Wildwood Middle School
17401 Manchester Road, Wildwood, MO  63038
(636)733-4230

Dear Wildwood Students and Parents:

The principals and teachers of Wildwood Middle School are pleased to welcome you and want you to know that we are committed to offering every Wildwood student a quality education. At Wildwood, your student will have an opportunity to develop academic and social skills necessary for future success.

The middle school transition can be challenging for students and their families. We understand this time in their lives as educators and welcome supporting them throughout their middle school years. We are ready to use our knowledge, experience and expertise to make this time in your child’s life a memorable and positive journey. Wildwood is a great place for students to thrive!

When it comes to discipline, Wildwood Middle School prides itself on a discipline plan that is fair, restorative, and consistent. We feel that all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn in an atmosphere of respect, free from the influence of disruptive classmates. Each student and teacher has a responsibility to do their part in creating and maintaining a respectful, safe and stimulating learning environment. We realize that there will be times when students forget their responsibility or are temporarily unwilling to be cooperative. For this reason, we provide a plan of discipline that has as its goal restoring both a safe and stimulating environment and restoring those who are negatively impacted by the misbehavior.

When a student is involved in a conflict (with other students, teacher, or school rules) we view that as a situation that needs to be resolved and as a teachable moment. Therefore, we may consider inviting a cooperative resolution, unless the student is uncooperative and/or an unsafe situation calls for immediate action.

We ask each parent or guardian to review, with your child, this Wildwood Handbook. The home/school connection is critical. Working together we will ensure your child’s success.

The administrative team is available throughout the school year to assist in any way. Foremost in our minds is working with you to provide your child the best lifetime insurance – a good education. We promise to make these “middle years” at Wildwood enjoyable, productive and rewarding.

The Wildwood Administration

Dr. Allison Klouse
Principal

Dr. Jason Lievanos
Assistant Principal

Dr. Adam Kealen
Assistant Principal
WMS BLOCK SCHEDULE

Odd Hours Quarters 1 & 3 - Even Hours Quarters 2 & 4

+3 min. in 1st hr. for announcements - 25 min. lunch shifts

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:47 - 9:22 (95) 1st/2nd Hour</td>
<td>7:47 - 9:22 (95) 1st/2nd Hour</td>
<td>7:47 - 9:22 (95) 1st/2nd Hour (Encore)</td>
</tr>
<tr>
<td>9:26 - 10:58 (92) 3rd/4th Hour</td>
<td>9:26 - 10:58 (92) 3rd/4th Hour (Encore)</td>
<td>9:26 - 10:58 (92) 3rd/4th Hour</td>
</tr>
<tr>
<td>11:02 - 11:46 (44) 5th/6th Hour (Encore)</td>
<td>11:02 - 11:27 (25) Lunch</td>
<td>11:02 - 12:34 (92) 5th/6th Hour</td>
</tr>
<tr>
<td>11:50 - 12:15 (25) Lunch</td>
<td>11:31 - 1:03 (92) 5th/6th Hour</td>
<td>12:38 - 1:03(25) Lunch</td>
</tr>
<tr>
<td>12:15 - 12:19 (4) Passing</td>
<td>1:03 - 1:07 (4) Passing</td>
<td>1:03 - 1:07 (4) Passing</td>
</tr>
<tr>
<td>12:19 - 1:03 (44) 5th/6th Block (Encore)</td>
<td>1:03 - 1:07 (4) Passing</td>
<td>1:07 - 2:39 (92) 7th/8th Hour</td>
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<tr>
<td>1:07 - 2:39 (92) 7th/8th Hour</td>
<td>1:07 - 2:39 (92) 7th/8th Hour</td>
<td>1:07 - 2:39 (92) 7th/8th Hour</td>
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### BELL SCHEDULES

**WMS A/B BLOCK SCHEDULE**

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>A / B</th>
<th>Grade 7</th>
<th>A / B</th>
<th>Grade 8</th>
<th>A / B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:47 - 9:22 Block (95)</td>
<td>1 / 2</td>
<td>7:47 - 9:22 Block (95)</td>
<td>1 / 2</td>
<td>7:47 - 8:34 (44) Encore</td>
<td>1 / 1</td>
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<tr>
<td>11:02 - 11:46 (44) Encore</td>
<td>5 / 5</td>
<td>11:02 - 11:27 (25) Lunch</td>
<td></td>
<td>11:02 - 12:34 (92) Block</td>
<td>5 / 6</td>
</tr>
<tr>
<td>12:15 - 12:19 (4) Passing</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:19 - 1:03 (44) Encore</td>
<td>6 / 6</td>
<td>11:31 - 1:03 (92) Block</td>
<td>5 / 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:03 - 1:07 (4) Passing</td>
<td></td>
<td>1:03 - 1:07 (4) Passing</td>
<td></td>
<td>1:03 - 1:07 (4) Passing</td>
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</tbody>
</table>

### ACADEMIC LAB DAY SCHEDULE - Wednesday

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>A / B</th>
<th>Grade 7</th>
<th>A / B</th>
<th>Grade 8</th>
<th>A / B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:47 - 9:08 (81) Block</td>
<td>1 / 2</td>
<td>7:47 - 9:08 (81) Block</td>
<td>1 / 2</td>
<td>7:47 - 8:26 (39)</td>
<td>1 / 1</td>
</tr>
<tr>
<td>9:08 - 9:12 (4) Passing</td>
<td></td>
<td>9:08 - 9:12 (4) Passing</td>
<td></td>
<td>8:26 - 8:29 (3) Passing</td>
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</tr>
<tr>
<td>12:07 - 12:32 (25) Lunch</td>
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</tr>
<tr>
<td>12:32 - 12:35 (3) Passing</td>
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</tr>
<tr>
<td>1:14 - 1:18 (4) Passing</td>
<td></td>
<td>1:14 - 1:18 (4) Passing</td>
<td></td>
<td>1:14 - 1:18 (4) Passing</td>
<td></td>
</tr>
</tbody>
</table>
WILDWOOD MIDDLE SCHOOL
PTO EXECUTIVE BOARD
2020-2021

Co-President

ANGIE ORTINAU
314-581-6991
angie@ortinau.com

LAURA SAGGAR
314-323-8694
lsaggar@gmail.com

Co-Treasurer

Crystal Hastings
314-265-9995
blueeyes3411@yahoo.com

Lynn Knight
505-250-7926
happilynn424@gmail.com

Secretary

Sara Leonard
314-971-3993
sleonard@solarfrog.com

VP School Support

Karen Beyrouty
314-803-7256
beyroutyfamily@gmail.com

VP Programs & School Events

Holly Schuemann
314-313-4509
hollyschiemann@att.net

Co-VP Fundraising

Candace Farmer
314-229-6623
cnnfarmer@gmail.com

FACULTY REPRESENTATIVE

Tammy Walker
CHARACTER EDUCATION
2020-2021

SEPTEMBER—RESPONSIBILITY
Being accountable for your own choices and behaviors

OCTOBER—RESPECT
Showing positive regard for self, others, property expectations, rules, an authority

NOVEMBER—PERSEVERANCE/EFFORT
Striving toward a goal despite challenges

DECEMBER—CARING
Demonstrating kindness, courtesy, and compassion

JANUARY—COOPERATION
Working together to accomplish a task

FEBRUARY—INTEGRITY/HONESTY
Being truthful, fair, honest, and trustworthy

MARCH—COURAGE
Acting responsibly despite fears or difficulties

APRIL—PATIENCE
Waiting calmly

MAY—SELF-CONTROL
Managing your behavior in a positive way

Intelligence plus character; that is the true goal of education.
Dr. Martin Luther King, Jr.
### Wildwood Middle School
**Commitment to Excellence**

WMS promotes mutual trust and respect through accountability for expectations to ensure a safe, orderly and positive learning environment for our entire school community. Developing discipline within each child establishes boundaries that create trust and student success.

<table>
<thead>
<tr>
<th><strong>Student Commitment to Excellence</strong></th>
<th><strong>Staff Commitment to Excellence</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I will arrive with needed supplies.</td>
<td>We will hold students accountable for being prepared and productive.</td>
</tr>
<tr>
<td>I will utilize appropriate resources and seek assistance when necessary.</td>
<td>We will provide supports as needed.</td>
</tr>
<tr>
<td>I will use time productively.</td>
<td>We will promote a positive, respectful, and cooperative learning environment.</td>
</tr>
<tr>
<td>I will participate with a positive, respectful, and cooperative attitude.</td>
<td>We will provide instruction and feedback on assignments in a variety of ways to ensure understanding.</td>
</tr>
<tr>
<td>I will use active listening skills.</td>
<td></td>
</tr>
<tr>
<td>I will follow directions.</td>
<td></td>
</tr>
</tbody>
</table>

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### WILDWOOD
**TIMBERWOLF PLEDGE**

I have the right to participate fully in my school, to be treated with respect and to feel welcomed. Any words or actions intended to harm a member of our school family is hurtful to us all and will not be tolerated. Today I pledge to make this a better week for everyone.
When you are given a
Reasonable Request...
you should be **SMART**:

Stop what you are doing
*Make* eye contact with the adult
*Answer* politely
*Receive* directions
*Take* responsible actions

*Any staff member, guest teacher or parent volunteer may give a*
Reasonable Request
Students and Families,

During these unprecedented times many things as we used to know may be changing. This holds true to our daily operations and practices within our school building to ensure the safety of all community members. As a result, the procedures outlined in this handbook may change throughout the school year in order to maintain our focus on student safety and adhere to social distancing guidelines. Please know that these changes will be communicated to both our students and families as they are made. Thank you in advance for continuing to work alongside us, as we navigate our new reality within schools.

Sincerely,

Your WMS Administration
ROCKWOOD R - VI SCHOOL BOARD OF EDUCATION (636-733-2000)
President          Vice President
Mrs. Loralee Mondl  Ms. Lynne Midyett

Directors
Mrs. Jamie Bayes
Mr. Thomas Dunn
Dr. Keith Kinder
Mr. Randy Miller
Mrs. Tamara Jo Rhomberg

ROCKWOOD R - VI ADMINISTRATIVE STAFF (636-733-2000)
Superintendent
Dr. Mark Miles

Assistant Superintendent of Supervision of Schools
Dr. Lisa Counts

WILDWOOD MIDDLE SCHOOL ADMINISTRATION (636-733-4230)

Principal              Assistant Principal          Assistant Principal
Dr. Allison Klouse      Dr. Adam Kealen          Dr. Jason Lievanos

Counselors              Social Workers               Nurse
Mrs. Jennifer Fisher    Miss Twyla Taylor       Mrs. Michelle Lord
Mrs. Jocelyn Goeckner
Ms. Anna Reichert

Office Secretaries      Registrar
Ms. Lisa Anselmo       Mrs. Kim Caudill
Mrs. Kim Vaughn
Mrs. Wendy Henleben
Nondiscrimination Statement

It is the policy of the Rockwood School District not to discriminate on the basis of race, color, creed, sex or disabilities in its education programs, activities or employment practices. Inquiries by students, parents, or employees regarding Rockwood School District’s nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Katie Reboulet, Assistant Superintendent for Human Resources, Compliance Coordinator for Civil Rights Act of 1964 as amended (race discrimination issues) & Compliance Coordinator for P.L. 92-318, Education Amendments of 1972, Title IX (sex discrimination issues),

Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025
636.733.2034

Dr. Jamie Smith, Compliance Coordinator for P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability discrimination issues),

Rockwood Administrative Center
500 North Central
Eureka, Missouri 63025
636.733.2153
ADMISSION TO SCHOOL

All individuals aged five (5) to twenty-one (21) who are domiciled within the boundaries of the school district may attend its school without payment of tuition. In addition, students who are not domiciled in the district may be admitted under Board policies relating to nonresident students.

The admission of all students shall be under the direction of the superintendent, subject to the approval of the Board of Education. All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary and other eligibility prerequisites as established by Board policies, rules and regulation, and by state law.

Students who are entering kindergarten or first grade are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance. Students entering the schools in the school district who have not previously presented a birth certificate or some other acceptable proof of age will be required to present such proof.

Students who apply for admission to the district schools on the basis of prior accredited schooling outside of the district shall be placed initially on the grade level they have reached. The principal shall determine subsequently whether the grade placement is appropriate for the individual. Students who apply for admission to the district schools on the basis of prior non-accredited schooling shall be admitted in accordance with Board approved guidelines.

Requests for Student Records
Within 48 hours of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Statement of Prior Suspension, Expulsion or Criminal Offense
The Board of Education requires the parent, guardian, or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether or not the student has been suspended or expelled from a school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the “Admission Restriction” section of this policy. This registration document shall be maintained as a part of the student’s scholastic record.

Student Suspended or Expelled from Another District
No student may enroll in a school in the district during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student’s conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district, the superintendent or designee may make such suspension or expulsion from another district effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another district effective.

Prior to enrollment of any student who is under suspension or expulsion from another district, a remedial conference will be held in accordance with policy JGD.
Admission Restriction
In accordance with 167.171, RSMo, no student may be readmitted or enrolled in the school district that has been convicted of or charged with an act which if committed by an adult would be one of the following:

1. First degree murder under 565.020, RSMo;
2. Second degree murder under 565.021, RSMo;
3. First degree assault under 565.050, RSMo;
4. Forcible rape under 566.00, RSMo;
5. Forcible sodomy under 566.060, RSMo;
6. Robbery in the first degree under 569.020, RSMo;
7. Distribution of drugs to a minor under 195.212, RSMo;
8. Arson in the first degree under 569.040, RSMo;
9. Kidnapping, when classified as a class A felony under 565.100, RSMo.

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts.

This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student’s disability.
ATTENDANCE

The purpose of the attendance policy of the Rockwood School District is to encourage regular school attendance. The Board of Education believes that regular and punctual attendance is an important factor in a student’s success in school.

An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities, or class experiments. They miss out on explanations of concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline.

Since there is a direct relationship between attendance, grades, and success in school, the Board of Education believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success.

Student Absences and Excuses
All Missouri children between the ages of seven (7) years and seventeen (17) years and who have not completed sixteen (16) credits toward high school graduation are required to be under school jurisdiction during the hours school is in session. In the case of students seventeen (17) or above, consideration will be given to their request to be excused part of the day provided they submit a written request from the parent/guardian. The extent of the student workload shall depend upon the outcome of counseling involving the student, the parent/guardian and the counselor. Changes in the workload which involve a shifting of the student's class schedule will normally be made only at the beginning of a semester.

The school year is defined as the period of time from the opening of school in August/September to the close of the regular school term. Any units of credit earned during the summer, while counted toward meeting graduation requirements and standing in class, are not considered credit earned during a regular school term. Students who are absent due to illness may be required to submit a doctor's statement. Students are required by law to attend a school continuously until they have reached age seventeen (17) or sixteen (16) if they have successfully completed sixteen (16) credits towards high school graduation. Any correspondence courses must be approved by the administration prior to enrollment, if credit is to be granted.

Excusable Absences (As established by the Board of Education Policies)
If a student is to be absent from school, the parent is requested to call that morning before 9:00 a.m. at 636-733-4230. If the school was unable to contact a parent, a note should be submitted to the office upon the student’s return. If a student does not have a note and the school was unable to contact a parent, the absence is UNEXCUSED and can only be changed to EXCUSED upon the submission of a parent note within three days.

Reasons for Excused Absences
1. Death in the student's immediate family.
2. Illness of the student.
3. Doctor and dental appointments.
4. Certain days for religious observances.
5. Court appearance.
6. When a family is leaving town and desires to take the student with them, he/she may be excused up to five (5) school days provided that:
a. The school is notified in advance of the absence;
b. The student procures assignments in advance of the absence;
c. All assigned work is turned in upon returning to school.
d. All tests, etc. are made up at the direction of the individual teacher.

7. Absences for all other reasons are inexcusable and shall be treated as truancy.
8. Suspensions imposed by the school administration shall not count as an excused or unexcused absence.

Attendance Procedures and Actions for Elementary/Middle School
In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation.

After three (3) days of unexcused absences or five (5) days of excused absences per semester, the school will establish written communication with the parents/guardians.

After five (5) days of unexcused absences per year, a second letter of notification will be sent from the school to the parents/guardians. The school may also make a referral to the school social worker.

After a total of ten (10) days of absences per year, either excused or unexcused, a letter of notification will be sent from the school to the parents/guardians. At that time, a social worker referral may be made, which may include contacting other community resources to support the family. A doctor’s note may be required for any/all future absences.

Once a student has reached fifteen (15) days of total absences per year, a social worker will make contact with the family to offer support and/or resources of varying degrees. A pattern of chronic tardiness may result in written notification to the parents/guardians and/or a social worker referral.

Students who participate in a Skip Day are considered truant. Work missed on a skip day will not be able to be made up, and failing grades will be given for missed work.

Students who have been absent because of injuries or communicable diseases must see the nurse before returning to classes.

Students shall not be dismissed from school while final exams are being given.

In the middle schools and high schools, attendance shall be checked and recorded each class period.

Students participating in school-sponsored activities are not considered absent.

Parents/guardians are responsible for notifying the school office of their child’s absence. A phone call should be made to verify the absence on the day of the absence. Parents/guardians planning to take a student out of school are responsible for making advance arrangements with the school administration. In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation.

Sign-out Procedures
When parents/guardians request that students leave the campus during the school day, a note or phone call from home will be required. During the day, students must secure permission from the office before missing a class or leaving the campus. In addition, parents/guardians must actually sign a student out in
the school office in person. Failure to comply will result in disciplinary action. Parents/guardians will be notified and a parental conference will be required prior to the student returning to school.

**Parent Responsibilities**
Parents have responsibility for requiring and promoting their child's regular school attendance, the first step in achieving academic success.

Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent:

EVERY PARENT/GUARDIAN OR OTHER PERSON IN THIS STATE HAVING CHARGE, CONTROL OR CUSTODY OF A CHILD BETWEEN THE AGES OF SIX (6) AND SIXTEEN (16) YEARS SHALL CAUSE THE CHILD TO ATTEND REGULARLY SOME PUBLIC, PRIVATE, PAROCHIAL PARISH, OR HOME SCHOOL NOT LESS THAN THE ENTIRE SCHOOL TERM OF THE SCHOOL WHICH THE CHILD AttENDS. (RSMO. 167.031)

**Make-Up Work**
Students who have an excused absence shall have the opportunity to make up work. Students will be granted the amount of time they were absent to make up work (exception – students on family trips, see above). Students with excused absences due to illness may request work collected from teachers. Please call the office by 9:00 AM so that teachers may have time to provide work to be picked up by the end of the school day. It shall be the responsibility of the student, on his/her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. (When a student has been absent only one day, s/he will be required to take any missed test that was scheduled in advance on the day of his/her return. All work that was due prior to the absence is to be turned in on the day of his/her return).

1. Students with unexcused absences may NOT make up work, for credit, missed during unexcused absence(s) except for major projects equivalent to a term-research paper or semester exams, which may be turned in or taken the day of return at the convenience of the administrators and teacher(s) involved.

2. The building administrators and staff have the authority to establish specific procedures for administering the Make-Up Policy. Specific procedures for attendance accounting will be determined by the building principal.

3. If a student is having difficulty with making up work in any class, please he/she may see the teacher before or after school to discuss the problem.

4. Major projects or semester exams missed during a suspension will be made up within the same number of days as the length of the suspension. Students may make up work for credit for the first out-of-school suspension. All out of school suspensions thereafter, students may do the work but will not receive credit except for exams and major projects.

**Absence on a Day of an Activity**
All students who represent the school in activities must attend school for the full day of classes in order to participate. They must be in regular full day attendance the day the activity is scheduled unless the activity is in another city and it is necessary that the student is absent, or unless the activity is scheduled on a day when school is not in session. A full day of school is defined as being in school before the first period ends. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. An unexcused absence will prevent the student from competing that particular day and it will prevent the student from competing until a full day of classes has been attended. At the close of school on the day of an activity, the sponsor or coach shall certify to the principal that all
those who will represent the school have been in attendance the full day. This policy applies to both middle school and senior high school students and to practice sessions. Coaches and sponsors shall advise participants of this policy.

Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the school with a WRITTEN doctor’s note stating that the student may participate in the activity. The excuse should be given to the principal, coach or sponsor on the day or night of the activity. It is the responsibility of the coach or sponsor to check this policy daily. This policy will be strictly enforced.

Truancy
Any unauthorized absence from school is to be considered truancy. This is commonly thought of as an absence of which the parent and school are unaware.

Tardiness
Tardiness can be defined as a student not being in their assigned classroom when the tardy bell rings. Being on time is a habit that should be encouraged and practiced by all. If a student is tardy to school, s/he must report to the office to obtain an admission slip before reporting to class. Tardiness to first hour will be dealt with the same as other hours. See the Behavior Expectation section for additional information.
Policies and Procedures

Achievement Recognition Program
During our second semester, recognition ceremonies are held at Wildwood Middle School to celebrate students’ academic achievement. Parents/guardians are invited to attend if their student is scheduled to be recognized.

After School Activities
Students staying for an after school activity should report directly to the location in which the activity is being held immediately following the 2:39 p.m. dismissal bell. Students are not to go outside the building. Any student going outside during dismissal will not be allowed to stay for activities and will be required to board the busses to go home. Any students on campus after 2:45 p.m. without supervision will be sent to the main office and their parents will be contacted to pick them up. Violations of these procedures may result in detention and/or denial of afterschool privileges.

Activity Buses
Students riding activity buses provided by Missouri Central School Bus Company and Rockwood after-school buses will leave Wildwood Middle School at 3:40 p.m. on Monday, Tuesday, Wednesday, and Thursday throughout the school year.

Activities and Athletics
All students are welcome to participate in after school activities and athletics. Students do not need any previous experience in any of the games and basic skills will be taught as needed or when applicable. Times will vary throughout the school year for each activity with all information placed in the morning announcements. Sign-ups for some activities will be provided as well. Sponsors will be WMS staff members.

Announcements
Daily announcements will be made at the beginning of the school day and if necessary, at the end of the school day. All daily announcements should be submitted to the front office by 3:40 p.m. the day before it is to be announced. Announcements will also be displayed on the large screen in the commons during lunch shifts.

Book Bags
To ensure safety of student possessions, back packs and tote bags are to remain locked in lockers and not carried to classes throughout the school day. Students will be permitted to carry small purses for personal items.

Cafeteria
The cafeteria offers balanced lunches to students at a reasonable price. In order to maintain a clean building and campus, the students are required to eat in the cafeteria whether s/he chooses a hot lunch or brings one from home. The lunch period will be divided into three sessions. It is essential that classes are not disturbed on the way to and from the cafeteria, or at any time during the lunch period. The expectations listed below are to be followed by each student.

1. Students must respect and obey cafeteria workers and supervisors at all times. Failure to do so will result in disciplinary action.
2. Students should be seated at tables immediately upon arriving in the cafeteria. Supervisors will call students to get in line at the appropriate time. No cutting in line is permitted.
3. Students will use their fingerprint or access code to access their personal lunch account.
4. Return trays and dishes to the designated area and put trash in waste cans. Throwing food, milk cartons, and other items is strictly forbidden.
5. Help keep the cafeteria neat and clean. Make certain to leave the table and the floor beneath it ready to be used by the next person.
6. The privilege of eating in the cafeteria may be denied a student for undesirable behaviors. Because of the large number of students in the cafeteria, all students are encouraged to converse in a normal speaking tone and volume; yelling and loud talking are prohibited. Any infraction of the above may result in a lunch restriction.
7. Free and reduced lunch forms may be picked up in the office any time during the year.
8. Students should remain seated during the lunch period.
9. Each student is responsible for providing his/her lunch or the money to purchase it and should not ask others for money. Students must pay for all items placed on their trays. Failure to do so will result in disciplinary action.
10. Students are not to grab or remove food from another student’s tray.
11. A lunch restriction table may be used for offenses which occur during lunch shifts.
12. After lunch, students are dismissed from the cafeteria by supervisors.

Student lunches (for the full lunch) will cost $2.70 and super lunches are $3.00

Communication
All Wildwood Middle School staff value the importance of communication with parents. Staff may be contacted in the following ways:

1. Telephone/voicemail - to utilize the voice mailbox system, dial (636)733-4230 and enter the mailbox extension.
2. Email – all staff emails are last name first name @rdsdo.org
3. Face-to-face conference – a face-to-face conference with a staff member should be scheduled in advance through direct communication.

Dismissal from School
In case of bad weather, due to snow or ice, school will be dismissed. Families should tune to local media or Rockwood media announcements for dismissal.

Early Arrivals/Before School Procedures
Students are discouraged from arriving on campus before 7:25 a.m., at which time the buildings are opened and faculty supervision becomes available. Prior to 7:40 a.m. students are to report to the following locations:

6th Grade – Gym, west bleachers
7th Grade – Gym, east bleachers
8th Grade – Commons

Students eating breakfast will be seated at the table designated to their grade level in the Commons. Students may seek permission from a supervising teacher or administrator to work with a teacher or go to the Library Media Center from 7:25 a.m. – 7:40 a.m. At 7:40 a.m. a bell rings signaling students to go to their first class. Students are not to roam or loiter in the hallways before classes begin and should have a pass with them at all times. At 7:47 a.m. the first period begins for all students and tardiness to class is marked at 7:47 a.m.
Communication and Information Systems Guidelines
The purpose of the District Communication and Information Systems Guidelines is to advance the mission of the district to provide the best possible education for all students. It is intended to assist in education research and the collaboration and exchange of information.

Successful operation of the system requires that users regard all systems as shared resources with a common purpose of advancing educational opportunities for all students and staff. All users are required to conduct themselves in a responsible, decent, and polite manner.

Electronics/Portable Communication Devices
Policy and Regulation 6320 “Communication and Information Systems Guideline” is to emphasize that while Rockwood will continue to provide computers for use by staff and students, there is a benefit to providing the ability for faculty, staff and students to bring in and use personally owned technology. Devices that connect to the Internet through the Rockwood network will be filtered at designated levels. Additionally, faculty, staff and students are not going to be required to bring in their own personal devices.

Students in grades 6-8 may possess and use electronic/portable communication devices at school only in accordance with the conditions set below:

Electronic devices such as cell phones or music players may not be used or be visible on school premises by remaining in their locker during regular school hours unless specific permission has been granted by the teacher for educational purposes. All Wildwood students will be assigned a Chromebook throughout their three years in middle school, but will be held accountable to guidelines related to care of these devices.

If such items are used in such a way as to substantially disrupt the school environment, the student may be suspended for up to ten (10) school days out-of-school, with a possible recommendation for a suspension up to 180 school days or expulsion. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline. (i.e.; using a cell phone for the purpose of cheating on a test would also be subject to policies governing academic dishonesty) Laser pointers are allowed only with specific permission from the teacher and administrator for class demonstration purposes. Students who are authorized by school officials to use a camera in class would be exempt from consequences when the device is used as authorized.

Internet Use
The Internet and email are to be used in a manner that is consistent with the District’s standards of conduct and as part of the normal execution of the employee’s or student’s responsibilities. Use of these technology resources in a disruptive, inappropriate or illegal manner impairs the District’s mission, wastes resources and will not be tolerated. The use of the District’s technology and electronic resources is a privilege which may be revoked at any time. Please see regulation 6321 in RSD Policies, Regulations, Procedure and Consequences.

Technology
Student use of computers, computer hardware, software, networks, and files contained therein which are property of the District is restricted to course related work unless prior approval is received from authorized staff. Unauthorized use of computers may result in detention, suspension, and restricted use of computers and remuneration. Legal authorities may also be contacted. Please refer to regulation 6321 in RSD Policies, Regulations, Procedure and Consequences.
Google Apps for Education
The Rockwood School District transitioned to Google Apps for Education during the 2013-14 school year. Google Apps for Education provides a total of 30 gigabytes of storage space per student. Students now have e-mail addresses using the following format “username@rdsimo.org”. The student username format is the same used for network access – first initial of first name, last name, and last three digits of the student number. For example, a student named Fred Jones with a student number of 0000012345 would have a username of fjones345.

The staff also have accounts and their username to access the network (lastnamefirstname). Staff will have access to Google Drive (docs, slides, sheets, forms, drawing) and other apps, but will not use Gmail for e-mail. Through Google Apps for Education, faculty and staff have significantly greater storage capacity than has been in the past within the district.

Emergency Drills
As a safety measure, and in accordance with Missouri State School Law, emergency drills (Earthquake, Fire, and Intruder & Tornado) will be conducted at regular intervals during the school year. When the signal sounds, teachers will instruct students to follow the appropriate procedures. When applicable, the students will be leave the building quietly, and quickly, without pushing or crowding, and go far enough from the building so those behind you will not be crowded. An evacuation plan will be placed in each classroom.

Evacuation of Building
Building evacuation procedures will be followed at any time in which the students and faculty must exit the building for safety reasons. Those reasons may include, but are not limited to, fire, after a tornado or earthquake, toxic fumes, etc…

1. Evacuation during class time
   - Leave the building quickly and quietly through the closest exit. Follow the escape plan routed for your location. This plan should be hung by the classroom door.
   - Teachers exit last, with a class roster. Teachers should lock their classroom doors after everyone has exited the room.
   - When arriving at your outside location, take roll. If any students are missing, report their names to an administrator.
   - Wait for an all clear before re-entering the building.

2. Evacuation during lunch periods
   - Students in classrooms will leave the building following evacuation procedures.
   - Students in the lunchroom will leave the building through the main south exit. They will then go to the front parking lot to report to the teacher carrying the sign that corresponds to their team and last name.
   - The office staff will have team rosters and an absentee list. This will allow for proper accountability.
   - Administrators will help direct students out the closest exits and then go to locations around the building to make sure all areas have been evacuated.

3. Evacuation during passing times
   - During passing times, students are to leave the building through the nearest exit.
   - Students then go to the main soccer field (within the running track) to report to the teacher carrying the sign that corresponds to their team and last name.
• Office personnel will have team rosters and an absentee list.
• Administrators will help direct students out the closest exits and then go to locations around the building to make sure all areas have been evacuated.

4. Evacuation prior to first hour
• Students are to leave the building through the closest exit.
• Students then go to the main soccer field (within the running track) to report to the teacher carrying the sign that corresponds to their team and last name.
• Administrators will help direct students out the closest exits and then go to locations around the building to make sure all areas have been evacuated.

Field Trips
All rules that are in effect at school also apply to students while participating in a school-sponsored activity. Any student leaving campus to go on a school-sponsored field trip must turn in a signed parent permission form. Failure to do so will result in the student remaining at school.

Funds/Fundraising
School activity funds are used to finance a program of student activities which supplement but do not take the place of the instructional programs provided by the Board.
Funds collected from student contributions, club dues, special activities, or that result from admissions to events or from other fund-raising activities, will be under the jurisdiction of the building principals or designee. The funds will be expended to benefit students in a manner that is deemed school-related. The management of the funds will be in accordance with good business practices, must follow the Student Activity Funds Procedures manual, and will be audited in the same manner as District funds. There shall be safeguarding of all assets as well as full disclosure of the sources and expenditures of all funds. Funds collected by PTO/PTA/Booster or other parent-run, fund-raising activities will be under the control of that organization. Permission for the activity, management of funds, business practices and safeguarding of assets should follow the prescribed procedures. (See Regulation 3370 for prescribed procedures for Fund-Raising Activities)

Grades/Grading System
Grades will be reported in two ways:
1) Academic achievement, which is an accurate evaluation of what a student knows, understands, and are able to do.
2) Non-academic indicators, which describes the actions and behaviors that support academic achievement.

See grading rubric for non-academic indicators on the next page.
Non-Academic Indicators

<table>
<thead>
<tr>
<th>Work Habits</th>
<th>Definitions</th>
<th>4 – Advanced</th>
<th>3 – Proficient</th>
<th>2 – Developing</th>
<th>1 – Minimal</th>
</tr>
</thead>
</table>
| Actively Engages in Learning | Self-Directed Learner  
- Monitors, defines, prioritizes and completes tasks without direct oversight  
|                              | Reflective Learner  
- Explores and expands personal learning  
- Reflects critically to inform future progress | Independently and consistently demonstrates commitment to learning as a lifelong process. | Consistently demonstrates commitment to learning as a lifelong process. | Sometimes demonstrates commitment to learning as a lifelong process. | Rarely demonstrates commitment to learning as a lifelong process. |
| Task Completion of Course Work | Timeliness  
- Utilizes work time effectively  
- Manages workload efficiently  
- Meets established deadlines | Independently and consistently completes assigned task on time. | Consistently completes assigned task on time. | Sometimes completes assigned task on time. | Rarely completes assigned task on time. |
|                              | Manage Coursework  
- Set and meet coursework expectations  
- Prioritizes, plans and manages work | Independently and consistently plans and completes coursework with attention to quality. | Consistently plans and completes coursework with attention to quality. | Sometimes plans and completes coursework with attention to quality. | Rarely plans and completes coursework with attention to quality. |
| Responsibility for Learning Environment | Collaborate and Communicate with Others  
- Appropriately listens and speaks  
- Cooperates effectively | Independently and consistently promotes positive interaction by showing respect for others while using cooperation and communication skills. | Consistently promotes positive interaction by showing respect for others while using cooperation and communication skills. | Sometimes promotes positive interaction by showing respect for others while using cooperation and communication skills. | Rarely promotes positive interaction by showing respect for others while using cooperation and communication skills. |
|                              | Flexibility and Adaptability  
- Responds open-mindedly to a variety of ideas, values and roles. | Independently and consistently demonstrates the ability to adjust to a diverse learning environment. | Consistently demonstrates the ability to adjust to a diverse learning environment. | Sometimes demonstrates the ability to adjust to a diverse learning environment. | Rarely demonstrates the ability to adjust to a diverse learning environment. |
Grade Reporting
Grades are reported in each subject two times in a school year with the exception of 6th Grade Encore courses. For these courses, grades will be posted quarterly. The dates can be found on the school website. The academic grade is the teacher’s evaluation of scholastic progress. The grading scale used is:
A - Superior (90 - 100)   B - Above average (80 - 89)   C - Average (70 - 79)
D - Below average (60 - 69)   F - Failure (0 - 59)

Extra credit opportunities will not be provided to students.

Grade Promotion/Retention
1. Students are promoted to grades 7, 8 and 9 by full grades rather than by specific courses.
   a. The normal minimum requirements for promotion are passing grades in four subjects. At least three of these subjects must be English, Math, Reading, Science or Social Studies.
   b. In the absence of a passing grade in four subjects, placement shall depend upon the decision of the principal after a conference involving Student, parent and principal. It is recommended that the counselor and appropriate teachers be consulted.

2. At the end of each school term each middle school principal shall send to the Superintendent’s designee a list of students who have been retained in grade, along with a summary of the difficulties these students experienced.

Guest Teacher Expectations
When a guest teacher leads the class, every attempt will be made to maintain the structure and routines of the class as the lessons and activities will include important information that will be built upon by the classroom teacher when he/she returns. The guest teacher is the authority in the classroom and the classroom teachers will receive feedback from the guest teacher regarding student behavior and follow through appropriately.

When working with a guest teacher, students should treat our guest teachers with the same level of respect as classroom teachers, sit in assigned seats, be helpful and assist with locating classroom materials, follow all classroom procedures & expectations, complete assignments as expected, exercise patience and show responsibility & be quiet and respect other classrooms around them. See the Behavior Expectation section for additional information.

Guidance
Guidance and counseling is an integral part of each school’s total educational program. It is developmental and includes sequential activities organized and implemented by certified school counselors with the support of teachers, administrators, students and parents/guardians.

Guidance Programmatic Components
The Rockwood Guidance Program is a comprehensive model which incorporates four programmatic components.

Curriculum: Consists of structured developmental experiences presented systematically through classroom and group activities, kindergarten through grade twelve. The curriculum is organized around three major areas:

- Knowledge of Self and Others
- Educational and Vocational Development
- Career Planning and Exploration
Individual Planning: Consists of activities that help all students plan, monitor, and manage their own learning as well as their personal and career development. Individual planning is implemented through such strategies as advisement, appraisal (analysis of student ability and achievement), and team meetings.

Responsive Services: Consist of activities to meet immediate needs and concerns of students whether these needs or concern require counseling, consultation, referral, or information.

System Support: Consist of management activities that establish, maintain, and enhance the total guidance program. This component is implemented and carried out through activities in the following areas:

- Professional Development
- Advisory Councils
- Consultation with Teachers
- Staff and Community Relations
- Community Outreach

Health Services
Wildwood Middle has a registered nurse assigned to the building. The nurse’s office is located in room 106.

Feeling Ill or Injured - Reporting to Nurse: In case of illness or injury during school, students must obtain a pass from their teacher to admit them to the nurse’s office. Exceptions will be made in cases of emergency.

Need to Leave School: When the nurse determines that the student is ill and should go home, she will verify that a parent or responsible relative is at home to care for the student. Otherwise, the student will be cared for at school. Under no circumstances should a student leave school ill or injured without permission from one of the principals.

A Student Unconscious or Seriously Injured: Do not move the student. Get help from a teacher, send for the nurse, and advise the office.

Student Health Examinations: A physical examination is required of all students new to Rockwood School District. A physical examination is also required for all students entering the sixth grade. If parents/guardians object to the physical examination they must state their reasons in writing. Students are given one month to comply with this recommendation. If parents/guardians can produce written confirmation made from a physician that their child has had a physical within the past year, it will fulfill the requirement.

The role of the school nurse is to provide health services which will appraise, protect, and promote the health of Students. They will work with students, teachers, and parents/guardians for the purpose of improving the Students’ health.

There are several guidelines that parents/guardians should follow to assist in maintaining a healthy school environment.

- A child with a temperature of 100 degrees or higher should not be sent to school until the temperature has been under 100 degrees for 24 hours.

- A child diagnosed with strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- It is highly recommended that a child with a rash of unknown origin should be checked by a doctor before attending school to assure that the rash is not contagious.

Please note, at the beginning of each school year, the following information is necessary for each student. We would like to ensure that this school year gets off to a good start for all children and are requesting each student’s cooperation in adhering to the following:

1. Return a completed emergency consent card at orientation in August.
2. If a student has special health care needs, please notify the nurse.
3. Take note of the following Rockwood School District medication procedure.

**Administration of Medication to Students:** It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education does recognize that some students may require medication for chronic or short-term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education. The Board of Education hereby grants students the authority to possess and self-administer medicine prescribed or ordered by a physician for the treatment of chronic health conditions, including asthma or anaphylaxis. Further, the Board of Education authorizes school nurses to determine and maintain an adequate supply of epinephrine at school, which may be administered at the discretion of the school nurse, or other school employee trained by and supervised by the nurse, in emergency situations. The Superintendent, in collaboration with the district nursing staff, will establish administrative regulation for storing and administering medication in compliance with this policy and pursuant to state and federal law.

**Medication Control:** The transportation of medication to school or from school by students is prohibited with the exception provided for self-administration of medication by waiver.

**Prescription Medication:** The student’s physician shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions. A parent/guardian shall provide a written request that Rockwood School District comply with the physician’s request to give medication.

In lieu of the physician’s written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of the administration, route of administration, and the name of the physician. Along with the labeled medication, a parent/guardian shall provide a written request that Rockwood School District comply with the physicians request to give medication.

When parent/guardian does not provide a written request for the administration of medicine, the registered professional nurse or his/her designee will attempt to contact the parent and obtain the written request.
If it is not possible to contact the parent/guardian, the child’s physician shall be contacted. If that is not possible, Rockwood’s consulting physician shall be contacted for directions. The District will not administer the first dose of any medication. The day’s first dose of medication should be given at home.

In the absence of the parent/guardian’s written request, correct prescription label, manufacturer’s label or physician’s request, the parent/guardian may personally administer medication to his/her child at school. Usual precautions regarding proper identification of the parent/guardian shall be exercised. The driver’s license may be used as a means of identification.

**Over-the-Counter Medication:** The student’s physician shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for the use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions. Over-the-counter medications must be brought to school in their original container and kept in the health room in the possession of the nurse. The prohibition against the possession and use of the over-the-counter medication on school property and at school-sponsored activities on or away from school property shall not apply to products containing sunscreen and sun blocking agents, including lotions, creams, lip balm and other similar products, so long as such product (1) contains no other substances prohibited under this or any other Board policy and (2) is in the original, clearly labeled manufacturer’s container.

The student will assume the responsibility for requesting the medication each day at the proper time. A parent/guardian will provide a written request that Rockwood School District comply with the physician’s request to give medication.

*Physician – person who can legally prescribe in the state of Missouri.*

**Emergency Medication:** For students who may be in need of emergency medication, written standing orders from the District’s consulting physician will be obtained annually for the administration of such medication, i.e., epinephrine, Tylenol.

**Storage and Administration of Medication:** A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. The administration of medication, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act. It must be performed by the registered professional school nurse. Said nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. Said registered nurse must provide and document the requisite education, training, and competency verification.

**Exception for Potentially Harmful Administration:** It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District’s registered professional school nurse believes in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such
cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the *Physician’s Desk Reference* or other recognized medical or pharmaceutical text.

**Self-Administration of Medication:** The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education. The Board of Education hereby grants students the authority to possess and self-administer medicine prescribed or ordered by a physician for the treatment of chronic health conditions, including asthma or anaphylaxis. Further, the Board of Education authorizes the school nurse to determine and maintain an adequate supply of epinephrine and albuterol at school, which may be administered at the discretion of the school nurse, or other school employee trained by and supervised by the nurse, in emergency situations. The Superintendent, in collaboration with the district nursing staff, will establish administrative regulations for storing and administering medication in compliance with this policy and pursuant to state and federal law. (Refer to Policy and Regulations 2870).

**Parent/Guardian Administration:** In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child. The parent should report to the office to have the child summoned to meet the parent in the office.

**High School Credit**
Any middle school student enrolled in high school courses will have the high school course transcript with a letter grade and receive high school credit. The letter grade will not count in the student’s GPA and class rank. Courses will be recorded on a student’s high school transcript after successful completion of the subsequent course in the subject area (completed during high school) with a notation that those courses have been completed prior to 9th grade. The credit will be counted toward meeting the subject-area requirements for graduation.

All other Rockwood School district policies and procedures related to transcription of additional credits will be followed. If a student enrolls in the subsequent course in the subject area in high school and transfers out of Rockwood before successful completion of the course, the middle school course credit will not be included on the high school transcript. The receiving school will determine whether high school credit is awarded for high school courses that were successfully completed in middle school. A student transferring into a Rockwood School that has not had high school credit transcript for a high school foreign language or math course taken at the middle school level, will only receive credit based on successful completion of the subsequent course in the subject area completed during high school.

**High School Graduation Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Practical Arts</td>
<td>1</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
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<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Health Education</td>
<td>.5</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>.5</td>
</tr>
</tbody>
</table>
Electives 7 units

Total Minimum Required, Grades 9 - 12 (24 units)

The eighth grade counselor and Eureka High School and Lafayette High School ninth grade counselors will assist students in planning their ninth grade schedule.

Honor Roll
The honor roll is published each semester after grades have been reported. To be eligible for the honor roll, a student must have a 3.0 grade point average for the semester and no grade lower than a C-.

Interrogation and Searches

**Interrogation:** Any officer desiring to interview a student while the student is attending school shall so inform the principal of the school the student attends, stating the nature of the inquiry or investigation.

A law enforcement officer may not be permitted to interview a student during school hours concerning any activity of the student’s parent/guardian, except in child abuse cases where the parents/guardians are the alleged abusers. In connection with other inquiries the interview shall be permitted and the principal shall determine whether, under the particular circumstances of the case, the parent/guardian of the student should be notified prior to the interview.

If the principal concludes that time is not vital to the investigation and that it would be to the best interest of the student to have a parent present, it shall be the duty of the principal to delay the interview and to make an effort to notify the student’s father, mother, guardian, or person standing in relation of parent to the student, in order that one of such persons can be present if he or she desires.

The interview shall not be delayed unduly for any cause.

Should the principal be in doubt as to whether or not the parents/guardians should be notified, an opinion should be obtained from the Superintendent of Schools or his designee.

In all cases in which a parent, guardian or other person standing in relation of parent cannot be present at an interview, the principal, or a teacher appointed by the principal, shall be expected to take such action during the course of the interview as a reasonable parent would take under the circumstances.

In no event shall a principal release custody of a student, except by virtue of a subpoena, a warrant for arrest, an order of civil arrest, an order of the court, or a teletype arrest order unless permission is received from the parents/guardians of the student.

Attorneys and/or insurance investigators may interrogate school children only with the consent of the parent or guardian or upon the written order of a court.

**Searches by School Personnel:** School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a
disruptive nature, stolen property, weapons, or other items posing a danger to the health or safety of students and school employees.

Vehicles of students are subject to search based on a reasonable suspicion by the school administration. Law enforcement officials may be contacted when a student refuses to allow a search.

The school administration may utilize the services of a trained drug dog and its handler based upon reasonable suspicion. They may also be used for random searches of lockers and non-private areas.

Students are required to have on file in the school office combinations or keys to lockers. If combinations or keys do not work, locks will be cut off if there is a need, as established by school personnel, to enter the lockers.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students will be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets or remove jackets, coats, shoes, and other articles of clothing for examination if reasonable under the circumstances.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents/guardians will also be contacted when law enforcement officials are involved.

Removed from School by Law Enforcement Officials: An officer of the law may take a student from school if the officer has ready for service a subpoena, a warrant for arrest, or an order of civil arrest, an order of court, or a teletype arrest order, or if the officer has probable cause to believe a felony or misdemeanor has been committed on school property. In St. Louis County, a police officer can arrest with probable cause in a case of a felony or misdemeanor without the case being committed in his or her presence without a warrant. The school principal should make every effort to verify the identification of the law enforcement official before releasing the student from the building. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

Insurance
Rockwood School District students may participate in a school insurance program providing coverage for accidents occurring on the way to school, during the school day, and on the way home from school. There is also another plan, which includes full 24 hour coverage for the student. Announcements
concerning the two plans and the cost of each will be made early in the school year. This is good insurance at a low cost for students. This is a service offered by the district.

Intramurals
The intramural program at Wildwood Middle School is offered to all boys and girls who wish to compete in various sports activities. Its purpose is to get everyone involved, not just the best athletes.

Intramurals are held on Monday, Tuesday, Wednesday and Thursday after school and are listed on our website each year.

Library Media Center
Miss Brown is our library media specialist. If you have questions or need assistance or additional information, please see Miss Brown. She is here to help students. WMS also has a library media assistant to help students.

Since the library media center (LMC) is primarily a place of reading and reference work, it is expected that students conduct themselves in a proper manner. Students should maintain quiet voices so other patrons may work without being disturbed. Students should also help keep the LMC room and materials neat and clean by returning materials to their proper places. No food or beverages will be allowed in the LMC.

During a regular class period, reading or research may be done in the LMC with a pass from a teacher. Students are also welcome to use the LMC during lunch period or before and after school. The LMC is usually available from 7:25 a.m. to 2:39 p.m. most school days.

The following are expectations for checking out materials from the LMC:

1. Books are checked out at the circulation desk.
2. A limit of two books per student may be checked out.
3. Fiction and nonfiction books may be checked out for a two-week period.
4. A student may renew a book for an additional two weeks if he/she has not completed reading or research. Students must have the book with them in order to renew.
5. Books are expected to be returned or renewed on time. If a book is lost or damaged beyond repair, students must pay the replacement cost of the book. Information regarding the cost of the book can be obtained from Miss Brown or can be found on your overdue notice.
6. Overdue notices will be sent out approximately once every two weeks. If you have an overdue book(s), you may not check out additional materials until all overdue items are returned. Miss Brown may conference with students with overdue books during lunch at times throughout the school year.
7. Never checkout materials for someone else.
8. Always return your books to the LMC book return cart or use the book return slot in the hallway if you are not coming into the LMC. Never put the book back on the shelf.
9. Wildwood’s LMC has an extensive reference collection available for research in the LMC. Students may not checkout reference materials. A copier is available if you need to photocopy.
10. The LMC has magazines to use while in the library. They are not available for checkout by students. Again, a copier is available if you need to photocopy an article.

Lockers
Each student will be assigned to a corridor locker when s/he enters school. These lockers are to be used for your books and personal belongings. Only the person assigned to the locker should have the combination or access the locker. School locks and lockers are property of the Board of Education and
are provided for the convenience of students, and as such, are subject to period inspection without notice. The lockers may be searched by school administrators who have a reasonable suspicion that the lockers contain drugs, alcohol, material of a disruptive nature, stolen property, weapons, or other items posing a danger to the health or safety of students and school employees. If access to a locked locker is needed, a school administrator should be seen for assistance. The following are the locker usage expectations:

1. Students must use a school assigned lock.
2. Students should keep lock secured at all times. Students should not “pre-set” their lock for easy access.
3. Lost or stolen locks should be reported to the office immediately.
4. Failure to return assigned lock will result in a minimum fine of $5.
5. Students are to use the locker assigned to them and should not change lockers without permission from the office.
6. Students are to respect locks and lockers assigned to other students and they should not tamper with them.
7. Lockers must be kept clean of stickers, markings, labels, contact paper and leftover food and drink. If markings cannot be removed by a student, a fine will be assessed.

Failure to follow these expectations will result in disciplinary action up to and including out-of-school suspension.

Lost and Found
All articles found should be turned into the Lost and Found box located at the west side of the stage. Also, stolen items should be reported to the school office. Be prepared to produce in writing a description and listing of item(s) lost, along with any information which may help in locating lost items. Items will periodically be placed on tables at lunch for students to locate throughout the year. Any remaining items may be donated to a local agency should they not be claimed.

Physical Education Classes

**Due to construction of a second gymnasium, the below will not be followed for the 20-21 school year in regard to PE uniform expectation and locker room use with the exception that tennis shoes and loose fitting clothing will need to be worn on the day students are assigned PE. Please refer to PE syllabus or teacher direction in the fall for additional details regarding these topics. **

Dress Regulations:

1. T-shirt with whole name on front; one inch letters, last name first
2. Gym shorts with name on front
3. Socks
4. Tennis shoes

Gym clothes may be bought at school. Students may purchase them during orientation in August and from the P. E. instructor during the 10 first weeks of school.

Attendance: Medical excuses will be honored. Notes from parents/guardians to excuse students from physical education classes will be accepted for one class period. A medical excuse should be secured for a longer period of time.

Students who are excused from P. E. with a medical excuse will not be allowed to participate in ANY physical activity at school.
Participation and Dressing Out: All students are expected to participate and dress out for P. E. unless excused by a doctor. According to school procedures, a student should only be excused from P. E. one time as a result of a parent’s letter; additional times will require a doctor’s note.

Lockers: Lockers are provided to all students in physical education classes. Lock up all personal items. Money and other valuables should be locked in the coaches’ offices. The students must purchase a secure combination lock for their locker.

Privacy Act – Students’ Records
By Federal Law, students’ records shall not be available for indiscriminate public inspection. If you wish to receive a copy of the Privacy Act and its provisions, please contact the principal’s office.

Publication and Distribution of Materials Policy 2911
Any material printed or otherwise distributed on any school property other than official school publications and routine classroom instructional materials, must have approval from the principal. When materials are duly approved and distribution is authorized, the identity of the publisher and point of publication must be clearly stated.

Schedule Change Requests/Procedures
Information regarding your child’s specific learning needs is important to the administrative and guidance team. This information can be helpful in appropriately placing your child. Requests for a student’s schedule to be changed will be considered on a case-by-case basis through a collaborative process. This process will include input from the student, classroom teacher, parent, counselor, and administration. Requests for placement with a specific teacher will not be honored.

School Organized Social Functions (Dances, Mixers, Etc.)
Some basic information is given below for the student:

1. Most school functions are to be held between the hours of 2:45 - 3:40 p.m. or 7:00 - 9:00 p.m. on special evenings.
2. Dating is not encouraged at school functions.
3. Students will not be allowed to attend the function on the day or night of the activity without the ticket unless arranged in advance with the sponsor or principal(s).
4. Students attending the function may NOT leave and return.
5. If students are absent on the day of a dance or activity, they may not attend the activity unless special permission is granted.
6. Only students from Wildwood Middle may attend the school function.
7. No smoking or use of alcohol/drugs is allowed at school functions.

Student Drop-Off/Pick Up Locations
Parents/guardians may drop students off at the circular drive and exit at the east entrance of the school. The front parking lot is reserved for bus traffic and emergency vehicles only. No automobile traffic or parking is allowed during school days.

Student Pictures
Student pictures will be taken during orientation in August for Infinite Campus and the yearbook. All students are required to have pictures taken but are not required to purchase them. Different packets will be offered. Information will be mailed home in the orientation packet in July. The amount is payable in
advance for those who desire pictures. If they are not acceptable after receiving them, they may be returned and a re-take can be made.

**Student Record Policy**

A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first. The term educational record includes student health records. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials. The parent/guardian of students who are attending or have attended the district's schools have the right to inspect and review the educational records of their student. However, if any material or document in the education record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

**Request for School Records**

When an employer, college admissions office, or other agency requests a record of a student's school records, the principal's office should be contacted and ask that a copy of school records be forwarded to the individual or agency. School records will not be sent until we have a request in writing. Record release forms are available in the school office.

It is the policy of the school to mail school records directly to the college, employer, or agency requesting the information after receiving written permission to do so. If you have any questions, please see the principal.

**Confidentiality:** Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

**Student Education Records:** All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential. In addition, parents/guardians and students have a right to expect that student health information will be kept confidential. Student educational records shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, student's birth date, the name of the student's parent/guardian or other family member, the address of the student or student's family, the phone number of the student or student's family, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, photographs, and teacher, team or classroom assignment.

**Telephone Availability**

The office telephones are primarily for school business. However, students may make telephone calls from the office in case of an emergency or if it pertains to school related business. These calls may be made during school hours only with the permission of a teacher or the office personnel. Telephones are also located in every classroom. These telephones are available for student use at the discretion of the classroom teacher.
Testing Program
The testing program is viewed as a tool which is used to gain more information about the student’s ability and achievement. This information is filed in the student’s permanent records and is used in a confidential manner by the teachers and counselors.

Standardized tests are administered to the students by the staff are:
- Missouri Assessment Program (MAP) – All Grades
- STAR Enterprise Benchmarks (Reading) – All Grades
- MAP End-of-Course Assessments – All Grades

Textbooks
Textbooks are furnished by the district. They are loaned to the student and become his/her responsibility. If a student loses a book, he/she must pay the replacement price for the book.

Students should check books for any damages at the time the books are issued. Books are assigned to students through an electronic tracking system. The teacher and student should check the book number together at the time it is checked out. The same book should be turned in at the conclusion of its use. All books should be checked in before the close of school and all fines paid. If the books are returned in good condition, there will be no charge for the use of the books. All activities are held until the fine is settled. Eighth grade fines not settled will go to the student’s high school.

Transferring Students
Those students planning to transfer from Wildwood Middle School to another school must obtain a checkout sheet from the school registrar. Books should be returned to each teacher. After each teacher has signed this checkout sheet, the student will return the checkout sheet to the registrar. The registrar will secure the student’s new address (if possible) and have the checkout sheet signed by a principal.

Video Surveillance
The Rockwood R-VI School District reserves the right to utilize video surveillance on any Rockwood School District property or bus under contract to the Rockwood R-VI School District.

Areas with an expectation of privacy, i.e. locker rooms and restrooms will not be subject to camera surveillance; but all other areas will be subject to surveillance.

Any actions, captured by surveillance measures that violate Rockwood R-VI Policy, Revised Statutes of Missouri, or any applicable federal law will be cause for disciplinary or legal actions consistent with Rockwood R-VI District policy or applicable law.

Visitors
We welcome and encourage visits from parents/guardians and patrons. Students are not permitted to bring other visitors to school. All visitors must complete security procedures in the office to visit during the school day.
TRANSPORTATION

It shall be the primary purpose of the transportation division of the district to provide transportation to and from school for students of the district, as authorized by the laws of the State of Missouri and the rules and regulations hereinafter stated. Provision shall also be made for miscellaneous transportation projects, other than home-school trips, as time and resources permit. Rental to outside interest groups shall be on a lease basis.

Who May Ride
All students who live more than one-half mile by way of the most direct road from the front door of the school building, or any child living in an area which has been declared hazardous by the Board of Education, regardless of distance may ride the school bus.

Bus Safety Rules and Disciplinary Procedures
If students have a serious bus problem, they should check with the principals, First Student Transportation Office (636-458-2044), or Voluntary Inter-District Choice Corporation Transportation Office (314-721-8657). Only students enrolled at Wildwood Middle School will be permitted to ride the bus.

The school bus is an extension of the school. Therefore, the same student expectations apply on the bus as in the classroom. If practical means for transportation are not possible, as determined by the principal, students may make-up class work missed due to suspension from the bus. Students’ and drivers’ responsibilities are as follows:

Before Getting on the Bus (At the Bus Stop and at the School)
Be on time at the designated school bus stop; keep the bus on schedule. Stand at least ten feet back of the roadway, if possible. Remain in the driveway whenever possible. Orderly and safe conduct shall prevail at all bus stops. Bus riders will not move toward the bus at the school loading zone until the bus has been brought to a complete stop.

While on the Bus
The driver is in charge of the students and the bus. Students must obey the driver the first time a request is made. Bus expectations and good character must be observed by students while riding on the bus. The seats are designed for three students. No student shall stand. Students shall not save seats. Keep heads and hands inside the bus at all times. Be orderly and quiet while traveling in a bus. (Remember that loud talking, laughing and unnecessary confusion diverts the driver’s attention and may result in a serious accident.) Treat bus equipment appropriately. Damage to seats or any other part of the bus by a student must be paid for by the offender. Keep books, packages, coats and all other objects out of the aisles. Do not throw anything out of the bus window. Do not leave your seat while the bus is in motion. Students are expected to be courteous to fellow students and to the bus driver. Be absolutely quiet when approaching a railroad crossing. In case of a road emergency, students must remain in the bus unless otherwise instructed by the driver.

Following dismissal, students should go directly to buses for boarding. No running around by buses or loitering will be permitted. Form an orderly line with no pushing or shoving while boarding the bus. Find seats immediately upon boarding the bus. Do not attempt to try to load or unload until the bus has come to a complete stop. Students who ride the bus to school in the morning must ride the bus home unless arrangements have been made in advance with the office.
Bus Passes
When a student needs to ride a different bus, the office must receive from both students, written permission signed by a parent or guardian, the day before receiving a bus pass. Students are to have assigned seats at all times on the bus. Students with past discipline problems of any nature may be seated in front of the bus in order that they may be more closely supervised. Students are not allowed to exit or open the back door of the bus except in an emergency. Every bus rider must abide by these expectations or forego the right to ride on the bus.

After Leaving the Bus
If it is necessary to cross the road after getting off the bus, do so at least ten feet in front of the bus, and ONLY after looking to be sure that no traffic is approaching from either direction, and at the direction of the driver. Help look after the safety and comfort of small children. Be alert to the danger signal from the driver. The driver will not discharge riders at places other than at the regular bus stops unless by proper authorization from the parent and school officials.

While on Special Trips
The above rules and regulations will apply to any trip under school sponsorship. Students shall respect the wishes of a competent chaperone furnished by the school. The chaperone is to work with the bus driver who is in charge of the bus.

District Guidelines for Handling Discipline Problems on the School Bus
In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group.

Problems that cannot be settled by the driver will be referred to the principal. All problems referred to the principal shall be submitted on the “Misconduct Report” form. See the Behavior Expectation section for additional information.
Behavior Expectations

The Board has the legal authority to make all needed policies, rules and regulations for organizing and governing the District. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in District instructional and support programs, as well as at school-sponsored activities and events. School officials are authorized to hold students accountable for misconduct away from school or in non-school activities which negatively affects the educational environment to the extent allowed by law. The District recognizes the rights of students to off-campus expressive activities, including on the internet, to the extent permitted by law. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent/guardian and to the Superintendent/designee. In cases where student discipline is appealed to a higher District authority, such an appeal shall be considered on a fair, unbiased, deliberate and non-deferential basis.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the Superintendent/designee or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent/designee may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to contact the parent/guardian either by written notice delivered by the student, through the mail, or by direct telephone contact or email.

All employees of the District shall annually receive instruction related to the specific contents of the District's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

A copy of the District's comprehensive discipline policy will be provided to every student and parent/guardian at the beginning of each school year and will be available in the Superintendent/Designee's office during normal business hours.
Disciplinary Procedures and Definitions

Suspension/Expulsions
The following definitions and procedures are applicable to this policy and other applicable policies.

Four types of alternative learning placements, suspension and/or expulsion, may be utilized and/or recommended by the principal in accordance with the policy. Students under suspension or expulsion are not allowed on school property and may not attend or participate in school activities (home or away) without special permission from the principal. The Superintendent may suggest or require any other follow-up professional services deemed appropriate for any level of discipline.

1. **Student Support (Alternative Placement within the school setting)** - This placement is defined as removal of the student from his/her assigned classrooms and daily schedule for disciplinary purposes and/or re-teaching or remediation of academically appropriate skills in hopes of reentering the classroom setting. The student shall be assigned for ten (10) school days or less to an alternative learning environment within the student’s own school. The student may make up work for credit.

2. **Long Term Student Support Services Placement** - This placement is defined as removal of the student from his/her assigned classrooms and daily schedule for disciplinary purposes. The student shall be assigned for more than ten (10) school days to an alternative learning environment located in one of the District’s schools as designated by the District. The student is allowed to make up written work and labs for credit wherever possible as determined by the administration. When the consequence for a misbehavior states there may be a recommendation to the superintendent for an additional one hundred seventy (170) school days, the superintendent may desire to give the student the option to participate in this program.

3. **Out of School Suspension** - This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. Students may make up work for the first out-of-school suspension. On the second out-of-school suspension and each one thereafter, students may do the work but will not receive credit except for exams and major projects. Major projects or exams missed during a suspension will be made up within the same number of days as the length of the suspension. The principal may suspend for ten (10) school days. To suspend for more than ten (10) school days, a recommendation must be made to the Superintendent who may suspend up to one hundred eighty (180) school days. Students who are suspended by the superintendent for up to one hundred eighty (180) days and are not involved in the Long Term Student Support Services Program, may not receive credit for work during the time of suspension. On all suspensions for more than ten (10) school days, the student has the right to appeal the decision by requesting a hearing before the Board of Education.

4. **Expulsion** - This type of suspension is defined as removal of the student from school premises for disciplinary purposes for an indefinite period of time from all Rockwood Schools. All credit for work ceases immediately. This action requires that the principal suspend the student for ten (10) days. The principal may recommend to the superintendent that the student be expelled and the superintendent may then make a recommendation to the Board of Education that such action be taken. The superintendent may also make a recommendation to the Board of Education for expulsion without the principal’s recommendation. The Board of Education must act on this recommendation but the student has a right to a hearing before the Board of Education if requested.
Note: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility to the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulation is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period.

Suspension Procedure
In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.

If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)

The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student’s behavior.

If suspension is imposed, the student’s parents/guardians must be promptly notified of the suspension and the reasons for the action.

Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension either part or in full, at any time.

The superintendent may modify discipline requirements on a case by case basis to comply with the discipline of students with disabilities as in accordance with the requirement of the Individual with Disabilities Act (IDEA) and Section .504 of the Rehabilitation Act.

Suspension for More Than Ten (10) School Days
The student, his or her parents/guardians or others having custodial care have a right to appeal the superintendent’s decision to the Board or a committee of the Board appointed by the Board president.
If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent’s judgment, the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.

The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.

Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

**Suspension for More than 180 Days and Expulsions**

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.

If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)

The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.

Upon receipt of the superintendent’s recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student (Refer to readmission procedure.)

**Students On Campus While Suspended:** Any student on out-of-school suspension will not be permitted on any District school property at any time. If a student serving an out-of-school suspension is found on school property, or at a school-sponsored activity (at home or away), the student will be suspended an additional day for each violation.

A student on out-of-school suspension for an act of school violence, violent behavior, or any drug-related activity is not permitted to be within one thousand feet of any public school within the District unless (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; or (3) the student resides within one thousand feet of a school within the District. A student who violates this provision will be subject to additional discipline, up to and including further suspension and/or expulsion.

**Students Serving in The Alternative Placement For Student Support Programming**
A student who has received time in Student Support may be at the school only during regular school hours. A student assigned to Student Support may not be on any other school property or at a school sponsored activity (at home or away) during the time in this alternative placement. Students who violate this could be assigned a day of out-of-school suspension for each violation.

**Student Discipline Hearings**
The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent’s report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student’s parents/guardians, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student’s parents/guardians. The Board shall make a good-faith effort to have the parents/guardians present at the hearing.
2. Prior to the Board hearing, the student and the student’s parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student’s parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusion of Law.

**Remedial Conference**
Prior to the readmission or enrollment of any student who has been suspended out-of-school or expelled in accordance with this policy, a conference must be held to review the student’s conduct that resulted in the suspension of expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any
teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents/guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. (Refer to Readmission Procedure)

**Corporal Punishment**

No person employed by or volunteering on behalf of the Rockwood R-VI School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

Corporal punishment is defined as striking the buttocks with either the open palm of the hand, paddle, ruler, belt or similar instrument.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

**Absence On Day of a Detention and/or Student Support in an Alternative Classroom**

If a student is absent on the day of an assigned detention and/or time in an alternative classroom space on campus called Student Support, s/he will make up the detention the day or time in an alternative classroom when s/he returns to school.

**Alternative Placement for Student Support Programming**

In some instances students will need to be removed from the traditional school environment in lieu of suspension from school. They will be assigned to an alternative placement called the Student Support Program. It is a structured, alternative placement in which students are expected to follow all directions and complete all work assigned by teachers. Expectations of the program are discussed when a student is assigned. Some general information is:

1. Misconduct in the program will result in an additional day or out-of-school suspension.
2. Work not completed may be grounds for an additional day in the program.
3. A student serving in the student support services program will not be allowed to participate in extra-curricular activities or school sponsored events on the same day or evening as Student Support.

**Long-Term District In-School Suspension Program**

The District In-School Suspension Program may be offered to any student in grades 6 through 12 who has been suspended by the Superintendent for a length of time exceeding the principal’s ten-day suspension. The student may not begin this program until completing the principal’s ten-day suspension. Guidelines will be discussed with eligible students.

**Detentions**

Detention may be assigned by a teacher or principal for a breach of building expectations. Lunch detention may also be assigned. The teacher or principal shall assign detention for the following day, thus allowing the student time to notify the parents/guardians and to make transportation arrangements. Detentions may be held Monday, Tuesday, Wednesday, and Thursday of each week from 2:45 p.m. to 3:40 p.m. Detentions assigned by a teacher will be held in his/her room. Students serving detentions are not to go outside during dismissal. Doing so may result in additional consequences.

1. Students are to be in their seats at 2:45 p.m. when the bell rings.
2. No verbal or non-verbal communication should occur unless given permission.
3. Students are to be given assigned seats upon entering, where they are to stay (no restroom breaks, sharpening pencils, or throwing trash away).
4. Students are to occupy their time constructively with classroom assignments or reading appropriate material.

Infractions During Detention
1. Write a referral to the office on the standard form.
2. If the non-compliance continues then the student is to be moved to the office.
3. Violation of any expectation in detention may result in additional detentions, Alternative Placement to Student Support Programming or out-of-school suspension.

Discipline Reporting and Records
In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by student which must be documented in a student’s discipline record.

The following definitions and terms apply to this policy:

1. Act of School Violence/Violent Behavior - The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.
2. Serious Physical Injury - Physical injury that creates a substantial risk or death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. Serious Violation of District’s Discipline Policy - One or more of the following acts if committed by a student enrolled in the district:
   - Any act of school violence.
   - Any offense which occurs on school grounds, on school buses or at any activity which is required by law to be reported to law enforcement officials.
   - Any offense which results in an out-of-school suspension for more than ten (10) school days.
4. Need to Know - Relates to school personnel who are directly responsible for the student’s education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to School Staff
School administrators shall report acts of school violence to all teachers in the student’s building and to other school district employees with a need to know. In addition, any portion of a student’s Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall
immediately report such incident to the principal. The teachers shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy.

Reporting to Law Enforcement Officials
Any crime listed in this section, or any act which if committed by an adult would be a crime listed in this section, that is committed on school property, on any school bus or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under 565.020, RSMo;
2. Voluntary or involuntary manslaughter under 565.024, RSMo;
3. Kidnapping under 565.110, RSMo;
4. First, second, or third degree assault under 565.050, .060, .070, RSMo;
5. 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 under 566.067, RSMo.
15. Sexual misconduct involving a child under 533.083, RSMo.
16. Harassment under 565.090, RSMo.
17. Stalking under 565.225, RSMo.

In addition, the Superintendent/designee 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 school district is aware is under the jurisdiction of the court.

The principal shall immediately report to the appropriate law enforcement agency and Superintendent/designee any incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities. The principal shall also notify the appropriate law enforcement agency and Superintendent/designee if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy.

The district will report, in compliance with the state regulations, the number, duration of and reasons for expulsions and suspension of more than ten (10) days.

Student Discipline Records
The Board of Education directs the Superintendent/designee or designee to compile and maintain records of any serious violation of the district’s discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.
Disciplinary Infractions

ACADEMIC DISHONESTY/PLAGIARISM: The District recognizes that honesty in academic endeavors is essential and the basis for true success. The District, therefore, will not tolerate any form of academic dishonesty including plagiarism or “the taking of ideas or writings from someone else and presenting them as one’s own” (Webster’s New World, 1996). Academic dishonesty includes, but is not limited to, bringing answers into a testing area, copying homework or assessments from another student, providing answers for another student, using unauthorized notes or technology, taking credit for work that one didn’t do by failing to acknowledge parent, friend, or tutor assistance.

First Offense: Student/teacher conference; referral to counselor; instruction on academic honesty; parent contact; and no credit for work.

Subsequent Offenses: Office referral; parent contact; up to 10 days in the Alternative Placement for Student Support Programming; and no credit for work.

PLAGIARISM

Level 1 Though most of the work is the student’s, a few lines or phrases of text or a paragraph is used without proper attribution.

Level 2 A significant portion of the work is not the student’s and is not cited. This would include use of multiple paragraphs of someone else's work, use of someone's ideas, and/or repeated paraphrasing of someone else's work without attribution.

Level 3 Little, if any, of the work is the student’s; most, if not all, of the work has been copied verbatim or copied and slightly altered.

Plagiarism – Level 1
First Offense: Student/teacher conference with instruction in avoiding plagiarism, referral to counselor, and opportunity to amend the plagiarized portion of the assignment.

Second Offense: Student/teacher conference, office referral, parent contact, and opportunity to amend the plagiarized portion for ½ credit.

Subsequent Offenses: Office referral, parent contact, no credit for assignment, and up to 1 day in the Alternative Placement for Student Support Programming.

Plagiarism – Level 2
First Offense: Student/teacher conference with instruction in avoiding plagiarism, parent contact, counselor referral, and 48 hours to amend the plagiarized portion of the assignment.

Second Offense: Student/teacher conference, office referral, parent contact, and opportunity to amend the plagiarized portion for ½ credit.

Subsequent
Offenses: Office referral, parent contact, no credit for assignment, and up to the Alternative Placement for Student Support Programming.

Plagiarism - Level 3
First Offense: Student/teacher conference with instruction in avoiding plagiarism, office referral, parent contact, no credit for assignment, and up to the Alternative Placement for Student Support Programming.

Subsequent Offenses: Office referral, parent contact, no credit for assignment, and up to 5 days of out-of-school suspension.

General Dishonesty: Students are expected to tell the truth at all times. Lying or omitting the truth is considered extremely serious and may result in parent conference, detention, and/or suspension.

ASSault: Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: Five (5) to one hundred eighty (180) days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student’s discipline record.

Subsequent Offense(s): Eleven (11) to one hundred eighty (180) days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

Any student who assaults district personnel will be suspended for ten (10) school days out of school with a recommendation for a suspension of an additional one hundred seventy (170) days and/or expulsion and the matter will be referred to legal authorities.

If you have questions please call the building administrator. Any and all suspensions for assault, weapons or 10 days or more must be documented in the student’s permanent record.

BULLYING: The district is committed to a safe and civil educational environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior. Bullying is defined as the intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property, i.e. physical actions, including gestures, or oral, cyber-bullying, electronic, or written communication, and any threat of retaliation for reporting such acts. (Refer to Policy 2612 – Bullying)

First Offense: Up to ten (10) days out-of-school suspension.

Subsequent Offense(s): Alternative Placement of Student Support Programming, 3-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.
Students and district employees are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue may constitute bullying, to their teacher or the building supervisor.

Parents or legal guardians may submit to the principal written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

All employees of the district shall annually receive instruction related to the specific contents of the district’s bullying policy to enable them to implement the provisions of the policy in the course of their duties.

**BUS MISCONDUCT:** Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, bus riding privileges may be suspended or revoked (Refer to Policy 2652 – Student Transportation.)

**CHROMEBOOK CARE:** At Wildwood Middle School the following are the expectations in regard to the student’s care of their Chromebook device:

1. Keep your **chrome book** on a flat surface
2. Don’t pile things on top of your **chrome book**
3. Keep the keyboard clear of items
4. Keep food and drinks away from your **chrome book**
5. Be careful how you carry your **chrome book**
6. Keep your **chrome book** charged
7. Tell your teacher if your **chrome book** breaks

*Chromebooks should not be on or near the cafeteria tables during breakfast or lunch times. Charging carts are located at each end of the cafeteria for safe storage.*

If students purposefully misuse their Chromebook or another student’s Chromebook, students will have the following consequences:

- **First Offense:** Up to alternative placement in the Student Support Center and/or restitution for damages

  **Subsequent Offense(s):** Loss of privileges, Out of School Suspension.

**DAMAGING/DEFACING PROPERTY:** Any damage to school property due to willful or inappropriate behavior will result in payment for damages. In addition, the student will be suspended up to ten (10) days out-of-school and a referral to legal authorities may result. There may also be an additional one hundred seventy (170) days suspension recommended and a referral to legal authorities may result.

Any willful damage to staff property resulting from a school related situation will result in payment for damages. In addition, the student will be suspended 1-10 school days and a referral to legal authorities may result.
DISCRIMINATORY OR DEMEANING LANGUAGE/CONDUCT; HARASSMENT: Use of words or actions, verbal, written or symbolic meant to harass, cause emotional distress to, discriminate against or injure another person; i.e., threats of violence or harassment or defamation of a person’s race, color, national origin, ethnicity, religion, disability, gender, sexual orientation, or perceived sexual orientation, consistent with Policy and Regulation 2130.

First Offense: Up to ten (10) days out-of-school suspension.

Subsequent Offense(s): Student Support Services Program or 3–180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

DISRESPECTFUL CONDUCT OR SPEECH: Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

First Offense: Up to ten (10 days out-of-school suspension)

Subsequent Offense(s): 11-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

DISRUPTIVE SPEECH OR CONDUCT: Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions is prohibited. The Board specifically prohibits any assembly or public expression at school sponsored activities and events that advocate the use of substances that are illegal to minors.

First Offense: Up to ten (10) days out-of-school suspension.

Subsequent Offense(s): Student Support Program, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

DRESS CODE AND PERSONAL APPEARANCE: Dress in good taste. The general appearance of students reflects the character of our school to the community. The grooming and general appearance of students affects the classroom climate and the sense of respect for public education. The atmosphere of a school must be conducive to learning. If a student’s appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, is suggestive or distracting and not conducive to a safe or good educational climate, that student will be referred to the office. An administrator will ask the student to make the necessary changes. In the event that the changes do not take place in the time allowed, the administrator will prescribe the action to be taken.

- Clothing that promotes disruptive behavior, and displays images including but not limited to, drugs, alcohol, tobacco and/or its products, violence, sex or hate groups is prohibited from campus and must be covered, or removed.
- Hats, bandannas, sunglasses, shower caps, combs, pick or other non-therapeutic headgear are not to be worn inside the building during regular school hours. These items are to be placed in lockers and book bags upon arrival at school and remain there during these hours.
- Shoes must be worn at all times.
- Sleeveless shirts may be worn only if the shoulder straps are at least 1 ½ inches in width. Halter tops, “spaghetti strap” tops, shoulder-cut tank tops or racer back tank tops, net or mesh shirts, shirts of a sheer fabric, or shirts open on the sides are not to be worn. Bare midriffs are not permitted and the chest area should be covered at all times.
- Slippers, pajamas and are also not allowed.
- Short shorts or short skirts are not to be worn at school or on field trips. Skirts and shorts should be appropriate length determined by administration team. It is the school’s recommendation that shorts and skirts reach to mid-thigh in length.
- Pants should not be allowed to drop below the waistline. Clothing which permits visibility of under garments is not to be worn. Sagging pants are not allowed.
- Chains dangling from clothing or other belongings are considered unsafe and are not allowed in school.
- Because there is stable, controlled heating and cooling in the building and because it will not be necessary for students to go outside during the day under normal conditions, we must insist that all coats and jackets be hung in hall lockers during the school day and not worn about the building. Sweaters and sweatshirts may be worn.
- During the months where cold/wet weather is a possibility, students should dress accordingly. Changing weathers, long waits at a bus stop, altered bus routes, bus problems, and other unforeseen circumstances necessitate students being dressed warmly so that they might remain dry. Leaving home with hats, gloves, and proper shoes should be considered during any type of inclement weather.

Violation of the Dress Code Expectations will result in the following:

First offense: Change of clothing and reteach of expectation

Second offense: Change of clothing, reteach of expectation, Warning and Parent phone call

Third offense: Change of clothing, Parent phone call additional intervention (e.g. closed lunch, after school detention, etc...)

In addition, as part of Wildwood Middle School’s expectations, articles of clothing that have a hood are acceptable to wear, however, students should not wear the hood after the 7:40am dismissal bell for students to go to their lockers and classrooms.

First Offense: Warning, parent contact by teacher, and reteach of expectation

Second Offense: Referral to administration for additional consequences (Parent contact, detentions, etc.), and reteach of expectation
Third Offense: Referral to administration and policies related to Insubordination

Electronics/Portable Communication Devices/BYOD-Bring Your Own Device
Policy and Regulation 6320 “Communication and Information Systems Guideline” is to emphasize that while Rockwood will continue to provide computers for use by staff and students, there is a benefit to providing the ability for faculty, staff and students to bring in and use personally owned technology. Devices that connect to the Internet through the Rockwood network will be filtered at designated levels. Additionally, faculty, staff and students are not going to be required to bring in their own personal devices.

Students in grades 6-8 may possess and use electronic/portable communication devices at school only in accordance with the conditions set below:

Electronic devices such as cell phones or music players may not be used or be visible on school premises by remaining in their locker during regular school hours unless specific permission has been granted by the teacher for educational purposes. All Wildwood students will be assigned a Chromebook throughout their three years in middle school, but will be held accountable to guidelines related to care of these devices.

If such items are used in such a way as to substantially disrupt the school environment, the student may be suspended for up to ten (10) school days out-of-school, with a possible recommendation for a suspension up to 180 school days or expulsion. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline. (i.e.; using a cell phone for the purpose of cheating on a test would also be subject to policies governing academic dishonesty) Laser pointers are allowed only with specific permission from the teacher and administrator for class demonstration purposes. Students who are authorized by school officials to use a camera in class would be exempt from consequences when the device is used as authorized.

As part of Wildwood Middle School’s expectations, when students willfully utilize an electronic device “without specific permission being granted by a teacher for educational purposes” or while in the hallways, it will result in the following consequences:

First Offense: Warning, parent contact by teacher, and reteach of expectation

Second
Offense: Referral to administration for additional consequences (Parent contact, detentions, parent pick up of device, etc.), and reteach of expectation

Third Offense: Referral to administration and policies related to Insubordination

FAILURE TO SERVE OFFICE DETENTION: A failure to serve an office detention will result in the following consequences:

First Offense: Up to three (3) days out-of-school suspension.

Subsequent
Offense(s): Possible out-of-school suspension.

FAILURE TO SERVE TEACHER DETENTION: Failure to serve a teacher detention will result in the assignment of two (2) “office” detentions. The first of these will be assigned and administered by the teacher. The teacher then writes a referral to the office detailing the date and time of the first detention. The office will then assign and administer the second office detention. All office detentions should be recorded in the office.

FALSE ALARMS: Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: 10-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record and referred to proper legal authorities.
Subsequent Offense(s): 10-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record and referred to proper legal authorities.

FIGHTING: Mutual combat in which both parties have contributed to the conflict by physical action.

First Offense: 3-180 days out-of-school suspension, and possible documentation in student’s discipline record.
Subsequent Offense(s): 6-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

Never should additional persons enter a fight. If this happens, the additional persons entering the fight will be suspended out-of-school 5-10 days with a possible recommendation for a suspension up to 180 additional school days.

Students instigating, disrupting, or failing to disperse (immediately) when instructed will be suspended out-of-school 5-10 days with a possible recommendation for a suspension up to 180 days. Instigating fights includes recording, videotaping, and/or electronically sharing or posting images, audio, or video of fights. The district has jurisdiction over electronic sharing and posting that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when electronic sharing or posting does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in such activities if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

FIREWORKS/EXPLOSIVES/AMMUNITION: The use of fireworks, explosives, or ammunition creates a hazard to both life and property; therefore, any student setting off a firework, explosive or ammunition anywhere on school property, buses, or at a school sponsored activity off school property will be suspended for up to ten (10) school days out-of-school, with a possible recommendation for a suspension up to 180 school days and/or expulsion. Legal authorities may be contacted. The possession or sale of a firework, explosive or ammunition anywhere on school property, buses, or at a school-sponsored activity off school property will result in an out-of-school suspension of up to ten (10) school days for the first offense. A longer suspension may be given by the Superintendent/designee in the event that sale or possession takes place more than once. Legal authorities may be contacted.

The following consequences apply to possession and/or use of Snap-N-Pops:
Possession: One (1) school day in the Alternative Placement for Student Support Programming

First Offense Setting: Two (2) school days in the Alternative Placement for Student Support Programming

Subsequent Offense(s): 1-3 school days out-of-school suspension.

FOOD, DRINKS, etc.: Candy, drinks, and other food, etc. may not be consumed during class time unless by teacher permission. Students may be assigned a teacher detention after the first warning.

VIOLATIONS OF GUEST TEACHER EXPECTATIONS:
- First offense: Conference with student and parent phone call from teacher
- Second offense: Teacher assigned closed lunch and parent phone call from teacher
- Third offense: Teacher assigned after school detention and parent phone call from teacher
- Fourth offense: Office referral

HABITUAL BEHAVIORAL REFERRALS TO THE OFFICE: Behavioral referrals in excess of ten (10) for the year may result in increasing consequences of three (3) school days in the Alternative Placement for Student Support Programming and up to ten (10) school days out-of-school suspension.

HALLWAY MISCONDUCT/HORSE PLAY: Proper hallway behavior is expected in order to ensure the safety and orderly flow of the school hallways. Please, to avoid confusion, observe the following expectations:

1. Always walk on the right side of the corridor.
2. Do not run, push, shove, or play in the halls.
3. No loud boisterous talking or horseplay in the buildings.
4. No loitering or visiting. Move directly to your next class and be seated in the classroom when the bell rings. Be on time for all classes.
5. No student is to be in the corridors during class time without a hall pass signed by a school official. Students without hall passes will be sent back to class.
6. Students needing to work on assignments, etc. in the halls must not disturb other classes.
7. Cooperation with all school personnel is expected at all times.
8. Students may be placed on hall restriction. Hall restrictions are coordinated by the administrators. Conditions of individual hall restrictions are made available to teachers.

HAZING: Any activity, on or off school property, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress inducing activities. Hazing can occur even when all students involved are willing participants.
The district has jurisdiction over hazing activities that use the district's technology resources or that originate on district property, at a district activity or on district transportation. Even when hazing activities do not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in hazing activities if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the activity involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

First offense: Student Support Services Program, or 1-10 days out-of-school suspension with possible recommendation for out-of-school suspension up to 180 days.

Subsequent offense(s): 1-10 days out-of-school suspension with possible recommendation for out-of-school suspension up to 180 days, and/or expulsion, and possible documentation in student’s discipline record.

INSUBORDINATION: Insubordination is defined as willful or continued willful disobedience of any reasonable requests or regulations, or voicing of disrespect to those in authority (examples can be the refusal to place a cell phone in locker, failure to report to the office, unwilling to cease off task behavior with Chromebook use, etc.).

First Offense: Up to ten (10 days out-of-school suspension)

Subsequent Offense(s): 11-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

MULTIPLE ACTS OF MISCONDUCT: Students who engage in multiple acts of misconduct may receive 11-180 days suspension or expulsion. Multiple offenses are defined as more than three (3) serious violations that occur within a period of two years.

PUBLIC DISPLAYS OF AFFECTION: Public displays of affection do not contribute to an appropriate school atmosphere. A display of kissing, hand holding, or inappropriate hugging on campus will result in disciplinary action up to and including suspension out-of-school.

SELLING ITEMS IN SCHOOL: Only fund-raising items approved by the administration may be sold in school. These items are not to be sold before, after, or during school hours.

First offense: Items will be confiscated, parents/guardians contacted, and items will be returned only to parents/guardians in person.

Subsequent offense(s): Consequences up to suspension from school

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL: Students may not possess, display, send or receive, electronically or otherwise, obscene, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First offense: Confiscation of relevant material and/or electronic device. Conference
with principal and student, detention, or Student Support Services Program. Law enforcement authorities will be notified where appropriate.

**Subsequent offense(s):** Confiscation of relevant material and/or electronic device. Detention, Student Support Services Program, 1-10 school days out-of-school suspension with a possible recommendation for out-of-school suspension up to 180 school days and/or expulsion. Law enforcement authorities will be notified where appropriate.

**SEXUAL HARASSMENT:** Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this regulation for students to harass other students or staff through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this regulation for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision. The Board directs the Superintendent/designee to develop administrative guidelines to implement this policy.

**Consequence:** 3-10 school days out-of-school with a possible recommendation for a suspension up to an additional 170 school days, and/or expulsion.

**SEXUAL MISCONDUCT:** A student, while on school grounds, school buses or while attending a school sponsored activity, shall not forcibly and/or intentionally touch another person’s sex organs or any other body part in a way which constitutes sexual contact, whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or body parts under circumstances in which such contact is likely to be offensive or otherwise inappropriate. Nor shall a student knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Nor shall a student use a camera, camera cell phone, or other imagining device to take pictures or record any image of students or others in locations or under circumstances (1) where such persons are or may be partially clothed, including but not limited to, rest rooms or locker rooms and other changing areas; (2) when such images otherwise violate commonly held standards of privacy, including but not limited to, taking or attempting to take pictures underneath the clothing of another person; or (3) where students or others have some other reasonable expectation of privacy with respect to their person or conduct, including but not limited to, receipt of health care (an/or special education or other services related to a disability, even if not directly related to sexual misconduct). Nor shall a student use a camera, cell phone, or other device to take or record sexually explicit pictures, videos, or audio, regardless of whether all individuals involved are willing participants.

**Consequence:** 3-10 school days out-of-school with a possible recommendation for a suspension up to an additional 170 school days, and/or expulsion.

**STEALING/POSSESSION OF STOLEN PROPERTY:** A student, while on school property, while using school transportation, or attending a school-sponsored activity off school property who steals an object or is in possession of stolen property will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required.

**Consequence:** May include up to ten (10) days out-of-school suspension, and/or a
recommendation to the Superintendent/designee for an additional penalty up to 170 school days. Also, a referral may be made to legal authorities.

STUDENT ALCOHOL AND DRUG POLICY - REGULATION
The Board of Education’s most important priority is the health, safety, and welfare of District students. Therefore, students may not possess, consume, use, transfer, sell and/or be under the influence of alcoholic beverages, controlled substances, drugs, or other substances prohibited under this regulation – nor may they use, possess, sell or transfer drug paraphernalia – while on school property; in any school-owned or operated vehicle or any other school-approved vehicle being used to transport students to and from school activities; or while participating in any school-sponsored or school-approved activity, event, or function, including but not limited to, field trips and athletic events, whether on or away from school property; or at any other time when students are under the care, custody, control and/or supervision of the District.

Definitions, Related Policies, Procedures
For purposes of this regulation, “controlled substance” shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications, prescribed by an authorized prescriber, as well as all non-prescription medication, shall be administered in accordance with Policy 2870 – Administering Medications to Students.

The School administration or teacher shall have the right to conduct searches, as permitted by law applicable to public schools, of persons reasonably suspected to be in violation of this regulation at any time or location to which this regulation is applicable. Such searches shall be conducted in accordance with Policy 2150 – Searches by School Personnel.

Any student who, after being given an opportunity to present his/her version of an alleged violation of this regulation, is found by the administration and/or staff to be in violation of this regulation shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided by Board policy, and shall be referred to law enforcement authorities. Strict compliance is mandatory. All controlled and any other illegal substances shall be turned over to the local law enforcement agency.

Drug Awareness and Prevention
The District, pursuant to the requirement of the 1989 amendments to the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate developmentally based drug and alcohol education and prevention programs to all student in all grades from early childhood level through grade 12.

Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this regulation. All parents/guardians and students shall be provided with this information.

The District shall certify that it has adopted and implemented the drug prevention program described in this regulation in the form required by the Missouri Department of Elementary and Secondary Education or the United States Department of Education. The District shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.
Discipline
The District believes that school is a special place. Possession, use or transfer of alcohol, cereal malt beverages and/or drugs or drug paraphernalia is inconsistent with the District’s educational objectives. To create a drug and alcohol free environment, the District will develop and maintain appropriate policy and procedures to address the areas of prevention, discipline and intervention.

General Prohibitions
Students may not possess, consume, use, transfer, sell and/or be under the influence of alcoholic beverages, controlled substances, drugs, or other substances prohibited under this regulation – nor may they use, possess, sell or transfer drug paraphernalia – while on school property; in any school-owned or operated vehicle or any other school-approved vehicle being used to transport students to and from school activities; or while participating in any school-sponsored or school-approved activity, event, or function, including but not limited to, field trips and athletic events, whether on or away from school property; or at any other time when students are under the care, custody, control and/or supervision of the District.

Applicability of Prohibitions
The prohibitions set forth in this regulation do not include the possession and use of prescription medication by the student for whom the prescription was filled, so long as such possession and use conform to Board Policy 2870 – Administering Medicines to Students.

The prohibitions also do not extend to ordinary, unadulterated, food or beverages (such as candy or soda) solely because they may contain substances (such as caffeine or sugar) otherwise prohibited under this regulation if such substances are used, possessed, or transferred in a different or more concentrated form (such as glucose or caffeine pills or tablets.)

The prohibitions set forth in this regulation do include but are not limited to all drugs, controlled substances, narcotics, stimulants, depressants, and/or other prohibited substances that are in a form commonly associated with medication (whether prescription, non-prescription, controlled, over-the-counter, legal, and/or illegal), including but not limited to pills, capsules, tablets, and/or liquids, whether in diluted or concentrated form (such as glucose or caffeine pills). The purpose of this regulation is to prohibit the possession, use, consumption, transfer, and/or sale of all substances represented to be a controlled, prescription, or illegal, as well as substances that are inherently dangerous and/or unlawful.

Possession, Use, Consumption, Being Under the Influence: The possession, use, consumption, or being under the influence of alcohol, controlled substances, narcotics, counterfeit or imitation drugs, depressants, stimulants, hallucinogens, or other substances identified under this policy – and the possession and/or use of drug paraphernalia – at any time or location to which this regulation is applicable is expressly prohibited.

Consequence: Students who are in possession of any substance prohibited under this regulation, or who in the judgment of the administration and/or staff, show evidence of use, consumption, or being under the influence of alcohol, cereal malt beverage, or any other drug or substance prohibited under this regulation, may be suspended for a maximum of ten (10) days by the principal. A recommendation may be made to the Superintendent/designee for additional days, up to and including expulsion. The matter will also be referred to the appropriate legal authorities.

Sale or Transfer: School authorities will deal harshly with any student who sells and/or transfers alcohol, cereal malt beverage, drugs, narcotics, counterfeit drugs, over-the-counter medications,
depressant, stimulants or hallucinogens of any type at any time or location to which this regulation is applicable.

Consequence: Students involved in such activity will receive an out-of-school suspension of One Hundred Seventy (170) school days and a recommendation will be made to the Board that such student be expelled from school (further attendance will not be allowed at any District school), and the matter will be referred to law enforcement authorities.

A student who sells or transfers an over-the-counter medication (including but not limited to substances such as Tylenol, Midol, Advil, cold remedies, glucose or caffeine pills, etc.) - and who does not represent that the over-the-counter medication is a substance otherwise prohibited under this policy or any substance other than the actual medication - may, in lieu of expulsion, be placed long-term in the Student Support Services program “SSS”. Such option shall depend upon the nature and severity of the misconduct at issue, as well as any prior misconduct. In the event the student is offered and the parent accepts enrollment in SSS, the student will not be recommended for expulsion. Acceptance of such enrollment shall also constitute a waiver of the student’s right to a hearing before the Board of Education regarding any long-term suspension (suspension of more than ten (10) days) that may have been imposed in connection with the transfer of the over-the-counter medication.

The administration will discuss any proposed suspension under the Student Drug and Alcohol Policy with the Superintendent/designee.

SCHOOL BUS BEHAVIORAL PROCEDURE: In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group.

Problems that cannot be settled by the driver will be referred to the principal. All problems referred to the principal shall be submitted on the “Misconduct Report” form. Following are guidelines for handling discipline problems:

First Offense: Principal to confer with student and contact parents/guardians by phone or letter. It will be within the discretion of the principal to decide whether it is necessary to send a written report to the parents/guardians of the student.

Second Offense: On the second misconduct report, the student is to be suspended from the transportation system until communication has been made between parent and principal attempting to resolve the problem.

Third Offense: Students shall be suspended automatically two to ten school days from the transportation system. The seriousness of the offense shall determine the exact length of the suspension.

Fourth Offense: On the fourth written misconduct report, the student may be suspended from the bus indefinitely. At this time, a conference will be held with the following people in attendance:

1. Administrator or a designated representative.
2. Representative from the bus company
3. Bus driver
4. Student
5. Parent

All other interested people may be included in this conference if it seems necessary.

It will be the responsibility of this group, under the direction of the building principal, to discuss and decide whether the student will be allowed to ride the bus for the remainder of the school year.

SCHOOL BUS - UNUSUALLY SERIOUS OFFENSES: These could include, but not be limited to: student threatening another student, smoking, or shooting fireworks, etc. and will be dealt with individually.

Example: If a student is smoking or holding a lighted cigarette on the bus, he/she will be suspended from school for five (5) school days. A repeat of the offense may lead to permanent suspension from school transportation.

The parent must be notified when a student is denied transportation. Any student that is brought to school on the transportation system must be taken home on the transportation system or discharged to the supervision of a school authority. A driver must never put a student off the bus other than at the student’s regular stop; however, the driver may take the student back to school. If it is necessary to discharge the student at the school, the student must be discharged into the supervision of a school authority. With written parental permission, and approval of the principal, the student may be let off at another stop, provided that it is a regular stop and that the student will not have to cross more than two lanes of traffic to get to his/her home.

STUDENTS CONGREGATING: Students in groups, who create an unsafe environment, are disruptive or impede the smooth flow of student traffic, may be disciplined up to and including suspension from school.

TARDINESS: Tardiness can be defined as a student not being in their assigned classroom when the tardy bell rings. Being on time is a habit that should be encouraged and practiced by all. If a student is tardy to school, s/he must report to the office to obtain an admission slip before reporting to class. Tardiness to first hour will be dealt with the same as other hours.

<table>
<thead>
<tr>
<th>First Tardy</th>
<th>Teacher records</th>
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</thead>
<tbody>
<tr>
<td>Second Tardy</td>
<td>Teacher records</td>
</tr>
<tr>
<td>Third Tardy</td>
<td>Warning from teacher and phone call home</td>
</tr>
<tr>
<td>Fourth Tardy</td>
<td>Teacher assigned detention</td>
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<tr>
<td>Fifth Tardy</td>
<td>Office detention</td>
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<tr>
<td>Sixth Tardy</td>
<td>1 day in the Alternative Placement for Student Support Programming</td>
</tr>
<tr>
<td>Seventh and More</td>
<td>Up to two days suspension plus conference</td>
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Additional tardiness will result in consequences determined by the building administrator. Students will begin each semester with no tardies assessed against them.

THREATS TO ANOTHER STUDENT/DISTRICT PERSONNEL:
a. Any threat, either verbal, physical or written, to another student regarding life, physical well-being and/or personal property will result in disciplinary action.
Consequence: Detention, parent conference, Student Support Services program, or out of school suspension.

b. Any threat, either verbal, physical or written, to **District personnel** regarding life, physical well-being and/or personal property will result in disciplinary action.

Consequence: Five (5) to ten (10) school days out-of-school suspension with a possible recommendation for a suspension up to an additional 1-180 school days or expulsion. Referral may be made to legal authorities.

Any threat that includes the mention of a weapon or explosive device will result in 10 - 180 day out-of-school suspension with a possible recommendation for expulsion and legal authorities will be notified. K-5 students will be subject to an out-of-school suspension to up to 180 days, or expulsion.

Any proposed suspension under the Policy Threats to Another Student/District Personnel will be discussed with the Superintendent of Schools or his designee.

**TOBACCO AND IMITATION TOBACCO PRODUCTS:** Possession, use, sale or transfer of any tobacco products by students on district property, in district vehicles or at school sponsored functions both on and off district property is prohibited. The term “tobacco product” means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means; including but not limited to: cigarettes, cigars, dry snuff, chewing tobacco, snus, dissolvables, electronic cigarettes, nicotine or alternative nicotine vapor products, hookah, and any other smoking product.

Violations will be defined as any of the following:

1.) Possession of any tobacco product.
2.) Smoke coming out of the mouth or nose.
3.) Smoke coming from an area occupied by students.
4.) The smoking or possession of electronic, “vapor,” or other nicotine delivering devices, substitute forms of cigarettes, or any other tobacco innovation.

**First offense:** Confiscation of tobacco products, notification of parents/guardians, and notification of police in accordance with St. Louis County Ordinance and a minimum of three (3) days in the Alternative Placement for Student Support Services. Students will be offered resources for available cessation programs.

**Second offense:** Confiscation of tobacco products, notification of parents/guardians, notification of police, and a minimum of three (3) days out-of-school suspension. Students will be offered resources for available cessation programs.

**Third offense:** Confiscation of tobacco products, notification of parents/guardians, parental conference, notification of police, and a minimum of five (5) days out-of-school suspension. Students will be offered resources for available cessation programs.

**Bus Transportation:** If a student is smoking or holding a lighted cigarette, an electronic “vapor”, or other nicotine delivering device on the bus, he/she will be suspended from school for five (5) school days. A repeat of the offense may lead to permanent suspension from school transportation.

Refer to Policy and Regulation 1410- Tobacco-Free District
TRUANCY/SKIPPING CLASS: Any unauthorized absence from school or class is defined as truancy.

Consequence: May include detention, time with the student support specialist or out-of-school suspension. Notification of appropriate authorities will also be made. Chronic absenteeism will result in a possible recommendation to the Superintendent/designee for an additional penalty up to a 170 school day suspension.

Once a student arrives on the school grounds, s/he must have permission from the office to leave during the school day. Under no condition may a student leave without the approval of the office. Please provide the office with advance written notice whenever it is necessary for a student to leave school. If a parent calls for a student during the school days, the parent must report to the office first and check the student out in person.

When students leave the school, they are to come by the office and sign the checkout form. If s/he returns the same day, the student will sign in on the same form, which s/he previously signed. Failure to do so will be an unexcused absence and may result in disciplinary action.

VANDALISM: Vandalism is defined as willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Student Support Services program, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student’s discipline record. Possible remuneration for damages.

Subsequent Offense(s): 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record. Possible remuneration of damages.

WATER GUNS, TOY GUNS, GUN REPLICAS AND OTHER WEAPON REPLICAS: Any student who is in possession of a water gun, toy gun, gun replica or weapon replica, any of which can be mistaken for a real gun or weapon or is responsible for such being brought to school will result in disciplinary action.

Consequence: Up to ten (10) school days. To use such toy gun or weapon replica in a way as to threaten or intimidate someone may result in a long-term suspension and/or expulsion.

WEAPONS IN SCHOOL: (Refer to Policy and Regulation 2620 – Firearms and Weapons in School) The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the District. In order to maintain the safety of the educational community, the District will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

A weapon is defined to mean one or more of the following:

2. Any device defined in 571.010 RSMo. Including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.

3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used or could be used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in 571.010, RSMo. on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the Superintendent/designee.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

This regulation will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapon involved.

Students who use or possess weapons, or weapon replicas, other than those defined in RSD Regulation 2620, including a water gun or toy gun and including an ordinary pocket knife with no blade more than 4 inches in length, will be subject to an out-of-school suspension for up to 180 days, or expulsion. It may be documented in the student’s discipline record and Legal Authorities may be contacted.

Students who use such weapons, toy guns, weapon replicas or other objects, in a way as to threaten or intimidate someone, will be subject to an out-of-school suspension for up to 180 days, or expulsion. Any proposed suspension under the Weapons in School Policy will be discussed with the Superintendent of Schools or his designee. Legal Authorities may be contacted.

Please note that after July 1, 2018, additional changes may be added to our procedures based on recommendations from administration.