student's standing with a copy of the attendance policy and rules and regulations included. Absences in excess of five (5) instances during a semester will result in failure for the semester unless the student and his/her parent or guardian can justify the excessive absence(s) before a committee of concerned school persons. Family vacations are discouraged during the school year. Prior notification to principal, secretary, and teachers must be established. To obtain grades, all work must be turned in.

#### ***LAW ENFORCEMENT REGARDING COMPULSARY ATTENDANCE (City Of Strafford, Ordinance 606)***

Parents of students failing to meet the compulsory attendance law can be subject to prosecution as outlined in Ordinance 606, City of Strafford. As stated in the ordinance Section 8: Any parent, guardian or other person having charge, control or custody of a child, who violates any provision of this ordinance shall be guilty of violating this ordinance and shall be fined no less than One Hundred Dollars (\$100) and/or imprisonments for up to thirty (30) days, after which each successive school day shall constitute a separate violation of this ordinance.

### **Attendance Review Committee (ARC)**

Excessive absences may need to be reviewed by the Attendance Review Committee to determine whether a student should receive credit for missing assignments. The ARC will consist of the Principal, Middle School Counselor, and the teachers of the student making the appeal. If the student and/or parents or guardians wish to appeal the decision of the ARC, they may do so to the Superintendent of Schools and then the Board of Education.

### **Tardies**

Being on time and prepared to begin work is an important skill to develop. With proper planning, the student should not be tardy; there are five minutes between classes. The student is tardy if he/she is not in his/her classroom when the tardy bell rings. Students will be disciplined for tardies as follows:

1. Warning given by teacher
2. 1 After School Detention
3. Principal conference and 2 After School Detentions
4. 1 Day of ISS
5. 2 Days of ISS
6. Handled on an individual basis with punishments ranging from 1-10 days of ISS or 1-10 days of OSS.

Students will be given a “clean slate” in regards to tardies at the beginning of the second semester. The step system listed above will begin at that time.

### **Cell Phones**

More and more parents are providing cell phones for their middle school aged children. The school recognizes the parent’s desire for the child to be able to contact the parent; however the school must institute some guidelines for children having cell phones in the middle school.

1. The school’s policies and practices regarding children calling parents for forgotten school assignments, supplies, lunches, etc will remain in effect. The cell phone is not to be used for these purposes.
2. The school recognizes the fact that parents want their child to be able to contact them in case of an emergency, or in lieu of having child-care before or after school. The cell phone may allow the child to contact parents, however it should not replace adequate before or after school child care.
3. The cell phone is to be stored in the child’s locker at school. It is not allowed to be on their person. Parents must recognize that there is no secure place to store cell phones in the middle school other than their locker, and therefore, the school accepts no responsibility for the security of the phone. Strafford Middle School prohibits other electronic devices at school for this very reason.
4. The cell phone is to be stored in their locker and must be powered off at school. This does not mean set on vibrate or silenced. It must be powered off.
5. Students who are caught with a cell phone on them during school will have the phone confiscated by the building principal or teacher and kept in the principal’s office until the parent chooses to pick the phone up. The cell phone may not return to school until the parent has spoken to the building principal.
6. Non-custodial parents should not expect to be able to hold unsupervised conversations with their child by providing the child with a cell phone at school. These conversations (via cell phone) will not be allowed at school.
7. Middle school aged children should be instructed by parents to refrain from showing the phone off to peers or discussing the fact that he/she has a cell phone at school. Knowledge of the existence of the cell phone should be held by the teacher, school office, parent and child only.

Electronic Devices/Cell Phones – Cell phones, pagers, and other electronic devices such as CD players, head phones, etc. are not to be brought to school.

\*\*\*First Offense: confiscate, parent conference, and ISS

\*\*\*Second & subsequent violations: OSS 1-3 day

### **Withdrawal From School**

All students who withdraw from school for any reason must obtain a withdraw form. This is to be taken to each teacher and to the library, and all books and school property are to be returned. State law states that new students will not be admitted to school, even for the day, unless health records are presented. Be certain that all health records are obtained when you check out of school.

### **Visitors**

The visitors who come to this school form an immediate impression of the school based on the actions of the students. This means that the students should be polite and courteous at all times. A good appearance of the students reflects a good school. Any visiting student must be pre-approved before the day of the visit and must also get a visitor's pass from the principal's office. No student will be allowed to visit the Middle School if that student is supposed to be attending classes elsewhere or has been suspended or dropped from another school. All visitors must report directly to the principal's office. No visitors are allowed the first two weeks and the last two weeks of school.

### **Lost and Found**

A student who loses a textbook or any other personal item should make an inquiry in the office. Also, students finding items should bring them to the office to be claimed.

### **Use of Telephone**

Students must be granted permission to use a school phone by the secretary, principal, or classroom teacher. Requests should be made for emergency use only. Cell phones are **NOT** permitted (see electronic device under discipline).

### **Locker**

A locker and lock will be issued to students for the protection of their personal possessions. Locker combinations must be kept confidential and lockers must be locked at all times in order to insure protection. Use only the locker assigned to you and do not move from your assigned locker. If a student chooses to move without permission they will be disciplined by the principal. There will be one school wide locker clean out each semester. Do not store valuable items in your locker. Please report any locker problems to the office immediately. School officials have the right to inspect all lockers.

### **Insurance**

An optional student accident insurance is available to Strafford students. Forms will be available to all students at the beginning of school. Parents should send the insurance forms directly to the insurance company. More information is available in the Middle School Office.

### **Breakfast/Lunch Program**

The school provides both breakfast and lunch programs for students. Breakfast is served from 7:50 to 8:15 a.m. daily. Middle school students eat lunch from 10:50-11:20 a.m. Prices are as follows: Breakfast is \$.75 (full) and \$.30 (reduced); Lunch \$1.50 (full) \$.40 (reduced).

### **Cafeteria Expectations**

Cafeteria manners are expected to be based on common courtesy and thoughtful actions. The following guidelines are to be followed:

1. Seating will be assigned by class. The administration will then decide if students may select their own seating.
2. Excessive noise cannot and will not be tolerated.
3. All students are to stay in their seats except while picking up lunch, returning their tray, on their one trip to the snack line.
4. Each student is responsible for cleaning his/her eating area and for returning the lunch tray to the window.
5. Students who create problems during lunch will be assigned seats or will help clean the cafeteria.

### **Health Room Procedures and Policies**

The health room is scheduled to be open daily from 8:00 a.m. to 3:30 p.m. It is located next to the high school office. Phone number: 736-7000 ext. 1442.

1. Students may report to the health room in case of an emergency, illness, or injury after notifying the Principal's office. Students must check back in at the Principal's office upon returning to the building.
2. The school nurse will contact the parent or guardian regarding dismissal from school due to illness or injury. The nurse will also contact the Principal's office.
3. Students must contact the Principal's office upon returning to school after being absent.
4. Changes in medication policy as governed by the Missouri Department of Elementary and Secondary Education, the Missouri State Board of Nursing, and adoption of the Strafford R-VI Board of Education will be strictly enforced. Please check your enrollment packet for a description of this policy.

### **Discipline Code**

Students of the Middle School should take great pride in high standards of conduct. Good behavior on the part of the student body is imperative if quality education is to occur. Good behavior also creates an atmosphere of safety and comfort. Students are expected to follow the rules established by the teachers in each class, and the rules governing the behavior in the hallway and around the building. The Strafford R-VI Discipline Policy further specifies the Student Conduct and punitive measures. This policy can be found further in the handbook.

### **Discipline Policy**

#### **After School Detention (ASD)**

Strafford Middle School will conduct a detention room every Tuesday and Thursday from 3:10 p.m. to 4:10 p.m. Parents or guardians of students will be notified, whether by phone or by detention notice, that their son/daughter will be detained. Students whom are in detention will NOT be allowed to ride the tutoring bus home after school. The following rules and regulations for the detention room are listed:

1. A student who enters must NOT talk to anyone except the teacher. If not followed an extra detention will be given.
2. A student must bring homework and materials to the detention room or be assigned additional assignments by the teacher. If not followed an extra detention will be assigned.
3. Any student who does not work during detention will be assigned another detention.
4. Any student skipping detention will be assigned the next higher disciplinary action.
5. Any student, because of good reason, may be excused from detention by the Principal for that evening, but will serve detention the next time without penalty. This will be permitted upon parent's request.
6. Any student who reports late to detention shall serve that detention the next time without penalty.

#### **Saturday School (SS)**

The students will serve suspension from 8:00 A.M. to 12:00 Noon on the designated Saturday(s) under supervision of a designated employee. All regular school day rules will apply. This will be used as an alternative to ISS, which will allow maximum student time in the classroom setting.

#### **Out-Of-School Suspension (OSS)**

The student is to remain out of school with NO credit given on any work. Extracurricular activities and attendance of any school function is prohibited. A parent/guardian must accompany the student upon re-entry to school. Students who are in after-school detention, in-school detention, Saturday school, or out-of-school suspension will NOT be allowed to participate in any school sponsored activities on those days. ( A day will be defined as the first day of the suspension and any day the student is in suspension. The last day will be complete at midnight of that day.)

### **School Bus Regulations**

Good student discipline is essential for the safe operation of our school buses. Expected bus behavior is set at the same standard as school behavior. Students must respectfully obey the bus driver. A student that wishes to ride the bus with a friend or relative must have a written note that is to be signed by the principal's office. Specific bus misbehaviors include: throwing objects, sticking head or hand(s) out of the windows, damaging the bus, fighting, use of profane language, insubordination to the bus driver, and lighting matches or smoking on the bus. The first violation of proper bus conduct will usually result in a conference with the principal and notification of the parents, along with an assigned seat for 10 days, although a serious first violation may result in immediate bus suspension or an in-school suspension. A second violation of bus conduct will result in a warning notice describing the incident to a parent. The student will sit in an assigned seat for the remainder of the year (days in which the student does not ride the bus DO NOT count towards the 10 days.) The third bus offense will result in a suspension from riding the bus for a minimum of five days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

### **Hall Behavior**

Consideration of others in the halls is expected. Noise of any nature should be kept to a minimum. Teachers will monitor the halls and are in charge at all times. Plan your restroom and drinking fountain stops into your schedule at appropriate times so you won't have to rush

### **Food**

Only food intended for lunch should be brought into the building. Lunch beverages may not be brought in unsealed containers. Beverages in glass containers should not be brought to school. No food is to be eaten anywhere except the cafeteria at lunch. Candy is considered food under this rule. No food or beverage should be brought back to the building after lunch. Violation of food rules may result in detention and confiscation of food item.

### **P.E.—No Dress Per Semester**

In order to fully participate in the Physical Education program it is important that students dress accordingly. If a student does not dress in appropriate gym clothing the following discipline step system will be enforced.

1. Warning-Lose points or alternative assignment
2. Teacher will contact parents—Lose points, ASD and alternative assignment.
3. Lower grade one letter, 2 ASD or 1 day of ISS
4. Lower grade one letter, 2 days of ISS, and parent conference
5. Any subsequent violations will result in 1-10 days of ISS, or 1-5 days of OSS.

\*Any suspension will result in a "zero" for that day of Physical Education class.

\*Teacher will determine what a no-dress day is.

### **Band & Choir**

Students who choose to enroll to be a member of band and/or choir will remain in that class for the entire year. The administration will have the right to make any changes to a students' schedule. Once a student signs up for band and/or choir changes will NOT be made.

### **Student Dress and Appearance**

Good grooming and appearance on the part of the students are very important in the overall morale of the school community. Students should set a high standard of grooming and appearance for themselves so they will be pleasant to be near. During their school years, students begin setting patterns for themselves and their future lives. It is the responsibility of school authorities to help guide the future adults in the right direction of grooming and appearance. So many times in life, the cleanliness, neatness, and overall appearance of a person will determine his/her chances of getting that certain job or receiving the promotion that he/she really deserves. Students should not wear clothing that distracts and disrupts the education process. Any article of clothing or adornments that will distract or disrupt the educational process will not be permitted. Facial piercings and unnatural hair color such as blue, green, etc., will not be permitted.

Examples:

- A. No billfold chains or chains of any type on clothing are allowed at school.

- B. No clothing shall be worn or brought to school with obscene, vulgar, violent, or profane slogans or pictures or with advertisements of alcohol, tobacco, or other illegal substances appearing on it.
- C. Halter tops and tops that allow bare midriffs or bare sides will not be permitted as a part of a student's dress. No shirts with sleeves torn off may be worn. No spaghetti strap tops, or crop tops will be allowed. No underclothing may be visible. No backless tops.
- D. Shorts may be worn to school. The following clothing articles are deemed objectionable and, therefore, should not be worn to school: bicycle shorts, spandex or body glove shorts, brief tennis shorts, short coaches shorts, cutoff sweats (unless hemmed), men's boxer shorts, shorts with rips, tears, or frayed legs, track/baseball shorts with split legs, brief-type shorts, short shorts (if shorts are shorter than closed fist, extended arms, on outseam), and pants and shorts must be worn above the hipbone. Students will be sent home or required to change should they come to school in shorts that are not in good taste. Spandex shorts may be worn under other shorts that are of reasonable length.
- E. No trench coats or dusters
- F. **No clothing may be worn that displays holes**
- G. Hats and other headgear are not to be worn in the building.
- H. Sagging jeans/pants/shorts will not be permitted
- I. Shoes must be worn at all times.
- J. Those items required for safety purposes will be worn in individual classes (safety glasses, etc.).

Students who violate the dress code will be dealt with according to the school discipline policy.

**Obviously these rules and regulations do not completely cover the subject of good dress and grooming.** The administration and teachers may set dress code regulations that are appropriate for specific functions. Other questions or problems that arise will be left to the judgment of the principal.

#### **Dress Code**

- 1) Change Clothes/ASD
- 2) Change Clothes/1 day In School Suspension
- 3) Change Clothes/1-3 days Out of School Suspension with parent Conference.

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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 disciplinary action that is appropriate to the age and developmental level of the child. These disciplinary actions may range up to the consequences listed. 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, including corporal punishment, that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In addition, placement in an alternative education setting, in keeping with the Safe Schools Act, may be used by administrative decision. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not school is in session. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots, and school transportation, or at a school activity, whether on or off school property.

It is the policy of the Strafford R-VI School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second-degree murder under §§565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under §565.021, RSMo.
3. Kidnapping under §565.110, RSMo.

4. First, second or third degree assault under §§565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§566.040, .070, RSMo.
6. Forcible rape or sodomy under §§566.030, .060, RSMo.
7. Burglary in the first or second degree under §§569.160, .170, RSMo.
8. Robbery in the first degree under §569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§195.211, .212, RSMo.
11. Arson in the first degree under §569.040, RSMo.
12. Felonious restraint under §565.120, RSMo.
13. Property damage in the first degree under §569.100, RSMo.
14. Child molestation in the first degree pursuant to §566.067, RSMo.
15. Sexual misconduct involving a child pursuant to §566.083, RSMo.
16. Sexual abuse pursuant to §566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

#### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operations of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

#### **Prohibition against Being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

- 1.The student is under the direct supervision of the student's parent, legal guardian or custodian.
- 2.The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
- 3.The student is in an alternative school that is located within 1,000 feet of a public school in the district.
- 4.The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

#### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

2. Assault--A. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion

3. Automobile/Vehicle Misuse—Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

4. Bully/Humiliation—Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. Bus or Transportation Misconduct (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense: Written warning notice describing the incident to parent. The student will sit in an assigned seat for 10 days. (Days in which the student does not ride the bus do not count toward the 10 days.)

Second Offense: Written notice and a suspension from riding the bus for a minimum of 5 days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

6. Cheating on Schoolwork—Use of another person's work, materials, or ideas to replace

one's own which result in deception or fraudulence.

First Offense: Principal/Student conference, zero credit on activity; in-school suspension; parent notification.

Second Offense: Detention; 1-3 days in-school suspension; parent notification; zero credit on activity.

Third Offense: Detention; 1-10 days in-school suspension or 1-5 days out-of-school suspension; parent conference; zero credit on activity.

7. Dishonesty—Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, and/or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

8. Computer Use

A. Damaging Equipment

First Offense: Responsible for any cost to affect repair and suspension from computer use except for class assignments when directly supervised by the teacher for one quarter.

Second Offense: Responsible for costs and suspension from computer use for one semester.

Third Offense: Suspension from computer use.

B. Writing Profanity (inappropriate language)

First Offense: Copy to parents, restricted use as above.

Second Offense: 2 days after school detention.

Third Offense: 1 day Saturday School, suspension from computers for one semester.

Directed at Staff: 5 days out-of-school suspension.

C. Unauthorized Access (stealing or cheating from files or unauthorized use of equipment)

First Offense: Restricted computer use for one quarter and one day After School Detention.

Second Offense: Suspension from computers for one semester and one Saturday School.

D. Tampering With Files

First Offense: Restoration of files if possible; restricted computer use for one semester.

Second Offense: Restoration of files if possible; restricted computer use for one semester, two days After School Detention.

Third Offense: Suspension from computers for one semester.

E. Logging Into Network as Someone Else Without Teacher's Permission  
(cheating, stealing, or vandalism to files)

First Offense: Restricted computer use for one quarter.

Second Offense: Restricted computer use and two days After School Detention.

Third Offense: Suspended from computer use for one semester and three days After School Detention.

F. Inappropriate Use (sending notes to other students, etc.)

First Offense: Restricted computer use for two weeks.

Second Offense: Restricted computer use for one quarter.

Third Offense: Restricted computer use for one semester and two days After School Detention.

Restricted computer use means that students may only use the computers for required assignments when supervised directly by a teacher.

Suspended from computer use means no use at all for a specified period.

9. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gestures that is directed at any person and this is rude, vulgar, defiant, in violation of district policy or considered inappropriate educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be discipline for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

10. Drugs/Alcohol (see Board policies JFCH and JHCD)

The Strafford R-VI School District may conduct drug and firearm searches on all premises of the district during the school day or during extra curricular events.

A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension and/or 1-180 days out-of-school suspension

Second Offense: 1-180 days out-of-school suspension or expulsion

B. Possession of or attendance while under the influence of or soon after consuming any authorized 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 of the Controlled Substances Act.

First Offense: In-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

C. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

11. Electronic Devices/Cell Phones – Cell phones, pagers, and other electronic devices such as CD players, head phones, etc. are not to be brought to school.

First Offense: confiscate, parent conference, and ISS

Second & subsequent violations: OSS 1-3 days

12. Extortion--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, and/ or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

13. Failure to Meet Conditions of Suspension--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

14. False Alarms (See also "Threats or Verbal Assault")--Tampering with emergency equipment, setting off false alarms, making false reports: communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, and/or 1-180 days out-of-school suspension or expulsion.

15. Gangs—The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities.

A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activity as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang activity, including, but not limited to:
  - a. soliciting others for membership in any gang;
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting other students to act with physical violence upon any other person.

First Offense: Principal/student conference, 1-3 days ISS, 1-10 days OSS, documentation in student's discipline file.

Subsequent Offense: 10-180 days out-of-school suspension, expulsion, and documentation in student's discipline file.

16. Fighting (see also, "Assault") -- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension and/or 1-180 days out-of-school suspension, expulsion.

17. Hazing (see Board policy JFCF)—Any activity 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 occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

18. Public Display of Affection -- Physical contact that is inappropriate for the school setting including, but not limited to, kissing, groping, inappropriate hand holding and intimate hugging.

First Offense: Principal/Student conference, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension and/or 1-180 days out-of-school suspension or expulsion.

19. Sexual Harassment (see Board Policy AC and regulation AC-R)

A. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

B. Students who believe they have been victims of or have witnessed sexual harassment should report the incident (s) to any teacher, guidance counselor or school administrator. The staff member who received the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint.

There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

First Offense: Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension and/or 1-180 days out-of-school suspension, or expulsion.

- C. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

20. Tardiness—When a student arrives late to school after the first period has begun, he/she must go directly to the high school office to receive disciplinary action for lateness.

The student is tardy if he/she is not in his/her classroom when the tardy bell rings. With proper planning, the student should not be tardy; there are five minutes between classes.

21. Technology Misconduct (See Board policy EHB and regulation EHB-R)

- A. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use direct technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/student conference, loss of user privileges, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges and/or 1-180 days out-of-school suspension or expulsion.

- B. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution. Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges and/or 1-180 days out-of-school suspension.

22. Theft—Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/student conference, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution of property. 1-180 days out-of-school suspension or expulsion.

23. Threats or Verbal Assault—Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

24. Tobacco

A. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/student conference, detention, in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

B. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/student conference, detention, in-school suspension and/or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product and/or in-school suspension and/or 1-10 days out-of-school suspension.

25. Trips--Students given permission to attend school-sponsored activities must understand that their responsibility is to represent the Strafford Schools in a positive manner. Any violation of school policies, failure to follow sponsors' instructions or breaking the law in any way will result in not being allowed to participate in future activities where representing the school is involved. The school bus is the recommended means of transportation for trips. Students making any type of school-sponsored trip must return by the same means. Only by direct request of a parent or guardian and only to ride in the car with parent or guardian will be the exception to this policy.

26. Truancy (see Board policy JEDA)--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension

Subsequent Offense: Detention or 3-10 days in-school suspension.

27. Unauthorized Entry—Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an authorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

28. Vandalism (See Board Policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense: Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution. In-school suspension and/or 1-180 days out-of-school suspension or expulsion.

29. Weapons (see Board Policy JFCJ)

- A.** Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930 (g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, detention, or 1-180 days out-of-school suspension or possible expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

- A.** Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in Section 571.010, RSMo. (a blackjack, a cancelable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife) or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930 (g)(2).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Revised: December 21, 1995/November 21, 1996/July 22, 1997/November 20, 1997/  
Revised September 24, 1998/February 18, 1999/March 18, 1999/May 16, 2001/  
April 19, 2004/Revised February 16, 2005 Strafford R-VI School District, Strafford, Missouri

**A. Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

**B. Collateral Prohibitions**

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

**C. Compliance Officer Appointment**

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide: Special Education Director, Strafford R-VI School District, 201 W. McCabe, Strafford, MO 65757 Phone: (417)736-7000 Fax: (417)736-7016

**D. Reporting and Complaint**

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: (Central Office, 201 W. McCabe, (417)736-7000, Fax-(417)736-7016), who will assume the coordinator's duties for the purpose of that complaint.

**E. Grievance Procedure and Resolution of Complaints**

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

**F. Confidentiality and Records**

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the

compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

#### **G. Public Notice and Dissemination**

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

#### **H. Limitations**

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

\* \* \* \* \*

*Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.*

Adopted: April 19, 2004

Cross Refs: EHB, Technology Usage  
 GBCB, Staff Conduct  
 GBEBB, Employee Alcohol and Drug Testing  
 GBH, Staff/Student Relations  
 GBM, Staff Complaints and Grievances  
 GCD, Professional Staff Hiring  
 GDC, Support Staff Recruiting/Posting of Vacancies/Hiring  
 IGBA, Programs for Students with Disabilities  
 IGBCB, Programs for Migrant Students  
 IGBH, Programs for Limited English Proficient/Language Minority Students  
 IGD, District-Sponsored Extracurricular Activities and Organizations  
 IGDJ, Interscholastic Athletics  
 JFH, Student Complaints and Grievances  
 KL, Public Complaints

Legal Refs: P.L. 92-318, Education Amendments of 1972, Title IX 45 CFR, Parts 81, 86 (*Federal Register*, June 4, 1975; August 11, 1975)  
 "Notice of Nondiscrimination," Office of Civil Rights, U.S. Dept. of Ed., September 1996  
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d *et seq.*  
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.*  
 Americans with Disabilities Act, 42 U.S.C. §§ 12101 *et seq.*  
 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681  
 Rehabilitation Act of 1973, 29 U.S.C. § 794  
 Family and Medical Leave Act, Prohibited Acts, 29 U.S.C. § 2615  
 Fair Labor Standards Act, Equal Pay Provisions, 29 U.S.C. § 206(d)  
 Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 *et seq.*  
 Age Discrimination in Employment Act, 29 U.S.C. §§ 621 *et seq.*  
 Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 *et seq.*  
 Missouri Human Rights Act, §§ 213.010 *et seq.*, RSMo.

Female Employees' Wages, §§ 290.400 *et seq.*, RSMo.  
*Gebser et al. v. Lago Vista Ind. School Dist.*, 118 S.Ct. 1989 (1998)  
*Faragher v. City of Boca Raton*, 118 S.Ct. 2275 (1998)  
*Burlington Industries v. Ellerth*, 118 S.Ct. 2257 (1998)  
*Oncale v. Sundowner Offshore*, 118 S.Ct. 998 (1998)  
*Harris v. Forklift Systems, Inc.*, 510 U.S. 17 (1993)  
*Davis v. Monroe County Bd. of Ed.*, 120 F.3d (11th Cir. 1997), *Cert. granted*, S.Ct. (1998)

Strafford R-VI School District, Strafford, Missouri

FILE AC-R

## NONDISCRIMINATION AND ANTI-HARASSMENT COMPLIANCE GRIEVANCE PROCEDURE

### I. Overview of Discrimination/Harassment

**A. Hostile Environment - "Harassment":** Harassment, including sexual harassment and racial harassment, is one theory of establishing that a person has been illegally discriminated against. Behavior, based upon the protected classifications listed in policy AC, whereby the school or work environment becomes permeated with intimidation, ridicule and insult that is sufficiently severe or pervasive to alter the conditions of a student's participation in the district's programs and activities, or of an employee's employment, can amount to prohibited discrimination and is therefore within the prohibitions of policy AC. Any intimidation, ridicule or insult that is based on a reason listed in policy AC, including sex or race, is to be reported to the nondiscrimination compliance coordinator ("compliance coordinator"). In addition, unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature can contribute to rendering an environment hostile, and thereby discriminatory, on the basis of sex. A person's age and the relationship between the parties are factors which can make conduct unwelcome even in the absence of an obvious negative reaction by the victim. The harasser and the victim need not be of a different sex, race, etc.

**B. "Quid pro Quo": This is another form of behavior that can amount to discrimination on the basis of sex. This occurs when an employee's supervisor makes job benefits or refraining from adverse action conditional upon submission to unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature. Similarly, "quid pro quo" harassment also occurs when an employee of the district, in real or apparent authority over a student, conditions the student's participation in the district's programs or bases educational decisions upon submission to unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature. It is extremely important that any person who knows of or experiences such "quid pro quo" behavior, whether or not the threatened action or promised favor was carried out, immediately notify the district's nondiscrimination compliance coordinator.**

**C.** If harassment is occurring, there may be a variety of witnesses to discrete actions that may not of themselves seem of particular gravity. Also, victims may be unwilling to report or, because of their youth, may not understand the prohibited nature of some conduct. Only a central repository of all such reports from the entire district community can allow the compliance coordinator to effectively detect and remedy potentially illegal discriminatory harassment before its severity or pervasiveness causes the district to fail in its compliance obligations. What constitutes discrimination by harassment depends on the facts of each situation, and therefore doubt as to whether to report to the compliance coordinator should be resolved in favor of reporting, so that the compliance coordinator has more, rather than less, information about a situation.

## II. Overview of Procedural Components

### A. General

1. This grievance procedure exists to provide formal resolution of complaints that policy AC has been violated. It does not prohibit the informal adjustment of any complaint. Pursuit of informal adjustment is not a valid reason for missing a filing deadline, but a timely filed complaint may be continued by consent of the parties in order to allow pursuit of informal adjustment.
2. The compliance coordinator should be informed of the progress of all informal adjustments and grievances at each step by the district employee responsible for each step of a grievance, so that the compliance coordinator may keep abreast of all matters concerning policy AC and be ready at any time to report on the same to the superintendent, Board or an outside agency.
3. Where a statute, administrative rule, or Board policy provides a scheme for resolutions of complaints arising under that statute, rule or policy, this grievance procedure shall not be applicable.
4. When, based upon reported information and/or investigation, the compliance coordinator finds a likely violation of policy AC, the compliance coordinator shall so inform the superintendent, regardless of whether a complaint has been filed. Lack of a complaint will not preclude appropriate remedial action by the district upon a finding by the superintendent of a violation of policy AC, nor will the existence of a complaint or its outcome hinder the superintendent in enforcing policy AC. Lack of a remedial action does not preclude a disciplinary action, and vice versa.
5. In addition to keeping the superintendent informed of likely violations of policy AC throughout the district, the compliance coordinator should also confidentially contact putative victims of likely violations of policy AC to investigate, further explain policy AC if necessary, and make sure the putative victim is aware of the grievance procedure.
6. Actions involving employees or students implemented as remedial action for a violation of policy AC are not exempt from such constitutional due process requirements as apply case-by-case to such an individual and/or the nature of the action taken. However, this regulation is not meant to provide any additional substantive or procedural rights to employees or students who must be involved in remedial actions.
7. If a person designated to hear a complaint or appeal is the subject of the complaint, the next highest step in the grievance process will be used.
8. Deadlines herein are directory only, and not mandatory, upon the district. If more than twice the allotted time has expired without a response, appeal may be taken to the next step.
9. Persons alleged to have violated policy AC, and/or persons necessarily involved in resolution of complaints, will have access to written grievance materials only in the event that remedial or disciplinary action is actually implemented, and then only on a need-to-know basis or as required by the constitution. Participants must understand that FERPA may prevent the disclosure of some records or actions to complainants, including in the written responses called for in these regulations.

10. Failure to prosecute an appeal within the timelines given will be deemed as acceptance of the findings and any remedial action of the last level used.
11. All documents, communications and records pertaining to this grievance procedure will be kept separate from personnel records of employees.\*
12. The district will not be relieved of its responsibility to respond to a complaint filed under this grievance procedure by the fact that an outside enforcing agency has received a complaint arising from the same circumstances.
13. The compliance coordinator will make follow-up inquiries on completed grievances and informal adjustments to assure that remedial actions have been effective, and to assure that no violation of policy AC persists or has been caused by the grievance or adjustment itself .

#### **B. Definitions Used in This Procedure**

1. *Complaint* - Submission to the responsible district official of a written and signed allegation that there has been a violation of policy AC, which states: date of filing, discrimination category at issue (e.g., sex, national origin, etc.), names of persons involved including possible witnesses, facts alleged to have happened, a statement of why the facts constitute a violation of policy AC, a suggestion of the remedy desired, and a statement of any informal adjustment attempts or progress within the complainant's knowledge as of the date of the complaint. Exhibits may be attached.
2. *Complainant* - A person who, by the filing of a complaint under this procedure, claims to be the victim, or the parent or guardian of a student who claims the student was a victim of discrimination in violation of policy AC.
3. *Appeal* - An appeal requires the filing of the original complaint and exhibits, all decisions rendered by district officials at any lower levels in the grievance process, a statement of why the decision being appealed from is inadequate or incorrect, and a statement of the progress of any informal adjustment known to the complainant.

### **III. Procedure**

- A.** *Level I* -- A complaint should be filed with the district's compliance coordinator. If a complaint is filed with any other administrator, the administrator will immediately forward any complaint received to the compliance coordinator. The compliance coordinator may, in his or her discretion, assign the principal of the building concerned to investigate the matter, unless the principal is a subject of the complaint. Likewise, the principal may delegate an assistant principal to investigate the matter unless the assistant principal is a subject of the complaint. If the compliance coordinator does not assign a principal to investigate the matter, then the compliance coordinator will conduct the investigation. Regardless of who investigates the complaint, an investigation will be conducted within a normal limit of five (5) working days after submission of a complete complaint, including such hearings or *ex parte* interviews as are reasonably necessary, including contacting witnesses identified by the complaint. The investigator will then issue a written response to the complaint: (1) Summarizing the facts, (2) Making conclusions on whether they constitute a violation of policy AC and (3) if a violation of policy AC is found, stating what remedial action will be implemented at the school level or sought from the central administration.
- B.** *Level II* -- Within five (5) working days after receiving the *Level I* decision, appeal may be taken to the nondiscrimination compliance coordinator. If the compliance coordinator conducts the initial investigation, an appeal may be taken to the superintendent, as outlined in *Level III*. The compliance coordinator will meet with the complainant as soon as workably possible to review the appellate materials, further discuss the complaint and take any additional evidence the complainant has to offer. Within a normal limit of five (5) working

days, the compliance coordinator will issue a written response to the appeal summarizing his or her findings and stating what, if any, remedial actions will be recommended to the superintendent and/or the building-level administration for implementation.

- C. *Level III* -- Within five (5) working days after receiving the *Level II* decision, appeal may be taken to the superintendent. If the compliance coordinator conducts the initial investigation, an appeal may be taken to the superintendent within five (5) working days after receiving the *Level I* decision. If the superintendent is the compliance coordinator, an appeal of the superintendent's decision may be made to the Board of Education as outlined in *Level IV*. If the superintendent is the subject of the complaint, an appeal of the compliance coordinator's decision may be made to the Board of Education as outlined in *Level IV*.

The superintendent may refer the matter to an assistant or associate superintendent, general counsel, or outside counsel, to act as designee and prepare a final decision for signature and implementation. The superintendent or designee will review the appeal materials, conduct further investigations or hearings at the superintendent's or designee's discretion, and seek counsel if necessary. Within a normal limit of ten (10) working days, the superintendent will issue a written decision upon the appeal stating whether a violation of policy AC is found and, if so, stating what remedial actions will be implemented. A copy of the appeal and decision will be sent to the compliance coordinator by the superintendent.

- D. *Level IV*-- Within five (5) working days after receiving the *Level III* decision, appeal may be taken to the Board of Education by filing the appeal with the superintendent. If the superintendent is the subject of the complaint, an appeal may be taken to the Board of Education by filing the appeal with the compliance coordinator or the president of the Board. The matter will be placed on the agenda of the next scheduled meeting of the Board, for closed session unless law requires otherwise. The complainant will be allowed to address the Board, and the Board may call for the presence of such other persons as the Board deems necessary to advise it on the matter and the maintenance of its compliance obligations. The Board may conduct its procedure upon the appeal as it sees fit, and shall normally render a written decision upon the appeal within 30 working days, for implementation by the administration. For district purposes, and without waiving the right to take any actions later deemed necessary for nondiscrimination mandate compliance, the Board's decision and any actions taken are final. A copy of the appeal and decision will be sent to the compliance coordinator by the Board secretary.

\* This paragraph does not include the records of a collateral disciplinary action. Records of disciplinary actions for violations of policy AC are kept in the same manner as any other discipline record.

\* \* \* \* \*

**Note:** *The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.*

Approved: March 18, 1999/May 16, 2001

Strafford R-VI School District, Strafford, Missouri

FILE: BDDH  
Critical

**PUBLIC PARTICIPATION AT BOARD MEETINGS**  
*(Districts Designating a Public Comment Period)*

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

### **Grievance through Established Policy and Procedure**

Students, employees and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

### **Written Correspondence**

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

### **Agenda Items**

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will then be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item for the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

### **Public Hearings**

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

### **Public Comment**

A specifically designated time will be set aside for public comments at regular meetings of the Board of Education. The following rules will be applied to the public comment portion of the meeting:

- The Board will establish a time limit for the public comment period.
- No individual will be permitted to speak more than once during this period.
- The Board will establish a uniform time limit for each speaker.
- Only items from the posted agenda may be discussed.

\* \* \* \* \*

**Note:** *The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.*

Adopted: April 19, 2004

Cross Refs: KBA, Public's Right to Know  
KC, Community Involvement in Decision Making

KL, Public Complaints  
KLB, Public Questions, Comments or Concerns Regarding District Instructional/ Media/Library  
Materials

Legal Refs: §§ 610.010 - .035, RSMo.

Strafford R-VI School District, Strafford, Missouri

**Appendix D**

**FILE: JFH**  
Basic

**STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for 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.

The following guidelines are established for the presentation of student complaints and grievances:

- < The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- < If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- < If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: March 18, 1999

Revised:

Cross Refs: AC, Nondiscrimination and Anti-Harassment  
IGBC, Parent/Family Involvement in Instructional and Other Programs  
IGBCA, Programs for Homeless Students  
IGDBA, Distribution of Noncurricular Student Publications  
KL, Public Complaints

Strafford R-VI School District, Strafford, Missouri

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**PUBLIC COMPLAINTS**

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

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

\* \* \* \* \*

*Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.*

Adopted: April 19, 2004

Cross Refs: AC, Nondiscrimination and Anti-Harassment  
BDDH, Public Participation at Board Meetings  
GBM, Staff Complaints and Grievances  
IGBCA, Programs for Homeless Students  
JFH, Student Complaints and Grievances

Legal Refs: No Child Left Behind Act of 2001, P.L. 107-110

Strafford R-VI School District, Strafford, Missouri

MY COMMITMENT TO SAFETY

---

print your name here

I want Strafford Middle School to be a place where all students feel safe and treat others with respect.

I will not humiliate, bully, tease or hurt anyone. If I hear humiliation, bullying, or teasing, I will tell the person to stop and report it to an adult.

I will immediately report any threats of violence, suicide, presence of weapons or explosives to school administrators, allowing them to investigate and determine the seriousness of the report.

I understand that I have an essential role in school safety and violence.

I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of Strafford Middle School.

I have read the student handbook, and I understand the rules and regulations that have been set forth to create a safe environment that is conducive to the learning process.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

Grade Level: \_\_\_\_\_

\_\_\_\_\_  
Date

**THE MIDDLE SCHOOL OFFICE WILL COLLECT THIS SIGNATURE FORM DURING THE STUDY HALL/HOMEROOM/MAP CLASSES ON AUGUST 20, 2010**

**LATE**  
HOMEWORK COUPON  
2009-2010

1<sup>ST</sup> SEMESTER

STUDENT NAME: \_\_\_\_\_

DATE USED: \_\_\_\_\_ CLASS: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

**LATE**  
HOMEWORK COUPON  
2009-2010

2<sup>ND</sup> SEMESTER

STUDENT NAME: \_\_\_\_\_

DATE USED: \_\_\_\_\_ CLASS: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_







