

Crystal City Elementary Handbook

2022 - 2023

Dear Parents and Guardians,

Proper communication between home and school is essential to the education of our children.

This handbook has been compiled to help parents and guardians know and understand the elementary school policies and procedures. Cooperation among teachers, parents and guardians, and administration is vital to a successful school year. This handbook and other information about your child's school can be accessed through the district website at <http://crystal.k12.mo.us>.

Shane Gordon, Principal
Mrs. Stephanie Waites, School Counselor
Mrs. Mary Schaumburg, Office Secretary

Important Phone Numbers:

Elementary Office	937-4017
Nurse's Office	ext: 2035
Counselor's Office	ext: 2105
Superintendent	937-4411

Elementary General Information

Learning today, leading tomorrow

Our Mission: The mission of the Crystal City School District is to recognize the potential within students and prepare them intellectually, physically, and socially to be productive and contributing members of society.

What's the Buzz? Be Safe, Be Respectful, Be Responsible

1. **ARRIVAL/DISMISSAL:** Kindergarten - 6th 7:40 a.m. – 3:20 p.m. Students should not arrive before 7:10 a.m.
 - All students being transported in vehicles should be dropped off in the circle drive in the morning and picked up on the playground by the library in the afternoon.
 - For the safety of your child please do not park in the school's circle drive. The buses will use the circle drive to drop off and pick-up students.
 - Parents and guardians must complete the pick-up form to put on file for everyday pick-ups. Once this form is in place, students can go directly to their parents/guardians vehicle at the end of the day.
 - Students requiring early dismissal from school are to bring such a request to the office. Students are to be signed out in the office before they leave the building.
 - All students eating breakfast at school will go directly to the cafeteria upon arrival. All other students will go directly to the gym.
 - If a change in end of the day transportation is necessary, please call the office by 2:00 p.m. to ensure your child's safety.
 - All parent/guardian pickups will take place in the pickup area by the library entrance. **Parents/guardians will not be permitted entrance to the front of the building for routine, daily pickups.**

Non-routine pick up: In order for a student to ride a different bus home, the parent/guardian must provide a note to the office so a bus pass can be issued. Phone calls should only be used in case of an emergency. Please try not to pick up your child before 2:35 unless it is an emergency. We are trying to protect student instructional time.

2. **ATTENDANCE:** See Board Policy: Student Absence and Excuses JED-AP2
All students are expected to attend school regularly, be on time, and develop habits of punctuality, self-discipline and responsibility. Although students with excused absences are

allowed to do make up work, it is difficult, if not impossible, for students to make up material brought out in class discussions, films, etc. Students who have good attendance generally achieve higher grades and enjoy school more. The Crystal City Elementary attendance procedures are designed to help students succeed in the workplace later in life. It is a legal duty of the parent/guardian to see to it that their child attends school regularly. Suspected problems of this nature will be referred to juvenile authorities, the Department of Family Services, and/or prosecuting attorney.

A child is considered absent for a class period if they miss more than 30 minutes of instructional time.

For the safety of your child, we ask that a parent/guardian call BY 8:30 a.m. if your child is absent (937-4017). All excused absences from school will require verification through a written note, doctor's excuse, or a phone call from the parent or guardian explaining the reason for the absence. Failure of the parent/guardian to verify an absence will result in an unexcused absence.

Only excused absences entitle the student the opportunity to make up work missed. In cases of excused absence, it is the responsibility of the student to check with the teacher and make up the work missed. Teachers will allow missed assignments to be made up in a reasonable period of time—one day for each day missed from the date the work is picked up.

If your child is absent and you would like to pick up work you must call the office before noon to make the request. The work may be picked up after 2:00 p.m. Work that is picked up while the student is absent will be due the day the student returns to school.

Attendance Standards

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent/guardian.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent/guardian.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent/guardian. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent/guardian.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent/guardian.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

Any absences after ten days must be verified by third-party verification in order to be considered excused. Verification documents must be received within 48 hours of the student's return in order to be accepted. Any excessive absence verification received after 48 hours will be considered unexcused and face a grade reduction.

There are three types of absences:

Excused: First 10 days require parent/guardian letter or contact. All other need third party notification i.e. doctor note, funeral notification, hospitalization paperwork of parent/grandparent/brother/sister. Special circumstances will be approved on a case by case basis by the Principal.

Unexcused: Does not meet third party notification requirements and/or notification isn't received within 2 days. Five unexcused absences per semester will require contact with Department of Family Services for possible educational neglect.

Excessive: Absences that accumulate beyond 5 days per semester. This is when the number of days absent negatively affect the child's chances of educational success and matriculation.

Two levels of commendable student attendance will be recognized at the end of the school year: **Perfect Attendance:** A certificate of recognition will be presented to the students who have had zero absences and/or zero tardies during the school year.

Meritorious Attendance: A student who has missed one day or less of attendance during the school year, provided the absence meets the definition of excused. Students cannot be late more than 5 times per year.

Students who are not in attendance at least four hours during the school day may not attend an after school activity, unless the absence is cleared in advance by the principal.

When a child is ill, it is understood and agreed that he/she should be kept at home. A student must be fever free for 24 hours without medication and must also be free from diarrhea and vomiting for 24 hours. Students showing these symptoms at school will be sent home. Students with temperatures of 100° or higher will be considered as having a fever and sent home.

3. NOTICE AND DUE PROCESS

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents/guardians will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents/guardians may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

4. TRUANCY & EDUCATIONAL NEGLECT - The Board of Education believes regular

attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly. Truancy is defined as deliberate absence from school on the part of the student with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate. Section 210.115 R.S.MO mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parent or guardian.

ALL ABSENCES, IN THE JUDGMENT OF THE PRINCIPAL (OR REPRESENTATIVE) WILL BE MARKED EXCUSED, UNEXCUSED OR TRUANT.

5. **AFTER SCHOOL CLUBS & ACTIVITIES:** If your child is staying after school to participate in a club or activity, their sibling cannot stay after with them to wait for a ride. There will be no supervision provided for them.
6. **BICYCLES:** Bicycles should be parked in the rack on the north side of the school as soon as a student arrives at school. The school assumes no responsibility for bicycles. A bicycle is brought to school at the student's own risk. Bicycles should be parked straight and upright. It is recommended that all bicycles be locked. Bicycles are not to be ridden on the playground or on circle drive in front of the school anytime between 7:00 a.m. and 3:30 p.m. No student is to take or ride another student's bicycle during the school day.
7. **BIRTHDAYS:** Student birthdays are recognized by the staff at Crystal City during daily announcements. Parents/guardians are asked to give their child gifts at home instead of having them delivered to school. If you would like to send a treat for your child to share on their birthday, please prearrange the activity with your child's teacher. All treats sent to school must be store bought and prepackaged. Please be aware of allergies within your child's classroom.
8. **BOOK BAGS:** Students may bring book bags to carry their books and homework to school each day. Please do not purchase book bags with wheels. It becomes a safety concern for our students.
9. **BUILDING AND PREMISES:** Visitors and patrons judge our school by what they see in the appearance and care of the buildings and campus. Please do your part to keep the school grounds and facilities clean by using the containers and wastebaskets provided.
10. **BULLETIN BOARDS AND POSTERS:** The principal must approve the posting of any notices or other information by students or student organizations.
11. **BULLYING:** Bullying for purposes of this policy is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: cyber bullying, physical violence, verbal taunts, name-calling and put-downs, threats, theft, damaging property, or exclusion from a peer group. Crystal City Elementary prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the Crystal City School District discipline policies. Such discipline may include, but is not limited to: suspension or expulsion from school and removal from participation in activities.

Students who have been bullied are instructed to promptly report such incidents to a school official.

12. **BUS:** Students assigned to a bus must ride that bus as scheduled. Any changes must be requested in writing by the parent/guardian and approved by the office before any changes will be made.

Students attending field trips or athletic events on the school bus must ride the bus back after the event. Exceptions may be made if a great inconvenience will be incurred and it is cleared through the principal in advance of the event.

The following school bus safety rules are designed to protect student passengers, to enable the bus driver to operate the vehicle safely, and to help keep maintenance costs as low as possible. Students whose actions threaten the safety of others on the bus may lose their privilege to ride the bus.

- a. Observe school bus conduct.
- b. Be courteous. No profane language.
- c. Do not eat or drink on the bus.
- d. Keep the bus clean.
- e. Cooperate with the driver.
- f. Do not damage bus or equipment.
- g. Stay in your seat. Keep head, hands, and feet inside the bus.
- h. The bus driver is authorized to assign seats.
- i. Students are expected to be ready for the bus when it arrives at the stop.

Students who fail to observe the rules will be subject to immediate disciplinary action since their failure to follow the rules may affect the safety of others. The bus driver will file a formal bus behavior slip with the principal should a bus problem arise. Recurring problems will result in the student being assigned to In School Suspension or suspended from the bus for a designated period of time.

Note: Parents/guardians must assume responsibility for transporting a student on bus suspension. Any student boarding a bus during a bus suspension will have the suspension lengthened.

13. **CAFETERIA:** The district uses a computer program to keep track of each student's lunch account. Money should be deposited in the account by bringing an envelope with the student's first and last name, teacher's name, and the amount of money enclosed to their teacher first thing in the morning. Deposits may also be made through SIS.

Student Breakfast: \$.95/\$.30 reduced

Student Lunch: \$1.55/\$.40

Adult Breakfast: \$1.25reduced

Adult Lunch: \$2.65

Accounts that become -\$14.00 or more will be given an alternate lunch until the balance is positive. Students with any negative balance will not be permitted to purchase extra items.

Students should not bring soda to school. Juice or milk is appropriate. Please do not bring in food from commercial restaurants to be eaten at lunch. Food and beverages are to be eaten in the cafeteria. No open containers are allowed outside the cafeteria.

14. **SPECIAL CLASSES: Physical Education Class:** Students must wear acceptable gym shoes for class. The failure of a student to participate without special permission will result in the lowering of his/her grade. Request to excuse students from participating in P.E. must be in writing. Students who need to be excused from P.E. classes for more than one day must bring a note from their doctor.

Library: Library materials are loaned to the students. No library material may be taken out from the library unless properly checked out. Students cannot check out more than two books at a time. Students are responsible for any books, tapes, or materials borrowed from the library. Lost, stolen, or unusable items will be assessed at current replacement value.

Band: 6th grade students will have the option to participate in band. Students not enrolled in band will be offered an alternate class. Once students have joined band, they are enrolled for the school year. If a student wishes to withdraw, they must complete a withdrawal form. This form must be approved by the parents/guardians of the student, the band director and the principal.

Computers: Students must have a technology form signed by the student and their parent/guardian on file before being able to participate in computer class.

15. **CONDUCT:** Students are expected to conduct themselves in a manner that promotes the educational and social purposes of the school. Students are to cooperate with and respect the rights of other students, employees, and teachers.
16. **COUNSELING & GUIDANCE SERVICES (937-4017 X2018):** The guidance office is open from 7:45 a.m. until 3:20 p.m. daily. Counselors help students with academic concerns, career information, achievement testing, and test interpretation. Students may also request counseling for social or personal problems.
17. **DISCIPLINE POLICY (regulation 2610):** Incidents of a disciplinary nature will result in actions as outlined in the disciplinary policy adopted by the Crystal City Board of Education. School rules are established to provide a safe learning environment for all students to promote responsible school citizens. Each classroom develops a discipline plan which includes: a list of classroom rules pertaining to student behavior, rewards for the student, and consequences for not following those prescribed rules. All classroom discipline plans are approved by the building principal. Student classroom rules and consequences are written and posted in the classroom. There are, however, unacceptable behaviors that result in immediate referral to the office and action by the principal. Principals reserve the right of variance in the application of redirection/punishment as it pertains to the maturity and/or cognition of the child. See attached Discipline Policy.
18. **ENROLLMENT:** Children attending Crystal City School District must be a legal resident of the district. They must live with a parent or court appointed legal guardian. Any child who lives

within the school district and shall become five years of age before August 1st of the current school year shall be eligible for admission to kindergarten. Proper immunization is required before any student may enter school.

19. **FEES AND FINES:** Fees and/or fines owed due to lost or damaged school property, lunch charges, etc. must be paid.
20. **FIELD TRIPS:** Field trips are planned throughout the school year for the educational, social, and personal benefit of the students. These trips are designed to enhance the programming offered at the school. The privilege to participate is earned by the student through good attendance, cooperation, and proper behavior. The school district administrator, when necessary, may deny student participation on a field trip due to misbehavior and/or violations of the discipline handbook. All students must ride the bus to and from the field trip location.
21. **FUND RAISING:** Students are not permitted to sell or distribute any fundraising articles for outside groups, clubs, or activities.
22. **GIFTED EDUCATION:** The Crystal City School District has a gifted education program called GATE, which serves our elementary and junior high students. GATE is a pull-out program designed to serve students who meet the criteria of being academically gifted.
23. **HALLWAY SAFETY:** Students are expected to walk at all times while in the building and remain quiet in the hallway. Teachers will escort students to and from art, computers, music, physical education, and library classes.
24. **HEALTH INFORMATION:** Students will be given temporary care in case of illness or injury during school hours. If your child has a medical problem, please make sure the school is informed. It is important that correct telephone numbers are on file in the office and health room. Any necessary medication is to be taken only under the supervision of the school nurse. All medicines (aspirin, Tylenol, etc.) are to be approved through the nurse. Please contact Renee Killian at 636-937-4017 ext: 2035.
25. **HOMEWORK:** Homework is an important part of the total education of our children. It provides a method of communication and cooperation so that families and schools can work together to provide a successful learning experience for every child. Every student in 3rd – 6th grade is issued a planner for recording daily assignments and homework. Teachers also use the planner to communicate short messages to parents/guardians. Students are expected to maintain the planner the entire year. Parents/guardians are to sign the student planner daily. Teachers will check planners on a regular basis.
26. **INCLEMENT WEATHER:** During periods of inclement weather, school may be canceled. Should this occur after students have arrived, please have a pre-arranged place for your child to go in case school is unexpectedly dismissed and you will not be home. Make sure your child is aware of the plan. When school is to be canceled the information will be given to local stations. Please tune in to KJFF 1400 AM, KTJJ 98.6 FM, KTVI (Channel 2), KMOV (Channel 4), KSDK (Channel 5), and to be announced on our school phone system extension 1.

27. **LEARNING TIME:** If you must pick up your child early, please send a note to school with your child stating the time they will be picked up. All pickups must occur by entering the front doors of the building and entering the office. Students will only be released to their parents or legal guardian. If a person other than the legal guardians are picking up a student, we must have written permission from the parent/guardian or the person's name provided on the emergency contact form. For the safety of your child, picture identification may be required for non-routine pickups. Please call the office by 2:00 p.m. if transportation changes for dismissal. This ensures your child gets home safely.
28. **OFFICE PHONE:** Students are asked to make after school arrangements before coming to school. The office phones are for business use only. In an emergency, the office staff will contact parents/guardians for students. The office phone number is 636-937-4017.

Please do not bring cellphones to school. The District will not be responsible for lost or stolen cell phones. If you are caught using a cell phone, the following will be enforced: 1st offense—pick up phone in the office at the end of the day. 2nd offense—parents/guardians must pick up the cell phone. 3rd offense—after school detention and cell phone picked up by parent/guardian.

29. **ONLINE DISTRICT CALENDAR:** For your convenience the district has an online calendar posted on the district website. Information will be posted monthly to keep you informed of upcoming events. You can access the calendar at <http://crystal.k12.mo.us> and click on district calendar.
30. **PARENT/TEACHER CONFERENCES:** Conferences may be scheduled with any teacher throughout the year. Scheduled parent/teacher conferences will also occur at the end of the first quarter. If you would like to speak to your child's teacher, please feel free to call the office to set up a conference time.
31. **POSITIVE BEHAVIOR SUPPORT:** At Crystal City Elementary our commitment to School-wide Positive Behavior Support is to create an environment that is conducive to learning with safe, respectful, and responsible learners, supportive faculty, and involved parents/guardians.
32. **PETS:** Pets are not allowed at school, except under special circumstances and then, only with the principal and classroom teacher's permission. When this occurs, pets should be brought to school and returned home by the parent/guardian. Pets must have current vaccinations. Pets are prohibited on the school bus.
33. **PTO:** Parents and guardians are encouraged to join our Parents/Teacher Organization. The meetings are held on the first Tuesday of every month in the Elementary Library. It is a great way to become active and involved in your child's school.
34. **PROPERTY REPLACEMENT & REPAIR POLICY TEXTBOOKS** - Textbooks are provided free of charge to students. These textbooks become the sole responsibility of the student to whom they were issued and the student assumes all liability for lost or damaged textbooks. The current replacement textbook price will be charged for lost, stolen, and/or unusable textbooks.

Unusable includes, but is not limited to, those books with water damage, excessive writing, profanity, excessive wear or excessive cover damage. Replacement value will be determined by the current used book price as listed by Follett, Adams, or similar book company, or if not listed, on the pro-rated cost of a new book.

35. **SCHOOL PROPERTY:** All students should be proud of their school and campus, and should accept the responsibility of taking care of the school's property. Students who deface, damage, or lose school property will be required to compensate for the damage or loss.
36. **SCHOOL SUPPLIES:** The school supply list for each grade level can be accessed on the district website. The lists will also be given to area stores.
37. **STUDENT PROPERTY:** Students are cautioned not to bring valuables to school. Students, not the school, are responsible for their personal property. Students should mark their personal belongings with their name and grade. Any objects that may be considered distracting or dangerous are never to be brought to school. Electronic devices, trading cards, and toys are not permitted in school. Items that interfere with classroom instruction will be confiscated. Parents/guardians or students may make arrangements to pick these items up from the office. Students are not permitted to buy or sell items at school unless it is a school-sponsored fundraiser.
38. **SUSPENSIONS:** Students assigned a suspension are not permitted to attend extracurricular activities. The ban from activities or participation in school events begins the day the suspension is made and ends at the conclusion of the suspension.
39. **TARDY TO CLASS:** Students will receive an unexcused tardy if they are not in their classroom prior to the tardy bell (7:40 a.m.). The student will sign in at the office and receive a tardy slip to take to their teacher. Tardiness will only be excused with a doctor's note. Late for bus, oversleeping, etc. are unexcused tardies and three or more tardies can result in loss of recess, detention, and in-school suspension (ISS).
40. **TECHNOLOGY:** Our students are fortunate to have technology resources available for student use. A technology use policy is signed to ensure that our students' parents/guardians are aware of our policies. Each new student will receive a copy of the technology use policy when they enroll. A parent/guardian must sign a technology use agreement before his or her child can use the district technology. (Policy EHB) If your child attended CCES in the 2013 – 2014 school year, a form has already been signed that will follow them throughout their years in the district.
41. **TOBACCO USE:** Tobacco use in any form on school premises is prohibited. This includes any form of vapor type device or E cigarette.
42. **TRUANCY AND EDUCATIONAL NEGLECT:** The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly. Truancy is defined as deliberate absence from school on the part of the student with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When the pattern of truancy becomes evident, the principal will investigate and take such action as circumstances

dictate. A student will not be allowed to make up work he/she misses while truant from school. CCES will be working with the Jefferson County Juvenile Department to address students with truancy problems.

Section 210.115 R.S.MO mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parent or guardian.

43. **VISITORS:** To ensure the safety of students and staff, we ask that if you will be visiting for any reason that you please go directly to the office and receive a visitor's badge before proceeding anywhere in the building. Parents/guardians are not allowed in classrooms unless it is an approved party day or if given permission by the office.

44. **VOLUNTEER HELP:** Crystal City Elementary welcomes the opportunity to utilize the abilities of community patrons willing to volunteer their time and talents in the interest of improving the learning process and learning opportunities for our students. If you are interested in volunteering your time please discuss this with your child's teacher or stop by the office.

Policies

1. **DRESS:** The Crystal City School District acknowledges that a correlation exists between good grooming, personal attire, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for educational settings. Appropriate appearance in dress will be a leading consideration when making decisions concerning dress code.
 - a. Dress and grooming must meet the reasonable standards of health, cleanliness, safety, modesty, and should not be disruptive to the educational process. This would include, but is not limited to: temporary hair color and face paint.
 - b. Appropriate and acceptable clothing shall be defined as that which is not too revealing. Clothing which exposes midsection or body below the armpits (cut-up or sleeveless shirts), and see through apparel (sheer) are considered inappropriate for school (i.e. cami tops). All shirts need to have sleeves that measure at least 2 fingers in width and are modest and appropriate.
 - c. Skirts, dresses, or shorts that do not reach the fingertips fully extended and/or reach mid-thigh are not acceptable.
 - d. Articles of clothing which display sexually suggestive wording or symbols, profanity and/or obscenities, racial slurs, tobacco, alcohol, drug related symbols or advertisements will not be permitted.
 - e. No head coverings for both male and female students shall be worn inside the building during school hours, except on specially announced occasions.
 - f. No pants or shorts are to be worn below intended waistline, no sagging pants or shorts shall be worn.
 - g. During the cool or cold weather, students are discouraged from wearing large bulky coats in the classrooms or carrying them into the classroom beyond lockers or coat hooks. Students are encouraged to wear lightweight jackets or sweaters if they are cold, or ask for the heat to be adjusted in the classroom.
 - h. Backpacks should remain in the coat storage areas for lower elementary students.

2. **GRADING & REPORT CARDS:** Report cards are issued at the end of the four grading periods. A progress report will be sent at the midpoint of each grading period. We encourage parent-teacher conferences to discuss student progress. Reports will also be sent home via email. Please keep email addresses updated. Students who pass all four core subjects (English, Math, Science, Social Studies) will be promoted to the next grade. Passage of each subject will be determined by averaging semester grades to calculate a yearly average. Students who fail 3 or 4 of these subjects will be retained; failure of 1 or 2 subjects will require:

- Summer school attendance,
- no absenteeism (unless verified/excused by a third party),
- obtain an 80% in all summer school subjects (English, Math, Social Studies, Science) in order to be placed.

In accordance with no Child Left Behind and Senate Bill 319, any student reading below grade level expectation may be a candidate for retention.

Percentage:		Grades:	
A	96-100	A	4.0 Excellent
A-	90-95	B	3.0 Above Avg
B+	87-89	C	2.0 Average
B	84-86	D	1.0 Below Avg
B-	80-83	F	0.0 Failing
C+	77-79		
C	74-76	E (Excellent)	90% - 100%
C-	70-73	S (Satisfactory)	70% - 89%
D+	67-69	N (Need Improvement)	60% - 69%
D	64-66	U (Unsatisfactory)	59% - 0%
D-	60-63		
F	59 or below		

Honor Roll is determined at the end of year. Requirements are as follows:

- High Honor Roll**—maintain at or above a 3.5 grade point average in all subject areas.
- Honor Roll**—maintains a 3.0 – 3.45 grade point average.

3. **INCENTIVE PROGRAMS:** In grades Kindergarten through third grade our PTO hosts a Hornet Buck Store every other Thursday for our students. Students are issued hornet bucks for “caught being good” activities. They are able to collect and spend their hornet bucks each time they visit the store. Fourth through sixth grade students also have Hornet Bucks that they use as incentives in their classrooms. Our 4th-6th graders also participate in a dog tag awards incentive program. Each quarter students receive a dog tag for each of the following criteria: honor roll, perfect attendance, accelerated reader, homework, and self-discipline. If the student receives all five dog tags, they receive the Principal dog tag. Any student that has received the Principal dog tag is eligible to attend the end of the year field trip.

4. **MISSOURI READING CIRCLE PROGRAM:** The primary purpose of this program is to encourage children to read extensively and to achieve balance in their reading. For this reason, books are classified as F (fiction) and NF (non-fiction)

Students are required to read the minimum number of books in the genre of his or her choice. Reading Circle encourages a healthy balance of fiction and nonfiction.

Prekindergarten to second grade: 20 books

Third through sixth grade: 16 books

Each classroom teacher implements their own plan for collecting book reports and keeping record of the number of books read. At the close of each school year, a certificate of membership in the Reading Circle Program will be awarded to each student that qualifies.

5. **PARTIES:** Throughout the school year we will celebrate with class parties. All food items brought to school should be prepackaged. The teachers will coordinate the parties and ask for parent/guardian volunteers.
6. **PLAYGROUND PROCEDURES:** Weather permitting; students are given recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. **Final decisions on acceptable clothing during cold weather stand with the teacher and principal.** Only students with medical reasons or study hall assignments will be allowed to remain in the building during scheduled outside breaks.
7. **SENATE BILL 319:** In July 2001, Governor Holden signed Senate Bill 319 into law. Some of the requirements of this law have already caused our district to take a closer look at how we assess your son's or daughter's reading performance.

Third and Fourth

Reading Improvement Plans will be implemented during grade four for any third-grader who was determined to be reading below second grade level near the end of his/her third grade year. This Reading Improvement Plan must include a minimum of 30 hours of additional reading instruction or practice outside of the regular school day. This would be in the form of: after-school tutoring program, summer school, A+ tutoring, etc.

Students who complete 4th grade and are determined to be reading below the third grade level, will be required to have summer reading instruction. Third grade students reading below the second grade level near the end of the school year may be required to attend summer school, possibly as a condition to promotion to fourth grade. Any 4th grader reading below the third grade level after the required summer school will be retained in the fourth grade. Students are exempt from this mandatory retention if:

- c. They receive special education services under an individual education plan
- d. They receive services under Section 504 of the Rehabilitation Act of 1973 and that plan includes elements that address reading
- e. They are determined to have limited English proficiency; or
- f. They have been determined, prior to the beginning of any school year, to have cognitive ability insufficient to meet the reading requirement described above. Students may not be retained more than one time on the reading requirement in Senate Bill 319.

Fifth and Sixth Grade:

Students in fifth and sixth grade will be placed on a reading improvement plan if they are

reading significantly below grade level. At the end of grade six, the school district must make a notation in the student's permanent record if he/she is reading below the fifth grade level. This notation may be removed at any time the child reaches his/her appropriate reading level.

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it is to provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy 1621. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

No Child Left Behind Act of 2001 (NCLB)

Our district is required to inform you of certain information, that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110) have the right to know. Upon your request, our district is required to provide you in a timely manner, the following information.

- Whether the teacher has met state requirement and licensing criteria for the grade levels and subject, areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived
- Whether your child is provided services by paraprofessionals, and if so, their qualifications
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by, the teacher, and the field of discipline of the certification,
- In addition to the information that the parents/guardian may request, districts must provide to

each individual parent/guardian:

Drug-Free Schools (Policy 2641): Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130, Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to endure that the disciplinary sanctions are consistently enforced.

Bullying (Policy 2655) - The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

Communicates with another by any means including telephone, writing, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to a 10 – 30 day out of school suspension for the first offense. 180 day suspension will be imposed for the second offense, while the third offense will result in expulsion. The Superintendent may reduce the length of the suspension for elementary school students based up on the facts in each case.

Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records.

These rights are outlined below:

1. The right to inspect and review student’s education records within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible students believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent/guardian or the student of the records request unless it states in its annual notification that it intends to forward records upon request.
4. The right to file a complaint with the US Department of Education concerning alleged failures by Crystal City School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue S.W.

CRYSTAL CITY SCHOOL ELEMENTARY

Missouri Course Access Program (MOCAP) Guidelines

Program Eligibility

A student is eligible to take classes within MOCAP if the student meets the following requirements:

1. The student is school-age and under the age of 21.
2. Classified in grades kindergarten through 12.
3. Resides in the Crystal City School District.

In addition to the prior points, the following are also requirements that must be met.

1. The student must be enrolled full-time in, and has attended, for at least one semester immediately prior to enrolling in MOCAP, a public school unless the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community during the previous semester.
2. Prior to enrolling in any MOCAP course, the student has received approval from his or her school district or charter school.

Program Criteria

- Students pursuing enrollment in the MOCAP program will participate in consultation with the school's counselor and administration and will require parental authorization. Such consultation does not serve to approve or disapprove the request, but determine eligibility, course planning options and consider the best educational interest of the student.
- After determining the initial eligibility requirements, the school district will consider whether the virtual course/program is in the best educational interest of the student. The determination of best educational interest will be made on a case-by-case basis. The process will include reviewing the student's individual circumstances, educational record, previous virtual learning performance, outlook for success in the program and individual specifics of the course or program in which the student is requesting to enroll.
- If a student fails to maintain adequate course progress and/or course achievement becomes subpar, or the student discontinues enrollment, the district may request discontinuation of the student's participation in the virtual education program.
- By legal statute, the district will monitor student progress and success, course or full-time program quality and give feedback to DESE regarding those aspects.
- If the school district denies a student's request to enroll in a course/courses provided by MOCAP, including full-time enrollment in courses provided by MOCAP or virtual school

program, the reason shall be provided in writing and shall be for good cause. Denial of a student's request for enrollment in a course or program will require justification that enrollment is not in the best educational interest of the student.

Enrollment Process

- Upon determination of eligibility, students wishing to enroll/apply for consideration into MOCAP or virtual school program will complete the standard student enrollment packet which can be obtained through the appropriate school office in addition to the Virtual Course Enrollment Form.
- Notification of intent to enroll in MOCAP or other virtual courses should be given by the student and parent/guardian upon submitting the completed enrollment packet.
- Students taking more than two MOCAP courses must have an Individualized Learning Plan maintained in the LEA's student records. The learning plan may be locally developed.
- Upon receipt of the enrollment packet and notice of intent, eligibility status will be determined. Upon determination of eligibility, a consultation meeting with school administration will be scheduled to help determine the best educational interest of the student. MOCAP enrollment decisions must be communicated within 10 business days of the school receiving the request.
- Students intending to enroll in virtual learning programs must do so no later than the beginning of that term. Students with extenuating circumstances may be considered past this date.

Appeal Process

- In cases of denial by the school district, local education agencies shall inform the student and student's family of their right to appeal any enrollment denial in the MOCAP and virtual school program to the local school board.
- If a student is denied enrollment because the district believes it is not in the student's best educational interest, the reasons for denial will be articulated in writing, and the parent/guardian and student may then appeal to the local board of education. If the local board of education decides it is not in the best interest of the student to be enrolled in a virtual education program, then the parent/guardian and student may appeal to DESE for a final determination.
- The appeal process includes a hearing by the local board of education where the family will be given the opportunity to present their reasons for their child or children to enroll in MOCAP in an official school board meeting. In addition, the school district shall provide its good cause justification for denial at a school board meeting.
- Both the family and school administration shall also provide their reasons in writing to the members of the school board and the documents shall be entered into the official board minutes.

- The local board of education shall issue their decision in writing within thirty calendar days. Following notification, an appeal can then be made to DESE, which will provide a final enrollment decision within seven calendar days.

The following is a link to the MOCAP website: <https://mocap.mo.gov/>

Crystal City School District
Virtual Course Enrollment Form

Student Name: _____

Grade: _____

Parent/Guardian: _____

Requested Date of Enrollment(semester/year): _____

Name of Online Course/Program	Enrollment Length	Prerequisites Met (Y/N)

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

District Enrollment forms must be completed before virtual requests will be processed.

Crystal City School District Section 504
Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to non- handicapped students;
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights

of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney (at your own expense) represent you. Hearing requests must be made to Crystal City School District 504 Coordinator;
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is: Taylor Massa, Ext: 1005

Notice of Nondiscrimination

Form 1310

Students, parents/guardians of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Crystal City School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Crystal City School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact Taylor Massa, Title IX and Section 504 Coordinator Taylor Massa, at ext. 1005 who has been designated to coordinate Crystal City School District's efforts to comply with regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding Crystal City School District's compliance with the regulations implementing Title IX or Section 504.

Matt Holdinghausen,
Superintendent Crystal
City School District

TITLE 1 PARENT/GUARDIAN INVOLVEMENT PLAN

Strategies for Communication

Title I funds will be spent in the best possible way to affect instructional initiatives within our district. Our district understands that positive parental linkages are tantamount to continued student success. As a community of administrators, teachers, parents/guardians, and patrons we have constructed several strategies for communication.

1. The school newsletter will publish articles and notices of activities and meetings on an on-going basis. Newsletters are emailed to all patrons of the district.
2. The school-wide plan will be posted on the district's website.
3. The district P.A.T. Coordinator, Kim Richardson will continue to make home visits, and contact pre- school parents/guardians concerning P.A.T. meetings.
4. School personnel will contact individual parents/guardians as needed concerning student progress.
5. All parents/guardians will receive on-going reports on their child's academic progress through the following:
 - Academic progress notes.
 - Quarterly grade reports
 - Scheduled and unscheduled parent/teacher conferences

STUDENT DISCIPLINE- JGR1

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 Crystal City #47 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. In addition, 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, if appropriate.

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 as well as 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. All consequences must be 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.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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 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 bodily injury or death to another person, recklessly causing serious bodily 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 or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

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

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

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

Sexual Activity – Acts of sex or simulated acts 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-AP)

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.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP 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 tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco 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 tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco 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.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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.

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

MSIP Refs: 6.6

School District of the City of Crystal City, Crystal City, Missouri

2022 – 2023 STUDENT HANDBOOK SIGNATURE FORM

Student Name

Grade

**We, the undersigned, have read and understand the
2022 – 2023 handbook.**

Student Signature

Date

Parent/Guardian Signature

Date

****Please sign the above form and leave it in your child's planner or return it in their red folder****