

Student Handbook



FRANKLIN COUNTY R-II

Better Together...
Our Community Empowers Students

VISION

**CREATING A COMMUNITY
WHERE ALL CHILDREN
FEEL LOVED, RESPECTED,
AND ENCOURAGED TO
DEVELOP TO THEIR
FULLEST POTENTIAL.**

MOTTO

WE ARE
Family

We believe in providing social, emotional, and physical safety to all students and staff. We believe in facilitating a growth mindset in our school community to foster the development of lifelong learners. We believe in empowering our students, families, staff, administration, and school board members to be prominent leaders within our school and community. We believe in providing instruction that accommodates individual learning styles and diverse student needs by utilizing a variety of resources to ensure all learning standards/objectives are met. We believe in building positive relationships with students, staff, and stakeholders through open and transparent communication. Franklin County R-II School District believes in remaining financially sound and maintaining safe and secure facilities.

Franklin County R-II School
2023-2024 Student – Parent Handbook

WELCOME TO OUR SCHOOL
Better Together...Our Community Empowers Students!

The Franklin County R-II School District welcomes you to our school and we hope that you will always be conscious of its traditions and requirements. We staff our school with quality teachers dedicated to continuing the fine tradition of excellence at Franklin County R-II. Please visit our website to view our Safe Return to In Person Instruction Plan. www.fcr2.org

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**Franklin County R-II School District
2023-2024 Faculty and Staff**

ADMINISTRATION

Oetterer, Kathy	koetterer@fcr2.org	Superintendent/Principal
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FACULTY DIRECTORY

Brune, Maggie	mebrune@fcr2.org	2nd Grade
Colter, Erica	ecolter@fcr2.org	Counselor
Freitag, Erica	efreitag@fcr2.org	3 rd Grade
Gist, Maureen	mgist@fcr2.org	Kindergarten
Liggett, Sue	sueliggett@fcr2.org	Science, 7th Grade Homeroom
McLone, Lisa	lmclone@fcr2.org	Social Studies, 5 th Grade Homeroom
McIntyre, Jenny	jennymcintyre@fcr2.org	Math/Algebra/8th Grade Homeroom
Mense, Angela	amense@fcr2.org	Reading Specialist
Oetterer, Jean	joetterer@fcr2.org	PAT/Special Education Director
Pate, Sydnee	spate@fcr2.org	4th Grade
Poe, Megan	mpoe@fcr2.org	ELA/6 th Grade Homeroom
Poe, Teresa	tpoe@fcr2.org	Special Education
Shockley, Hannah	hhauser@fcr2.org	Band/Vocal Music
Scheer, Cindy	cscheer@fcr2.org	Librarian/Media Specialist
Strubberg, Tiffany	tstrubberg@fcr2.org	1 st Grade
Walker, Ted	twalker@fcr2.org	PE/SPED Teacher
Vandegriffe, Tandy	tvandegriffe@fcr2.org	Art

SUPPORT STAFF

Chwascinski, Rhonda	Custodian
Covington, Amy	Paraprofessional/Food Service Director
Engelbrecht, LuAnn	Part-time Interventionist
Fischer, Jill	Health Aide
Gerling, Carrie	Secretary
Hoffmann, Karen	Board Secretary/Bookkeeper
Jasper, Beth	Food Service
Madden, Tina	Custodian
Ritchie, Amanda	Bus Driver
Schaefer, Bob	Bus Driver
Schaefer, Sandy	Custodian/Food Service
Shockley, Conner	Technology Coordinator
Strubberg, Julie	Paraprofessional/Interventionist

Board of Education: Nathan Parmentier, Christy Groppe, Kurt Koch, Jessica Toelke, Amanda Yates, Kelly Theiss, Dale Borcharding

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Continuous School Improvement Plan (CSIP)

Our school district will reference our CSIP throughout the school year. These are instructional and financial goals that stakeholders have set for our district. Please visit www.fcr2.org to view our board approved CSIP. This is a living document and will be updated as we accomplish goals.

Franklin County R-II School District 2023-2024

Franklin County R-II School District Calendar																												
2023-2024																												
July 2023							August 2023							September 2023							Date				Event or Holiday			
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa								
						1			1	2	3	4	5						1	2	Aug 15		PD/Work Day					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	Aug 16		PD/Work Day					
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	Aug 17		PD/Work Day					
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	Aug 21		PD/Work Day					
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	Aug 22		First Day of School					
30	31																				Sep 04		Labor Day- NO SCHOOL					
																					Oct 09		Professional Development Day -NO SCHOOL					
																					Oct 26		12:45 Dismiss/Parent Teacher Conf. 1-6 pm					
																					Oct 27		NO SCHOOL FALL BREAK					
																					Nov 01		No SCHOOL/Parent Conf. 8-12 pm/Work Day 12-3 pm					
																					Nov 22		NO SCHOOL Thanksgiving Break					
																					Nov 23		NO SCHOOL Thanksgiving Break					
																					Nov 24		NO SCHOOL Thanksgiving Break					
																					Dec 18		NO SCHOOL Winter Break					
																					Dec 19		NO SCHOOL Winter Break					
																					Dec 20		NO SCHOOL Winter Break					
																					Dec 21		No SCHOOL Winter Break					
																					Dec 25		No SCHOOL Winter Break					
																					Dec 26		No SCHOOL Winter Break					
																					Dec 27		No SCHOOL Winter Break					
																					Dec 28		No SCHOOL Winter Break					
																					Dec 29		No SCHOOL Winter Break					
																					Jan 01		No SCHOOL Winter Break					
																					Jan 02		Professional Development Day- NO SCHOOL					
																					Jan 03		Classes Resume					
																					Jan 15		No SCHOOL Martin Luther King Jr. Day					
																					Feb 19		No SCHOOL President's Day					
																					Mar 11		Professional Development Day					
																					Mar 28		Spring Break					
																					Mar 29		Spring Break					
																					Apr 01		Spring Break					
																					May 16		Early Release Last Day 12:45 pm					
																					May 17		Professional Development/Teacher Work Day					

Parent/teacher conferences are scheduled for October 26th and November 1st.

GENERAL INFORMATION

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ADMISSIONS

Entrance Age for Kindergarten:

To be admitted to kindergarten in the Franklin County R-II School District, a child must be five (5) years old before August 1 prior to the school year in which he or she plans to enroll.

Entrance Age for First Grade:

To be admitted to first grade in the Franklin County R-II School District, a child must be six (6) years old before August 1 prior to the school year in which he or she plans to enroll. Any child who has completed the kindergarten year shall not be required to meet the age requirements for entrance into first grade.

Entrance Exemptions:

Any transfer student who wishes to enroll in the district after having started the school year in a metropolitan or qualified urban district in this state will be exempt from the entrance requirement as allowed by law.

The R-II Board of Education, at its discretion, may admit to the school students not entitled to free instruction and prescribe the tuition fee to be paid by them (non-resident children). Our school district has an obligation to identify and provide education and assistance to students who are homeless, migratory and/or learning English as a second language. (Policy IGBCA, IGBSB, IGBH)

“Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Kathy Oetterer.

PARENT PARTICIPATION

Volunteers must have annual approved background checks on file with the Franklin County R-II School District before volunteering at school. This includes those who wish to attend class field trips. Teachers will be informed of approved volunteers from the school office. Anyone with a felony conviction on their background check will not be allowed to volunteer or attend field trips. Please contact the office or your child's teacher if you are interested. The current cost for a background name check through the Highway Patrol is \$15.55. The District will pay for background checks if they are submitted to the office by **August 31, 2023** or within the first two weeks of enrollment for new students. You will need to complete the form that is sent to your email. You may also ask for a paper copy to be sent home. After August 31, 2023, parents and guardians will have to apply for a background check on their own and pay the fee.

<https://health.mo.gov/>

DRUG-FREE WORKPLACE

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Student and employee safety is of great importance to the Board of Education. The Board shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on school property or in any school vehicle used to transport students to and from school or school activities, as well as off school property at any school sponsored or school approved activity where students are under the jurisdiction of the school district. This includes employees who are supervising students on behalf of the district or engaged in district business. Any person in violation of this policy will be subject to disciplinary action.

***Students 5-8 will need a clear plastic water bottle.**

DYSLEXIA PLAN


Missouri Statutes require all students in grades K – 3 to be screened for Dyslexia which is a reading disorder that causes students to have difficulty in letter and word recognition, spelling, and phonics. Research has shown that early interventions are essential for students who are at-risk for Dyslexia. Franklin County R-II students in grades 1 – 3 will be screened within the first 30 days of school. Kindergarten will be screened by January 31, 2024. Students in grades 4 – 8 will be screened if they are experiencing consistent difficulty in phonics, fluency, or comprehension. Screenings will be done by the classroom teacher and/or the reading teacher. Parents will be notified if more in-depth screening or testing is needed. A copy of the detailed plan is available in the office.

READING SUCCESS PLAN

A new law was passed in Missouri that went into effect on January 1, 2023. State statute 167.645 states that each school district must assess all students in K-3 at the beginning and end of the school year. This assessment will test their level of reading ability or reading readiness on state approved assessments. Newly enrolled students must be assessed in grades 1-5. (*Our district will assess K-5*) Reading Success Plans will need to be provided for students who:

- Exhibit a substantial deficiency in reading which creates a barrier to the child's progress learning to read.
- Has been identified as being at risk for dyslexia on the statewide screening tool.
- Students will receive extra support in the areas of phonological awareness, fluency, vocabulary, and comprehension.

A substantial reading deficiency is defined, per this statute, as a student who reads one or more grade level below where they should be. Students identified as exhibiting a reading deficiency will be assigned a reading success plan. If a student is assigned a plan, parents/guardians will be notified in writing. A description of services will be provided, and the proposed supplemental instruction will be explained to the parents in a team meeting. You may click the link to view our reading success plan. i-Ready and teacher observation will be used for initial screening. i-Ready is a state approved assessment tool.

 [Reading Success Plan: Template](#)

EMAIL

The District will use parent email as another form of mass communication. Please include your email address on the Emergency Contact Form. Please make sure we have an update email for our mass communications. Please refer to [GBH](#) regarding email communication between staff and students.

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ELECTRONIC COMMUNICATION AND RECORDING [\(Policy KKB\)](#)

The district may create audio and visual recordings on district property, on district transportation or at district activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the district.
6. However, because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in this policy.

Technology

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right. Everything done on any school-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology may result in limited or banned computer use, removal from courses, loss of credit, receiving a failing grade, and/or disciplinary consequences. Franklin County R-II retains sole right of possession of the Chromebook. We lend the Chromebook to the students for educational purposes only for the academic year. Additionally, administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. The district will maintain a log of all Chromebooks including Chromebook serial numbers, asset tags, and the name of the student assigned to the device. The district uses GO GUARDIAN. With this software, all search history, opened tabs, apps visited etc. can be viewed by the district. Teachers can see what students have on their screens at any given time.

At the end of the school year, students will turn in their Chromebook, protective carrying case, and power charger. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Students who transfer out of or withdraw from the R-II School District must turn in their Chromebook and accessories to the office on their last day of attendance. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost. Unpaid fees of students leaving the R-II School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Taking Care of Your Chromebook

Students are responsible for the general care of their school issued Chromebook. Chromebooks that are broken or fail to work properly must be taken to the library. See "Repairing/Replacing" your Chromebook on page 8 for more information.

General Precautions

- No food or drink near your Chromebook.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time, including in your vehicle. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.

Protective Case

- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- For those students who have been issued an always-on case, it should remain on the Chromebook at all times.

Carrying Chromebooks

- Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen or use a pen or pencil to trace from the screen.
- Do not play anything in the protective case that will press against the cover.
- Do not put pressure on the top of a Chromebook when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

Students will be responsible for paying for physical damage due to misuse of their chromebook. Prices vary depending on devices. Complete replacement could be up to \$300, screens \$80, keyboards, \$85 etc. Students will be held responsible for neglect of devices. Warranties do not cover misuse. Students who damage equipment will borrow a device for daily use and won't be able to take the device home. Once the equipment is paid for and repaired, they may resume to normal procedures.

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Chromebooks should be in their cases and the charger should also be in the case.

Students in grades 5-8 are allowed to take their chromebooks home on a daily basis. This is a privilege,

not a right.

NO SMOKING/VAPING POLICY

[AH](#)

The Board of Education commits itself to a continuing effort to maintain a drug-free school. This commitment includes enforcing a policy of no smoking/vaping on school property at all times. The health and safety of the school environment is a high priority. Adults who smoke on school property will be asked to leave. Students will be disciplined in accordance with school policy.

USE OF THE BUILDING AFTER HOURS

Any student or group of students in the building after school must be supervised by a faculty member or sponsor. The sponsor must receive permission from the school office for each event. A “**Holds Harmless Agreement**” is required to be signed by each group using the facilities. A fee is charged for any event not directly related to the education of children. We encourage patrons to use the new track for health and fitness. The District is not responsible for accidents on property after hours.

VISITORS

Everyone is welcome to visit our school. Please make advance arrangements if you will be visiting. Stop by the office for a visitor’s badge and to sign in upon your arrival.

ACADEMIC POLICIES

AWARDS

Presidential Award for Academic Excellence

The Presidential Award for Academic Excellence is presented to students during the Eighth Grade Graduation Ceremony. To be eligible for the award, a student must earn a cumulative grade point average in grades 5-8 of 3.5 on a 4.0 scale (9.5 on an 11 point scale) and score proficient in Math or Reading on the achievement tests given each year in the spring. Students receive a framed certificate signed by the President of the United States and a pin.

Valedictorian

The Valedictorian Award is presented during the Eighth Grade Graduation Ceremony to the student with the highest cumulative grade point average in grades 5-8. The student who earns this award has the honor of having the Valedictorian Medal placed around their neck during the ceremony and has the distinction of giving the closing address.

Salutatorian

The Salutatorian Award is presented during the Eighth Grade Graduation Ceremony to the student with the second highest cumulative grade point average in grades 5-8. The student who earns this award has

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the honor of having the Salutatorian Medal placed around their neck during the ceremony and has the distinction of giving the welcome address.

Honor Students

To be an honor student, a student must earn a cumulative grade point average of 9.5 on an 11 point scale in grades 5-8. These students are recognized during the Eighth Grade Graduation Ceremony and receive a pin for this honor.

HOMEWORK

Teachers may assign a reasonable amount of meaningful homework. Math fact fluency practice and nightly reading should be considered meaningful homework. Teachers must contact parents if incomplete assignments become a habit (two in a row warrants a call home).

Students who are absent have one day for each day absent to complete work. Special Education students' IEPs will be followed. A student with an unexcused absence is not allowed make-up work. Homework is expected to be completed by the student and turned in on time.

HONOR ROLL

To be eligible for the quarterly A honor roll, a student in grades 4-8 must obtain a grade point average of 9.5 or higher on an 11 point scale for the quarter in Reading, English/Language Arts, Math, Social Studies, and Science/Health. To be eligible for the quarterly B honor roll, a student in grades 4 - 8 must obtain a grade point average of 7.0 or higher on an 11 point scale for the quarter in Reading, English/Language Arts, Math, Social Studies, and Science/Health. A grade of at least a C must be earned in Art, Music and Physical Education. The following scale is used:

A.....11	C.....5
A-.....10	C-.....4
B+.....9	D+.....3
B.....8	D.....2
B-.....7	D-.....1
C+.....6	F.....0

LIBRARY

In grades K-4 library classes are thirty minutes in length three times a week. Students in grades 5 – 8 have 45 minute periods of library. Students are allowed to check out materials three days each week, which may be kept for two weeks. Additional time is allowed for skills as defined in the library curriculum and for special research and projects. There are a number of books available in our library for parents to check out. Please feel free to visit our library, or contact the librarian for a complete list of books that are available. Students will have the opportunity to access and explore STEM/STEAM activities during part of their library time.

BAND/VOCAL MUSIC CLASSES

GRADES 5 – 8

Students in grades 5 – 8 are required by state law to participate in a music class. Students may choose band or vocal music. With parent permission, it may be possible for students to do both vocal music and band.

Students who choose band should be motivated to learn to play a musical instrument and must practice daily.

Students who choose vocal music are expected to participate in class and during concerts.

PHYSICAL EDUCATION CLASSES

All students are required to participate in physical education class. If your child cannot participate due to health reasons, a written notification and doctor's excuse is required. Alternative education will be assigned for students who cannot physically participate. Students are required to wear tennis shoes on PE days.

PROMOTION POLICY

Decisions relative to the promotion or retention of students are the responsibility of the school. After input from personnel involved with the student, the following guidelines will be used to determine retention:

Reading ability level.

Inability to do school work at the level necessary to succeed in a higher grade.

Conduct or actions that indicate a lack of maturity necessary to succeed in a higher grade.

Absent an excessive number of school days, 10 or more per semester.

Grade average of "F" for the year in two or more subjects.

REPORT CARDS

Our goal is that each child succeeds. Report Cards will be sent home every nine weeks. Mid-term progress reports may be sent by teachers about halfway through the quarter. Parents are required to sign and return these within five days. Conferences will be held at the end of the first quarter.

The Grading Scale is as follows:

A.....97-100	B.....90-92	C.....77-82	D.....64-67
A-.....95-96	B-.....88-89	C-.....72-76	D-.....60-63
B+.....93-94	C+.....83-87	D+.....68-71	F.....59 or <

ART, MUSIC, PE: Grades 1-4 – Satisfactory or Unsatisfactory Grades 5-8 – Letter Grades

SPECIAL EDUCATION SERVICES

<https://dese.mo.gov/special-education/compliance/special-education-forms>

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Our district uses the Missouri State Special Education Plan. Students may qualify for additional services if they meet the eligibility requirement for one or more of the following disabilities:

Autism, Deaf/Blind, Emotional Disturbance, Hearing Impairment/Deafness, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Language Impairment, Speech (Voice, Fluency, or Articulation and/or Phonology), Traumatic Brain Injury, Visual Impairment/Blindness, and Young Child with a Developmental Delay.

Additional general education services include:
Remedial Reading Service

TITLE I SCHOOL WIDE READING PROGRAM

School's participation in Title Programs ([Policy GBL](#))

- a. The School receives an allocation from the state (which is given by the federal government) based on census poverty and population of children 5-17, children in neglected/delinquent institutions and foster children. We are currently a target assisted Title I school.
- b. This year, our school will follow a school wide program versus the targeted program.

We are required by law to disseminate Every Student Succeeds Act Complaint Procedures to families. Please visit <https://dese.mo.gov/media/pdf/essa-complaint-procedures> to learn more.

TESTING PROGRAM (Policy IL)

Pre-Kindergarten students are administered the DIAL-4 (Developmental Indicators for the Assessment of Learning). Hearing, Speech, Language and Vision screenings are also conducted in the spring. Beginning the 2022-2023 school year, kindergarten students will be administered the KEA (Kindergarten Entry Assessment). This assessment will be given after the school year begins. This is a new assessment that will help us determine strengths and weaknesses of each student.

The MAP (Missouri Assessment Program) is administered to Grades 3 – 8 in English/Language Arts and Math. Science is tested in grades 5 and 8. MAP scores are made available to parents at parent teacher conferences.

DISTRICT ASSESSMENT PLAN

The updated board approved District Assessment Plan can be viewed by clicking the link or by checking the website.

<https://bit.ly/3ObVzS5>

HEALTH AND EMERGENCY

ASBESTOS MANAGEMENT PLAN (Policy EBAB)

Public Law 99-519, requires all public and private schools to inspect for asbestos and develop an asbestos management plan. This rule became effective in December, 1987. Since that time, the Franklin County R-II School District has been inspected every three years: 1988, 1991, 1994, 1997, 2000, 2003, 2006, 2009, 2012, 2015, 2018, and 2020 (August 5, 2020). As of 2022, all asbestos has been removed or encapsulated.

The results of these inspections have been included in a management plan. This plan is available in the administrator's office during school hours by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents.

The contents of this plan and the recommendations made in it will be inspected on a regular basis according to law. The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the building of this LEA. The plan has been sent to the Missouri Department of Health and has been approved.

EMERGENCY PREPAREDNESS PLAN

Our district has a school plan for natural and man-made disasters. Teachers have been trained by the Franklin County Sheriff's Department in the Standard Response Protocol. In an emergency there are four responses: Lockout, Lockdown, Evacuate, and Shelter.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS	TEACHER
Return inside	Bring everyone indoors
Business as usual	Lock perimeter doors
	Increase situational awareness
	Business as usual
	Take attendance

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS	TEACHER
Move away from sight	Lock interior doors
Maintain silence	Turn out the lights
Do not open the door	Move away from sight
	Do not open the door
	Maintain silence
	Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS	TEACHER
Bring your phone	Lead evacuation to location
Leave your stuff behind	Take attendance
Follow instructions	Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS	TEACHER	
Hazard	Safety Strategy	
Tornado	Evacuate to shelter area	Lead safety strategy
Hazmat	Seal the room	Take attendance
Earthquake	Drop, cover and hold	
Tsunami	Get to high ground	

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A Lockout means we secure the perimeter and bring students into the building if they are outside. The building and classrooms are locked and teachers have heightened awareness of their situation; however, it is business as usual for students.

A Lockdown means that classrooms are locked, shades are drawn, students are out of sight, lights are off, and silence is maintained. All doors with windows have a shade that can be dropped in an instant. This situation is extremely rare.

Students have three fire drills each year to evacuate the building. The New Haven Fire Department conducts one of those drills and provides an assessment of the evacuation.

There are two Shelter drills each year for a response to tornado and severe thunderstorm warnings. Shelter areas are in the lower level of the building. The New Haven Fire Department was consulted on the location of shelter areas.

In the event of an off-site evacuation, students will be bussed to an alternate location. Parents will be informed as to where pick up will take place. Every effort will be made to activate the School Messenger phone system to keep parents informed.

EMERGENCY PROCEDURE FORM

The school office keeps an emergency procedure form for each student. This lists the addresses and phone numbers where parents can be reached, as well as people to whom their children may be released. **The school must be able to contact a parent/guardian during the school day. Notify the office of any changes.**

HEALTH SERVICES

The health room is staffed with a health aide. We are equipped to handle minor injuries and illnesses. If the nature of a student's illness or injury is deemed serious or questionable, parents are notified. The district is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid. The district will follow the recommended procedures by the Department of Elementary and Secondary Education.

Health Instruction: Notice and Opt-Out (Policy IGAEB)

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Trauma Informed Schools Initiative

<https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

SUICIDE PREVENTION ([Policy JHDF](#))

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Franklin County R-II School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. For more information regarding the suicide prevention policy, please visit www.fcr2.org and select policy JHDF.

Prescription Drugs

Medication prescribed by a physician will be given during school hours if requested, stating name, dose, time, and reason. (The prescription label may serve as the physician's order). The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

Medicine will be locked at school. A child may not keep the medication in his or her classroom, unless, for example, a child may administer his or her own inhaler medication for asthma or needs an EpiPen with him/her at all times. Parents must inform the school of this information. Under no circumstances will prescription medicine be administered to a child that a doctor has not prescribed for that child.

Prescription medications should not be sent with your child on the bus. Please make arrangements to bring the medication to school.

Non-prescription Drugs ([Policy JHCD](#))

These will be given only with written permission from a parent. Forms are available in the school office. Medication must be properly labeled and in the original container. We keep a large variety of over the counter medications at school that can be administered with parent permission. The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

A Health Screening is conducted in the fall of each school year. Screenings include, but aren't limited to, vision, hearing, and scoliosis. Parents are notified of any concerns.

IMMUNIZATIONS

It shall be the policy of the Franklin County R-II School District that all students attending the district shall be in compliance with state laws and regulations requiring the correct dose of immunization against poliomyelitis, rubella, rubeola, mumps, tetanus, pertussis, diphtheria, varicella and hepatitis B.

The parents or guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunization process has begun.

It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption because of religious beliefs or medical contraindications. A physician's statement will be provided if the reason for exemption is a medical contraindication. Failure to

comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. If the student produces evidence of having begun the process of immunization, he or she may continue to attend school as long as the process is proceeding. Homeless children are the only exception, and are allowed a 24-hour time period in which to provide proof of compliance.

ATTENDANCE

Missouri law requires that children age seven and older attend school, or parents may register with the state to offer home schooling. Failure to comply with the law may cause the school to notify the Children's Division. Please cooperate by following the attendance policy.

Parents are to call the school by **8:15 a.m.** if their child will be absent. They may also make arrangements to pick up assignments. Since we are concerned with the safety of the children, we will contact parents at home or work if the absence is not reported.

Absences will be classified as excused, unexcused and truant:

Excused absences are those which may be classified as:

1. Personal illness
2. Professional appointments that could not be scheduled outside the regular school day.
3. Other absences which have been designated as excused by the principal before the date(s) of the absence: example – family vacation. These absences must be cleared through the office before the absences occur. **All assignments must be completed and turned in upon the student's return to school.** Any tests missed will be given to the student upon his/her return. If a student has an excessive number of absences they will not be excused (see #4 below).

For excused absences, the student will be counted absent, but will be allowed to make up missed work. One day for each day absent will be given to make up assignments except in the case of family vacations. If a student has been absent due to a family vacation, the make-up work is due the first day back to school. No exceptions.

2. Unexcused absences are those that do not fall into any of the above categories and are judged by the staff member in charge of admitted students to be unjustified. In the case of an unexcused absence, a student will not be permitted to make up work for the time missed.

3. Truancy is an unexcused absence, which occurs without the knowledge or consent of the parent. The student will be required to make up work missed and will be required to serve at the minimum, after school detention or in-school suspension. In cases of continued or unnecessary absences, prosecution procedures are started in accordance with the State Compulsory School Attendance Law.

4. Students with excessive absences, 10 per semester, may be retained, if no extenuating circumstances exist. Regular attendance is necessary for learning to take place. Excessive absences may also result in an educational neglect phone call.

5. Upon returning to school after an absence, students are to bring a note on the day returning indicating the reason for the absence.

Tardies

1. A student who is not present by **8:00 a.m.** will be marked absent, or partially absent. Students arriving late to school must obtain a tardy slip from the office and be signed in by a parent or guardian, bring a written excuse from home, or a phone call must be made to the office by a parent or guardian before the student goes to the classroom. Detention (8th hours) or in-school suspension will be assigned for repeated tardiness.
2. A student who arrives late to any class during the day will also be counted tardy and subject to detention or suspension.
3. Excused Tardies are limited to personal illness, professional appointments, or serious family problems.

Student Dismissal Precautions

The Franklin County R-II School District is legally responsible for the safety of its students during the school day. Therefore, the building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons, and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the principal, or his or her designee.

In keeping with these precautions, the following procedures will be adhered to:

The principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.

The parent or guardian must sign the student out at the office when leaving.

Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

Children of single-parent families will be released only upon the request of the custodial parent; i.e. the parent whom the court holds directly responsible for the child, and **who is identified as such on school record**.

Additional precautions may be taken by the school administration, appropriate to the age of the student, and as needs arise. Parents shall provide documentation concerning parental rights, including birth certificate, divorce decrees and restraining orders, if any.

PROCEDURES TO CHANGE STUDENTS' BUS OR PICK UP ROUTINE

1. A signed and dated note or a phone call from a parent/guardian is required to change a student's regular drop off point or pick up routine.
2. Notes from a parent/guardian sent with a student to school are sent to the office. Phone calls are logged in the office.

3. The office staff fills out a triplicate Dismissal/Transportation Permission Slip for each student who has a change in their regular bus/pick up routine.
4. The student will receive two copies of a Dismissal/Transportation Permission Slip at the end of the school day. The one note is given to the bus driver or staff member supervising pickups and the second note is to be sent home with the student.
5. The office keeps a copy of the note in the office for reference purposes.
6. All notes indicate:
 - The name and grade of the student
 - What the student has permission to do
 - If the student will be picked up...Stay at school for...Ride bus to...
 - The bus the student will ride
 - If it is a change of bus
 - If the student knows about the change
 - Who contacted the school and how

7. We will try to accommodate all reasonable requests.

Parents are urged to be consistent with their child's bus/pick up routine. Problems arise when the office receives last minute phone calls or frequent calls to change a child's bus/pick up routine. If you send a note to school with your child, please remind your child to give the note to their teacher. Teachers do not search book bags every morning and a forgotten note can cause a child to be left at the wrong place or at the very least, confusion for the child, teacher, bus driver, and office staff.

Early Arrivals

Do not arrive at school before 7:30 a.m. Student supervision is provided at **7:30 a.m.** Upon arrival, students should enter the lower doors by the gym and either go to the cafeteria to eat breakfast or go directly to the gym and sit with their class. All students will be supervised in the morning prior to school. Teachers will pick up their students at 7:45 am. **Our instructional day begins promptly at 7:50 am.**

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

DRESS AND GROOMING

It is the expectation of the Franklin County R-II School District that students should at all times during school hours be dressed and groomed in a manner that is in keeping with the accepted community

standards and which does not bring the good judgment of the individual into question. Students should also dress appropriately for activities outside of school hours and during summer school. **No hats or hoods** are to be worn inside school by boys or girls, except for specially designated days. The advertisement of alcohol, profanity, and tobacco on any clothing is prohibited.

Student dress and grooming will be the responsibility of the individual and parents/guardians within the following guidelines:

- Any form of dress which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted in the classroom.
- Tube tops, mini skirts, halters, short shorts, bare midriffs, muscle shirts, spaghetti-straps, low-necked tank tops with straps less than 1 ½" (similar to spaghetti straps), T-shirts with the sleeves and arm pits torn out, or other similar items of clothing will not be permitted. (*Shorts must cover the backside when bending over.*)
- Sagging, baggy pants which are worn with the underwear sticking out the top are not allowed. No chained wallets

For reasons of safety, **we recommend students not wear flip-flops to school**. Shoelaces are to be tied. Inappropriate dress will be judged at the Principal's discretion. Student's may be given an option to change into something the school has on hand. Otherwise, parents may be called to bring in appropriate clothing.

Procedures for offenders:

1. A student shall be told of any dress code violations. The offense shall be corrected no later than the following day unless the offense is great enough to warrant changing immediately.
2. If he or she fails to correct the offense, a letter will be sent or a phone call made advising parents of the situation and consequences.

BREAKFAST/LUNCH

Breakfast will be offered every morning from 7:30 to 7:45 a.m. **The price of a student breakfast is \$2.35. Lunch will cost students \$2.85.** Extra milk may be purchased for **\$.50 per carton**. No soda or candy is permitted during lunchtime. K - 4 lunch is served at 11:00 a.m. Lunch for grades 5 - 8 is served at 11:55 am. Students in grades 5 – 8 may purchase a chef salad as their tray at the same cost.

Cafeteria Behavior Expectations

Grades 5 - 8

- Walk to get your tray when your class is called.
- Walk to the back of the cafeteria when lining up to get your tray.
- Sit with your class.
- No saving seats.
- Voices should be a 1-2 level
- Walk to empty your tray when your class is called.
- Return to your seat and remain seated.
- Stay in the same seat during the entire lunch period.
- Ask permission to use the restroom or get a drink.
- Keep your hands, feet, and other objects to yourself.
- Clean up all trash in your area.
- Pick up paper trash on the floor.

- Students may not share food or touch food of neighbors

We are using identification equipment in the cafeteria that replaces our lunch cards. This form of identification is called Biometrics and uses the finger and its image to uniquely identify your child. Biometric measurements convert the scan of the finger to a number, which will be used for all lunch account transactions. It is not fingerprinting. This is simply a more accurate way to keep track of lunch accounts.

If sending lunch with younger students, please practice opening and closing containers etc.

NO soft drinks or other sweets are allowed during lunch time.

When a student's lunch account has a negative balance, the balance may accumulate up to \$10.00 if the student purchases complete meals. Extra milk may not be charged. Please check each Friday for your child's lunch account balance. You can also check account balances on Lumen.

FREE AND REDUCED LUNCH (Policy EFB)

All families are encouraged to fill out the Free and Reduced Lunch applications. These applications will be sent home with your child. Additionally, criteria has been published in the local newspaper. Any family that turns in an application, regardless of status, will be entered to win a \$50 Amazon gift card. For more information visit:

<https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information>

MISSOURI HEALTH NET FOR KIDS

Information on Missouri Healthnet for kids can be found on DESE's website. Please click the link for more information. <https://www.benefits.gov/benefit/1606>

Protection of Pupil Rights Amendment (PPRA) (policy JHC, JHDA, KI)

What is the Protection of Pupil Rights Amendment (PPRA)?

RECESS

Students in grades K-4 are expected to participate during recess time. Students are not permitted to stay in class during recess. Please dress accordingly. Students must be supervised. 5-8 grade receive their physical activity minutes from extended PE class. 5-8 grade teachers may have recess once a week during study hall time. Students must have passing grades and homework completed to earn this reward. Other behavior factors could limit recess time. **Instructional time can not be used for recess.**

SNACKS AND CLASSROOM PARTIES

The Franklin County R-II School District does have students with nut allergies. **Please cooperate and do NOT send foods to school with nut products.** This includes your child's lunch, snacks, and classroom holiday parties. Nut allergies are life threatening.

Franklin County R-II School District Standards for Food Provided to Students During the School Day

[HOME](#)

The Franklin County R-II School District has adopted nutrition standards for food provided but not sold to students during the school day. The nutrition standards will apply to all food and beverages used in celebrations or classroom parties or used as a reward.

All food provided to students must be pre-packaged or purchased from a bakery *WITH A LIST OF INGREDIENTS ATTACHED*.

Healthy treats for birthday parties and holiday parties are encouraged. Healthy treats include whole grains (50% or more), fruit, dairy, or a protein food listed as the first ingredient on the package.

Some healthy choices include:

Fruits are always a healthy choice, for example: Apple slices with caramel dipping sauce

Granola or Nutri Grain Bars

Hunts Snack Pack Fat Free chocolate pudding

Graham Crackers

Animal Crackers

Popcorn

Nutrition guidelines do not apply to food or beverages brought from home by students for their own lunch or food or beverages created or used by students as part of the district's instructional program. Nutrition guidelines do not apply 30 minutes after the school day has ended. The sports concession stand is not affected by these guidelines. After school programs may allow snacks.

TELEPHONE USE

Calls may be made to the school office at 237-2414 or 237-2054. Teachers have phones in their classrooms and voicemail boxes. Calls will not be put through to a teacher during instructional time; however, teachers may receive calls during their planning time. If a parent or guardian calls during instructional time, the call will be transferred to the teacher's voicemail. Teachers are required to check their voicemail at the beginning of the school day and after school is dismissed. Students may use the phone for needs deemed urgent by their teacher or the principal. Parents should ask their child's teacher for his/her planning time in order to know when the teacher can be reached.

FRANKLIN COUNTY R-II DISCIPLINE PLAN

Philosophy

The philosophy of the Franklin County R-II School District is that all students can achieve success in their educational endeavors. In order to ensure that all students have the opportunity to achieve success, a discipline policy is necessary to create an environment where students feel safe, have an optimal learning environment, and are encouraged to make responsible decisions regarding their behavior.

The discipline policy for the Franklin County R-II School District strives to create responsibility for students through cooperation between parents, teachers, students and the administration. Success depends on all parties working together to create an optimal learning environment.

Student Responsibilities

1. Comply with the school policies and regulations.
2. Respect and obey all persons in authority.
3. Be prompt and regular in attendance, equipped with necessary books, paper and other necessary school supplies.
4. Meet classroom standards of behavior and performance.
5. Maintain appropriate habits of speech, dress, and cleanliness.
6. Cooperate with pupils who have been given special responsibilities.
7. Respect the dignity, rights, and property of others.
8. Avoid activities which may endanger the health and safety of others.
9. Assume the responsibility for the care of school property.
10. Accept the consequences of his/her own actions.

Student Rights (Policy [AC](#))

Every student in the Franklin County R-II School District has the right to:

1. Free public school within the ages of five and twenty years of age as prescribed by law.
2. Information about guidance services available.
3. Equal treatment in every aspect of the educational system, regardless of sex, race, creed, color, or religion.
4. An explanation of the basis of any grade given.
5. Fundamental guarantees of free speech, press, and assembly so long as the exercise of these rights is not disruptive to the educational process.
6. Information on school policies and rules.
7. Make up class work for excused absences.
8. Reasonable, fair, courteous and consistent treatment which does not violate his or her rights.
9. Participate in authorized student organizations.
10. Privacy of his or her personal possessions, subject to the right of school officials to inspect and protect school property and students, and to aid law enforcement officials in properly enforcing the law (Principals or their designees are authorized to conduct a search of a student or any locker if there is reason to believe the student has violated a school rule or committed an offense under the laws of the State of Missouri).
11. Access to their cumulative records.
12. Oral or written notice of charges against him or her and the facts which prompt the charges before receiving any disciplinary action.
13. An opportunity to present his or her version of an incident before being disciplined.
14. Notice to his or her parents or guardian of disciplinary actions.

The Title IX compliance officer is Kathy Oetterer. koetterer@fcr2.org/573-237-2414

BEHAVIOR EXPECTATIONS

Franklin County R-II strives to provide clear and consistent behavior expectations to all students to help students make responsible decisions regarding their behavior. Understanding school policy is the cornerstone for effective decision making skills.

1. Treat others the way you want to be treated.
2. Keep your hands, feet, and other objects to yourself.
3. Walk at all times in the building.
4. Use appropriate language at all times.
5. Use “inside” voices in the building.
6. Homework must be completed on time and to the standard required by the teacher. Incomplete assignments will not be accepted. Students with missing or late assignments will be assigned recess or lunch detention to be served the same day.
7. Follow all classroom, lunchroom and recess rules as instructed by the teacher.
8. **Toys and other valuables are not to be brought to school without the teacher’s permission.**
9. Stay inside the fenced area at recess. If an object needs to be retrieved, ask your teacher.

Cell Phones/Smart Watches

Students are NOT permitted to use cell phones during the school day or on the school buses. A cell phone may be kept in a backpack if it is turned off. If a student is caught using a cell phone, it will be confiscated, parents will be required to come to school to pick up the phone, and disciplinary consequences may be assigned. *Students are not allowed to use their cell phones to make phone calls on the bus.

Smart Watches must not be used to text and chat during the school day. If a student’s Smart Watch is being a distraction or disruption, the student will be asked to put it in their backpack or not bring it back to school. As a reminder, electronic communication devices are not allowed to be used during the instructional day.

BULLYING:

The school will have **ZERO TOLERANCE** for bullying and students will receive immediate and maximum disciplinary consequences for bullying as outlined in Board Policy JG-R Student Discipline. The Bullying Policy is included in this handbook. The District also uses a form to report bullying incidents.

Classroom Discipline Plans

The discipline plans of individual teachers will be in compliance with the discipline policies approved by the Franklin County R-II Board of Education. Teachers will post a classroom discipline plan which follows a form of assertive discipline and includes consequences and positive reinforcement. The teacher will review rules with all students and send a copy home to parents. Most behavior issues are handled by the teacher and the parents/guardians. Severe infractions will result in being sent to the principal’s office immediately.

Disciplinary referrals will be sent home with students and will require a parent signature and are to be returned to school. Teachers are not responsible for an explanation of consequences assigned by the principal.

Principal's Consequences

When a student is referred to the principal, he/she will receive a Principal/student conference. If a student is found to be in violation of the Student Code of Conduct or other serious classroom infractions, consequences will be administered and will generally be within the following guidelines:

1st Offense: Call the parent/guardian. Principal/student conference and a warning to be signed by the parent, or parent/guardian assigned consequences, **recess detention**, 1 day in-school suspension, 8th hour or 1 day out-of-school suspension.

2nd Offense: Call the parent/guardian. Principal/student conference and a warning to be signed by the parent, or parent/guardian assigned consequences, **recess detention** 8th hour, 1 day in-school suspension or 1 day out-of-school suspension.

3rd Offense: Call the parent/guardian. Principal/student conference and a warning to be signed by the parent, or parent/guardian assigned consequences, **recess detention**, 8th hour, 1-3 days in-school suspension or 1-3 days out of school suspension.

4th Offense: Call the parent/guardian. Principal/student conference and a warning to be signed by the parent, or parent/guardian assigned consequences, **recess detention**, 8th hour, 1-3 days in-school suspension or 1-3 days out of school suspension.

5th Offense: Call the parent/guardian. 1-3 days out-of school suspension.

Bus Discipline-There are cameras installed on each bus.

Bus Rules: Drivers may assign seats at their discretion. The buses are equipped with cameras that also capture audio.

A student shall: Follow rules given by the bus driver or monitor.

- Not distract the driver.
- Be seated, remain seated facing forward at all times.
- If crossing traffic, wait for the driver to direct you across.
- Keep hands, feet, and other objects to yourself.
- Keep hands, head, feet, etc. inside bus at all times.
- Not throw anything in or out of the bus.
- Keep hands off of other students' belongings.
- Not talk excessively or make loud noises.
- Not yell out the window.
- Not change seats.
- Keep drumsticks, pencils, etc. in your book bag.
- Not bring gum, food, or soda on the bus.
- Be on time and at the assigned bus stop.
- Be in a single file to board the bus.
- Wait until the bus is stopped before boarding.
- Be courteous. Help younger children.
- Use handrail and watch step while boarding.
- Help keep bus clean.

Not damage equipment.
Keep materials and supplies out of aisle.
Keep music instruments with you.
Not bring animals on the bus.

Procedures for suspension or revocation of bus privileges

Bus drivers shall notify the principal for infractions contained in the Discipline Code, or for any behavior which endangers the health, safety, or welfare of the students, driver, or others. The driver has the right to suspend students from riding the bus.

1st Report - Discipline according to Discipline Code. Notice will be sent to parents informing them of the offense and **warning** of loss of privileges if behavior continues.

2nd Report - Disciplined according to Discipline Code. Parents notified on conduct report of the infraction and the dates on which bus privileges are suspended. Parents must sign and return the conduct report.

3rd Report - Same as above, except privileges are revoked for the remainder of the school year.

Severe first-time infractions may result in immediate loss of privileges.

Franklin County R-II School District Gun-Free Schools Policy

In accordance with the Gun-Free School Act, enacted in March 1994 as part of Goals 2000: Educate America Act and the Improving America's Schools Act, the following policy has been established for all students who attend Franklin County R-II School District:

A student who is determined to have brought a firearm to school will be expelled from school for a period of not less than one year. This also applies to students who bring weapons to any setting that is under the control and supervision of the school.

An exception is that the chief administering officer may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Students facing expulsion from school are entitled under the Constitution to the due process protection of notice and an opportunity to be heard.

Franklin County R-II School will comply with the State law requiring the one-year expulsion; provide an assurance of compliance to the State; provide descriptive information to the State concerning expulsions, including the name of the school, the number of students expelled from school, and the type of weapons

concerned; and refer students who bring weapons to school to the criminal justice or juvenile delinquency system.

BULLYING (Policy [JFCF](#))

General

In order to promote a safe learning environment for all students, the Franklin Co. R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

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

Cyberbullying A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC (Superintendent) will serve as the district wide anti bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities,

exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

HAZING

In order to promote a safe learning environment for all students, the Franklin Co. R-II School District prohibits all forms of hazing.

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

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

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

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all

complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

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

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

STUDENT ALCOHOL/DRUG ABUSE POLICY

The Franklin County R-II School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

WEAPONS IN SCHOOL POLICY

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 property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property 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 upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy 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 weapons involved.

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INTERROGATIONS, INTERVIEWS AND SEARCHES POLICY **(Policy [JFG](#))**

Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exThe administration will contact law enforcement officials to perform a search 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 items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and

request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

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MOCAP (Policy IGCD)

<https://mocap.mo.gov/>

STUDENT COMPLAINTS AND GRIEVANCES

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

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

The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

· If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

[HOME](#)

· If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

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

STUDENT DISCIPLINE

(Policy JFCF, JFCH, JFCJ, JG, JGA, JGE, JGF)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Franklin Co. R-II School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access

to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
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Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
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Arson Starting or attempting to start a fire, or causing or attempting to cause an explosion.

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

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
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Subsequent Offense:	Expulsion.
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Automobile/Vehicle Misuse: Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

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

Bullying and Cyberbullying (see Board policy JFCF) Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal

drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Fighting (see also, "Assault") Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

Gambling Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

Hazing (see Board policy JFCG) Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

Incendiary Devices or Fireworks Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

Nuisance Items Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

Public Display of Affection Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material Students may not possess or display, electronically or otherwise, 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. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Sexual Activity Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

4. Use of audio or visual recording equipment in violation of Board policy KKB.

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

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

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

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

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

Tobacco

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

Vandalism (see Board policy ECA) Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo.

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

2. Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).

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

3. Possession or use of ammunition or a component of a weapon.

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

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Franklin County R-II School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

EXTRA-CURRICULAR ACTIVITIES

Our school district currently offers Student Council and TREND (Turning Recreational Events in New Directions). The Athletic program includes girls volleyball and girls and boys basketball. In order to participate, students must maintain a C- average; have a passing grade in all classes; be present the last four hours of the day of the activity, or have pre-scheduled appointments approved by the principal at least 1 day in advance; and not be under any suspension or expulsion.

FIELD TRIPS

Educational field trips which are an extension of the curriculum and include pre and post trip activities are taken each year. In order to participate, students must have parent or guardian permission. Failure of any student to abide by the Code of Conduct while on a field trip may result in the loss of field trip privileges. In such a case, an alternate assignment will be given. Student medication may only be dispensed by the teacher or child's parent. Students are required to ride the bus for all trips. Parents are welcome and encouraged to attend field trips as chaperones for their child. Volunteers must have annual approved background checks on file with the Franklin County R-II School District before volunteering at school. This includes those who wish to supervise on class field trips. Teachers will be informed of approved volunteers from the school office. Please contact the office, or your child's teacher if you are interested.

Participation in field trips is limited to school staff, students and chaperones.

SPORTS PROGRAM

Volleyball is offered for girls. Basketball is offered for both boys and girls. Students in 7th and 8th grade may participate in track and cross country in New Haven and football in Hermann. Parents are responsible for arranging transportation.

Philosophy – Citizenship involves service to the school. We must be loyal to the school and supportive to all. We are considerate of others, courteous to teammates of other schools, respectful of fans, and tolerant of the opinions of others. We will be aware of personal responsibility and integrity, have a willingness to cooperate, respect authority and show patriotism.

Eligibility – Students in grades 5-8 will be eligible for the sports programs provided they meet the academic requirements. Fifth and sixth grade teams will be coached by volunteers but will play the schedule set up by the athletic director. Fifth and sixth grade students must still meet the academic requirements.

All team members are required to have a physical examination and proof of insurance each year prior to the first practice. No exceptions.

General Sports Rules and Regulations

During games, students may not leave the building without a parent or coach.

Only players may attend practices. Siblings are not to be at practice unless accompanied by a parent.

As a courtesy to your child's coach, please be prompt when picking up your child after home and away games.

Each player is responsible for uniforms and personal items. Dressing areas must be kept clean and in order. Players are not to touch any other players' belongings.

Inappropriate language will not be tolerated. Gum chewing is not allowed.

Students are not allowed to help with the poles for the volleyball net. The poles are heavy and could cause serious injury.

Students are not allowed in the kitchen at any time due to regulations by the Department of Health.

Only team members are allowed on the court during warm-up time. No students are allowed on the court between games/quarters/half-time.

The 7/8 grade teams and the 5/6 grade teams will sit and cheer for each other.

Parents are required to pick up students from practice.

The school discipline policies will apply for all sporting events. Severe infractions will result in immediate removal from the team.

Missing practice – Coaches will determine consequences for missing practice based on the student's attitude, number of practices missed, and if they have a valid reason

Academic Requirements – In order to participate in the program, students must:

1. Maintain a C- average in basic subjects.
2. Have a passing grade in all classes.
3. Be present for the last four hours of the day of the game, or have pre-scheduled appointments approved.
4. Not be under any suspension or expulsion.

Failure to meet these requirements on the mid-quarter or quarterly report card will result in ineligibility of extracurricular activities for a period of four weeks upon issuance of the report. After four weeks, if requirements are met, the eligibility is reinstated. If not, ineligibility continues until the next report card. The student may attend practices, but may not participate in events. First quarter eligibility is determined by the preceding fourth quarter.

When school is not in session due to inclement weather, activities will be canceled.