

**GRANDVIEW MIDDLE SCHOOL**  
**Parent/Student Handbook**

**12650 Manchester**  
**Grandview, MO 64030**  
**Office (816) 316-5600 Fax (816) 316-5699**

**Dr. VaShawn D. Smith**  
Principal

**Marcellena L. Gore**      **Ronald T. Moore**  
Assistant Principal      Assistant Principal

**DAILY BELL SCHEDULE**

Grade	AM Advisory	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	6th Hour	7th Hour	PM Advisory
6th Grade	8:15-8:25	8:29-9:19	9:23-10:13	10:17-11:37	11:41-12:31	12:35-1:25	1:29-2:04	2:08-2:58	3:02-3:10
7th Grade	8:15-8:25	8:29-9:19	9:23-10:13	10:17-11:07	11:11-12:31	12:35-1:25	1:29-2:04	2:08-2:58	3:02-3:10
8th Grade	8:15-8:25	8:29-9:19	9:23-10:13	10:17-11:07	11:11-12:01	12:05-1:25	1:29-2:04	2:08-2:58	3:02-3:10

**NOTICE OF NON-DISCRIMINATION**

The Grandview C-4 School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment, and provide equal access to the boy scouts and other designated youth groups.

Assistant Superintendent for Human Resources  
Grandview C-4 School District  
13015 10<sup>th</sup> St.  
Grandview, MO 64030



Dear GMS Families:

Welcome to the 2019-2020 school year at Grandview Middle School. Our goal at GMS is for each student to be successful. If at any time during the year you have questions or need assistance, the GMS staff is available to you.

This handbook contains important information concerning school procedures and policies. We ask that you review these policies to ensure a safe and orderly environment so that learning can be our highest priority. (Please be aware that the procedures in the handbook are not all inclusive. Individual teachers/teams may provide additional information specific to their classrooms.)

The Administrative Team,

Dr. VaShawn D. Smith, Principal  
Marcellena L. Gore, Assistant Principal  
Ronald T. Moore, Assistant Principal

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**CENTRAL OFFICE**  
13015 10<sup>th</sup> Street  
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Phone (816) 316-5000  
Fax (816) 316-5050

Dr. Kenny Rodriquez, Superintendent of Schools

Dr. Joana King, Assistant Superintendent  
Curriculum and Instruction

Ms. Lori DeAnda, Assistant Superintendent  
Human Resources

Ms. Ann Marie Cook, Assistant Superintendent  
Operations & Finance

**BOARD OF EDUCATION**

Mr. Leonard Greene, President  
Ms. Monica Terry, Vice President  
Ms. Barbara Polette, Treasurer  
Mr. Paul Alexander, Member  
Ms. Amy Blankenship, Member  
Mr. Chuck Cornforth, Member  
Ms. Dawn Foy, Member  
Ms. Kathy Meyers, Secretary to Supt & BOE

**ADMINISTRATIVE SUPPORT STAFF**

Mr. Adam Schwartz  
Director of Transportation  
13208 Park Hill Drive (816) 316-5175

Mr. Mike Graves  
Director of Maintenance  
1920 High Grove Road (816) 316-5925

**GMS ADMINISTRATORS**

Dr. VaShawn D. Smith, Principal  
Ms. Marcellena L. Gore, Assistant Principal  
Mr. Ronald T. Moore, Assistant Principal

**GMS PROFESSIONAL SUPPORT STAFF**

**Secretaries**

Ms. Shelly Ephland  
Ms. Gloria Dyer  
Ms. Vacinta Oliver  
Ms. Tina Ramsey  
Ms. Joy Banks

**Paraprofessionals**

Ms. Ethel Walker- SPED  
Mr. Marc McFadden - SPED  
Ms. Rose Youngs - SPED  
Ms. Terra Blair - Health Room  
Ms. Kei Katsunuma - Library

**Custodians**

Ms. Sunja Mitchell - Head  
Mr. Thomas Colon  
Mr. Devon Forbes

**Food Service**

Ms. Wendy SanAngelo – Manager  
Mr. Damon Chenault  
Ms. Elizabeth Reed

**Community Resources:**

Ms. Sandy Hill – Rose Brooks

**Student Resource Officer**

Officer Monica Romero

**GMS INSTRUCTIONAL TEAMS**

**6<sup>th</sup> Grade**

Ms. Cynthia Phillips	Ms. Rachel Reese	Ms. Cynthia Godwin
Ms. Jill Grigsby	Mr. Steven Riemer	Ms. Joanne Carmichael
Ms. Melissa Wyatt	TBA	

**7<sup>th</sup> Grade**

Ms. Cassandra Fight	Ms. Beatrice Blocks	Ms. Quinci Dacus
Ms. Marsha Curry	Mr. Paul Washington	Ms. Octavia Curtis
Ms. Ebone' Watson	Ms. Bryanna Warner	

**8<sup>th</sup> Grade**

Ms. Diane Johnson	Ms. Carmelitta Burt	Ms. Allison Richardson
Mr. Jeff Gresnick	Ms. Danielle Fajen	Ms. Demicco Woods
TBA	Ms. LaDonna Williams - Hunt	

**Special Services**

Ms. Rachael Baca, Process Coordinator

Ms. Jennifer Masden	Ms. Sandy Runyan	Ms. Victoria Barton
Ms. Raquel Tolentino - Robinson		TBA

**Encore**

ELL TBA

FACS TBA

Art Kaylan Bodenhamer

Instrumental Music	Mr. Connor Callahan	TBA
	Mr. Charles Jakes	

Vocal Music Ms. Breanna Lowry

Computer Applications Ms. Tynisha Watson

Physical Education	Mr. Ryan Rusinko	Ms. Kyla Kirksey
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Health Mr. Patrick Harrison

GTT Ms. DeeAnn Moore

Librarian Ms. Claudia Kimrey

ISS Mr. David Gray

Occupational Therapist Ms. Monica Oliver

Speech Therapist Ms. Patricia Norwood - Wilson

**Counselors**

Ms. Stacey Avery Mr. Travis Stevens

**Instructional Coach**

Ms. Samantha Dane

**INTRODUCTION**

**DISTRICT MOTTO:** Educational Excellence, Unlimited Potential

**GRANDVIEW MIDDLE SCHOOL MISSION STATEMENT:**

Grandview Middle School will increase student achievement through research-based instruction, effective use of data and collaboration. We will create a safe learning environment where respect and responsibility are hallmarks of our character.

**INDIVIDUAL ACCOUNTABILITY AND RESPONSIBILITY**

We believe that everyone has the responsibility to conduct him/herself in a manner that meets established academic and behavioral expectations.

**SCHOOL CLIMATE**

We believe in a safe, secure learning environment that promotes respect, acceptance and cooperation.

**FAMILY INVOLVEMENT**

We believe that positive interactions with family greatly influence the success of each student. Therefore, we encourage family members to attend Awards Assemblies, Athletic Events, Parent/Teacher Conferences and PTA Activities. Parents/guardians are encouraged to contact the school with any questions or concerns regarding the education of their child.

**WITHDRAWAL**

To withdraw from school, a parent must contact the main office to complete withdrawal procedures. A clearance form will be given to the student to be signed by all of his/her teachers and the office. These signatures indicate that a student is cleared with reference to textbooks, library books, and any other school equipment that might have been in his/her possession.

**LEARNER-CENTERED APPROACH**

We believe that our students are in transition from childhood to adulthood. We believe that all decisions must serve students emotional, social, physical and intellectual development.

**CURRICULUM AND INSTRUCTION**

We believe that students learn best when exposed to a variety of instructional methods that accommodate unique styles of learning. We believe that a balanced curriculum for adolescents provides the opportunity for students to explore a wide variety of learning experiences.

We believe that these learning experiences should provide students with connections between academic topics and adolescent issues.

**CURRICULUM NOTIFICATION:**

**Human Sexuality Curriculum**

FILE: IGAEB-AF3

(Notification – Middle School)

Human Sexuality Curriculum may be delivered through courses in Physical Education, Health and Wellness, Social Science, and counseling lessons. Descriptions of topics covered in the district curriculum are located on the district website and parents and students are encouraged to review district curriculum. Parents will be notified at least two (2) weeks prior to the instruction of the human growth and development and human sexuality curriculum. When a parent prefers that their child not receive instruction in either of these content areas, a written notice must be provided to the classroom teachers.

Prior to instruction, the teacher will provide the principal with the names of the students whose parents provided written notification that they prefer that their children not receive instruction in the human sexuality curriculum. The principal and the teacher will determine alternative coursework for the students.

## Every Student Succeeds Act of 2015 (ESSA)

### COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
  2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently?
- In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated?
- The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)?
- The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

# **BUILDING POLICIES**

## **MIDDLE SCHOOL OFFICE HOURS**

The office is the administrative center of the school and all functions and activities must be sanctioned by this office in order to eliminate or minimize conflicts and to operate smoothly.

The office will be open from 7:30 A.M. to 3:30 P.M. Monday through Friday.

## **SCHOOL VISITORS**

All visitors must register in the office upon entering the school building. In order to speak with or sign out a student, visitors must present proper identification (driver's license or state ID) before access to the student will be granted. Per District Policy, parents/guardians who wish to visit a classroom will need to complete the form and give 24-hour notice. Visitors will sign in, be given a visitor badge, and accompanied to the classroom by a staff member.

## **TREATS FOR BIRTHDAYS/ CELEBRATIONS**

Homemade snacks/ treats are prohibited. If you choose to bring in treats for a birthday or celebration(s) all items must be store bought and in its original container/ wrapper. **Please make arrangements with a team teacher prior to bringing treats.**

## **EMERGENCY AND INCLEMENT WEATHER PROCEDURES**

Each year there are occasions when it becomes necessary to delay the opening of schools, conduct early dismissals, or close schools due to emergencies or weather.

Announcements of delayed openings, early dismissal or school closings will be broadcast over the area television and radio stations. Please do not call the school.

## **CRISIS, FIRE AND TORNADO DRILLS**

Each classroom has a written description of the evacuation routine for crisis, fire and tornado drills. Students are expected to follow the directions given by the staff, moving quickly and quietly to assigned areas. Students should familiarize themselves with exit routes for the rooms in which they attend classes.

Every student and staff member must recognize seriousness of these drills. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action are required at all times.

## **Grandview C-4 School District advises parents about procedures during tornado warnings:**

*All schools to go into full lockdown during area warnings*

Grandview C-4 schools and facilities routinely practice tornado and other emergency drills. During a tornado warning, all C-4 schools and other facilities will be locked down. No students or staff members will be allowed to leave their take cover area until the warning has expired. For this reason, parents will not be allowed to pick up their children from school while a warning is underway as staff members would be required to leave their take cover area to release the students, putting both the students and school employees at risk.

When students and staff members take cover during tornado warnings, parents/guardians will receive a phone call through the district's automated calling system. The recorded calls will also inform parents that students will not be released from school during the warning. In addition, school staff members will not be answering the office telephones since they are required to be in their take cover positions. A second call will go to parents/guardians to notify them that the warning has expired and that students and school staff are returning to classrooms.

## **LOCKERS**

Students will be assigned a locker for their use. Each locker must be kept locked and clean at all times. Students should not give out their locker combination or put books or personal belongings in anyone else's locker. If a locker is not working properly it should be reported to the office, so it can be repaired.

Students will be allowed to go to lockers before and after school, as well as between classes. If hallway behavior becomes problematic students may be limited to the number of times they are allowed to go to lockers until behavior is acceptable.

School lockers and desks are school property loaned to students for their convenience. School authorities may search lockers or desks if they deem it necessary. School authorities acting "in loco parentis," are charged with the safety of all students under their care and supervision.

Any illegal materials will be seized. Such materials may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

## METAL DETECTORS

JFCJ - Students will receive annual notice that metal detectors can be used via the student handbook, an assembly or some other means.

**Students should be aware that hand-held metal detectors are available for use by the administration. When it becomes necessary to use detectors, they may be used in three different ways.**

1. *On an individual basis*—if there is reasonable cause to believe that a particular student has a weapon.
2. *Continuous*—when it is necessary to screen all students within or entering the building.
3. *Random*—when it is feasible to screen a statistical sample of the student body. Each student in the school has equal probability of being included in the sample.

## ELECTRONIC EQUIPMENT

All electronic equipment including but not limited to cell phones and tablets should be turned off and placed in the student's locker. Items including headphones not put in the student's locker could be confiscated and sent to the office to be returned at the end of the day.

## NON - SCHOOL EQUIPMENT

Any object not necessary to the instructional program at Grandview Middle School must be left at home or placed in the student's locker. Items such as cameras, radios, video games, cellular phones, iPods, iPads, MP3s, etc. fall into this category. If the item is not placed in the student's locker, it can be confiscated and sent to the office to be returned at the end of the day. Any type of chains such as those used to hold wallets or watches are not permitted on school grounds.

## LOST OR STOLEN PROPERTY

The C-4 District is not responsible for lost or stolen personal property.

## ACTIVITIES

There are many enjoyable, interesting and worthwhile activities available to students who wish to become involved. We strongly urge everyone to select some extracurricular pursuit.

<u>Grade</u>	<u>Activity</u>
6, 7, 8	<b>Instrumental Music</b>
6, 7, 8	<b>Vocal Music</b>
6, 7, 8	<b>Student Council</b>
6, 7, 8	<b>After School Academic Success</b>
6, 7, 8	<b>National Junior Honor Society</b>
6, 7, 8	<b>Student Newspaper</b>
6, 7, 8	<b>First Tech Challenge</b>
6, 7, 8	<b>Year Book</b>
6, 7, 8	<b>Book Club</b>

The mission of the Middle School Activities Program is to encourage appropriate behavior, develop positive self-concept, provide age-appropriate learning opportunities, and promote a concept of wholesome values through a variety of activities involving as many students as possible. The purpose of these activities is to promote the participation of all students and to help them accept others regardless of skill level.

## NATIONAL JUNIOR HONOR SOCIETY (NJHS)

NJHS is an organization that recognizes and encourages academic achievement while developing other characteristics of the middle school student. Scholarship, character, service, leadership, and citizenship are emphasized.

## STUDENT COUNCIL

The Student Council gives students an experience in school government. Student Council is the voice of the student body. Council representatives are elected and responsible to:

1. Bring comments and questions before the Council.
2. Keep the student body informed of Council activities and decisions.
3. Model good school citizenship.

## ATHLETIC ELIGIBILITY

**Students who have participated in an after school athletic program are required to return their uniforms and any other school equipment with-in five school days after the season has ended. Students who have not returned these items will not be allowed to participate in another sport until these items have been returned or paid for.**

To be eligible to participate in middle school athletics a student must meet the following criteria:

1. Receive no more than 1 failing grade (on grade card as "F" or an "I") the previous semester.
2. Have a physical examination on file in the District Athletic office.
3. Have parental permission and proof of insurance on file in the District Athletic Office.

A student who is suspended (OSS or ISS) may not participate in any athletic or after school events during the period of the suspension. (If serving ISS you may participate in practice.)

### 8<sup>th</sup> grade

Football	Boys' Basketball	Track
Wrestling	Girls' Basketball	Cross Country
Cheerleading	Girls' Volleyball	

### 7<sup>th</sup> grade

Track	Wrestling	Cross Country
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## PHYSICAL EDUCATION

Gym clothes are required for physical education classes. Gym clothes may be purchased from the school. Students are only allowed to wear shoes with non-marking soles. All items of clothing worn in classes must be properly marked with student's name. Clothing must be laundered at least once a week. Teachers will notify parent/guardian when students fail to dress out for class.

Each student is expected to participate in all activities unless he/she is excused by a doctor. Students not able to perform the more strenuous activities will be assigned other class activities. No grades are given for any activity from which the student is excused for medical reasons over an extended period of time.

**Excuses:** To be excused from physical education, a note from the student's parent/guardian is required, stating the reason for the request. If the excuse is for more than two (2) consecutive days, a doctor's excuse is required.

## SCHOOL PICTURES

Individual school pictures are taken each year. Students will be notified in advance when pictures will be taken.

## CHANGE OF ADDRESS

Please inform our office as soon as possible in the event of address or telephone number changes for your home or your parents/guardians' place of work. This keeps the information current on our address mailing and is also important so parents/guardians may be contacted in the event of an emergency.

## DISMISSAL PRECAUTIONS AND RELEASE OF CHILDREN

The Grandview C-4 School District is legally responsible for the safety of its students during the school day.

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 building principal.

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

- The building 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. **Identification must be presented before a student is released when parent or designee enters the building to retrieve a student.**
- Telephone requests for early dismissal of a student shall be honored only if the caller can be identified as the student's parent or guardian.
- Children will be released to either biological parent unless a court order indicates otherwise.
- Students will only be released to a person whose name is listed on the enrollment card unless a call or letter has been received from the parent or guardian. School personnel will verify identity of parent or guardian before verbal permission to release student to someone not listed on the enrollment card can occur. **Identification must be presented before a student is released when designee enters the building to retrieve a student.**
- Parents shall provide information concerning parental rights, including divorce decrees and restraining orders if any. School administration will review court documentation specifying custodial rights and parenting agreements and additional precautions may be taken.

**PASSES**

No passes the first 10 minutes or last 10 minutes of class.

**GRADE REPORTS**

The Mid-Quarter and Quarterly Reports notify parents of students' progress. Reports will be mailed home.

**HONOR ROLL**

To be eligible for the Honor Roll, a student must have a GPA of 3.66 to 4.0 and no grade below C-.

A = 4.000 B = 3.000 C = 2.000 D = 1.000

A- = 3.666 B- = 2.666 C- = 1.666 D- = 0.666

B+ = 3.333 C+ = 2.333 D+ = 1.333 F = 0.000

**TRIPLE A CELEBRATION**

Students who have 90% attendance, passed all of their classes with a C grade or better and have not received any office referrals will be eligible to participate in Triple A celebrations throughout the school year.

**TELEPHONE/CELLULAR PHONES**

A staff member must approve the use of district phones by a student.

Due to distractions and other issues that cell phones have created in the classroom environment, it is strongly suggested that students not bring cellular devices to school at all. Cell phone use is prohibited in school. However, if a parent determines a need for their child to have a cell phone for time periods before and after school, students will be required to leave the phone in their locker during school hours. If a student fails to keep the phone in their locker, the school will hold the phone in the front office until the end of the day. If this happens more than once, it will be treated as a defiance issue via board policy D20.

There will be zero tolerance for having a cell phone in school bathrooms and locker rooms. If a student is found using a phone in the restroom or locker room, there will be an office referral and a parent phone call will be made.

**BUILDING TRAFFIC**

Please observe the rules listed to avoid confusion.

1. Always walk to the right of the hallway or stairs.
2. Running in the hallway or stairs is not acceptable.
3. Excessive noise and inappropriate behavior are not acceptable.
4. Students are not allowed to walk in large groups or congregate in the middle of the hallway.

**TEXTBOOKS**

All textbooks, workbooks, and basic instructional materials are issued by the school on a loan basis and are to be returned at the end of the school year in as good condition (allowance for normal wear) as when issued.

Any book, equipment, etc. loaned to a student that is not properly returned will be charged to the student's account at replacement or repair cost.

**STUDENT ACCIDENT INSURANCE**

The C-4 School District does not carry accident insurance on students in the school district. The cost and administration of providing the insurance would be prohibitive. However, the school provides an application (on an optional basis) to purchase insurance that covers students while at school. Should one choose to purchase this insurance, it is strictly a contract between the family and the insurance company.

These forms will be sent home with students during the first few days of school. If parents choose to take the insurance, mail the application and payment directly to the company.

### **MIDDLE SCHOOL HOMEWORK POLICY**

Homework is a major component and a vital part of the Middle School Program. It is an extension of the regular daily school program. The goal is to help students develop good homework/study habits through regular homework assignments. Homework assignments should generally fulfill one or more of the following purposes:

1. Practice to reinforce and/or strengthen skills.
2. Reading of assigned literature or text material.
3. Research activities.
4. Complete long-term projects.
5. Review material covered in class.

**Amount of Homework:** The amount of homework assigned normally increases as the student progresses through school. While it is not feasible to establish rigid time limits, students should expect homework on a daily basis.

**Late Homework:** It is the student's responsibility to see that homework assignments are handed in or are ready to be checked on the due date assigned by the teacher.

### **MAKE-UP WORK**

Make-up work will be granted for excused absences. It will be the responsibility of the student to contact his/her teachers the day following the absence. Time allotted for make-up work will be the same as the number of days absent.

### **RIDING A SCHOOL BUS**

Riding the school bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey his/her requests.

Students riding the bus are expected to go directly from the bus to the building each morning. After school, students are to board the bus without leaving school property.

Upon arrival to school, students requesting to ride any bus other than their assigned bus or getting off at a bus stop other than their assigned stop must present a signed note from both sending and receiving parents granting permission, which would indicate the reason, bus stop, name, address and phone number of destination. This must be approved by a Building Administrator.

Failure to observe all rules will result in a referral to the assistant principal's office. If a student cannot comply with the regulations, he/she may be denied the privilege of riding the bus.

### **LIBRARY**

Students are encouraged to use the library at every opportunity. A librarian is on duty to assist students and staff. Materials available include books, magazines, newspapers and reference materials. Most books may be checked out for two weeks and renewed if necessary. All materials are to be returned to their proper place after each use.

Students are expected to pay for lost, damaged and over-due materials.

### **GUIDANCE AND COUNSELING**

The purpose of the guidance program is to assist the student in making wise choices concerning both educational and personal development. Any student wishing to see a counselor should make an appointment in the Counseling Center.

### **MEDICATION AT SCHOOL**

Please be aware that we do not give any medications at school without a prescription/doctor's order – this includes non-prescription medications. Medications need to be brought to the Health Room in the original container by an adult.

### **CAFETERIA**

Breakfast and lunch are served daily in the school cafeteria. Lunch and/or breakfast may be brought on a daily basis or students may put money on account for future purchases (Student Breakfast = \$1.85 and Student Lunch = \$2.50).

In order to keep the cafeteria clean and pleasant, the following rules will be observed by all students:

1. Leave top of table clean.
2. Leave floor free of debris, even if left by previous group.
3. Leave chairs upright and under table, unless otherwise directed.

4. Refrain from excessive noise and/or unacceptable conduct. This will not be tolerated and may result in loss of cafeteria privileges.
5. Do not cut in the food line, change seats or tables, or bother another's lunch tray.
6. Leave items purchased during breakfast or lunch in the cafeteria.
7. Wait for your classroom teacher to escort you to and from the cafeteria.
8. Eat only cafeteria food or individual sack lunches in the school cafeteria. No "catered"/delivered food allowed.

#### **USE OF CANINE (See Board Policy JFG)**

The Grandview consolidated school district is committed to providing a drug-free environment for students, staff, and visitors. The use of drug detection dogs could be utilized during the school year to search all accessible areas in the building. The searches could be done at "random." Students are not allowed or permitted to have any contact with the dogs because of safety reasons. Students that initiate any contact with the dogs will be subject to disciplinary action.

#### **GENERAL SCHOOL REGULATIONS**

1. Do not arrive on the school grounds before **7:55 A.M.** if walking or coming in a private car.
2. Do not leave the school grounds after arrival in the morning, during lunch period, between any class period or while waiting for a bus, without permission from the office. A written notice or personal contact from a parent/guardian is necessary to receive permission to leave the school grounds.
3. Keep all unnecessary noise to a minimum when changing from one class to another. Do not use hall areas other than those needed in changing rooms.
4. Proceed directly to your next class. Any student who arrives after the bell when getting to his/her next class will be considered tardy.
5. Obey the teachers on hall duty and follow their instruction.
6. Close locker doors without slamming them. Lockers will be inspected periodically as to maintenance and cleanliness.
7. Keep to the right when passing in halls or on the stairs. **NO RUNNING IN HALLS OR ON STAIRS AT ANY TIME.**
8. Do not loiter in the main lobby, halls, restrooms, or any unsupervised area. Any group of more than two students will be asked to move.
9. Walk on the sidewalks at all times when entering or leaving the building. Stay off the lawns and shrubbery areas.
10. Do not throw any objects near the school building or where other students are in danger of being hit. Snowballing is not permitted on school property.
11. Take proper care of all books and school property. Students will be charged for books, lockers, or other materials damaged beyond normal wear. The price of any lost book will be determined by the cost of its replacement. The student responsible for the lost book will be required to pay at the end of the school year.
12. Do not attend after-school extracurricular activities if you have not been in attendance on the day such an event is held.
13. Keep lockers in order and locked at all times. Do not open any locker other than the one assigned. Students should not share lockers.

## **SEXUAL HARASSMENT**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff or any student to harass a staff member or student through conduct or communication of a sexual nature as defined below. Sexual harassment includes, but is not limited to, any unwelcome sexual overtures, requests for sexual favors, or a sexually offensive environment made or maintained by a member of the school staff or by a student. Sexual harassment may include the following:

- Unsolicited or unwelcome verbal comments
- Gestures or physical contact of a sexual nature
- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications, unwelcome touching and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, grades, promotion, salary, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to the building principal, guidance counselor, or other individual designated to receive such complaints. If such a designated person is the accused, then the complainant may file his or her complaint with that person's supervisor or superior. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status in the district, nor will it affect future grades, promotions, work assignments, etc.

Right to confidentiality, both of the complainant and the accused, will be respected and consistent with the district's legal obligations and with the necessity to investigate allegations of the misconduct which occurred.

A substantiated charge against a staff member shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

## **CHECK ACCEPTANCE POLICY:**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

## **VIDEO:**

District busses and school buildings are under video surveillance.

## **DISTRICT DISCIPLINE GUIDE**

**The discipline and attendance policies of the Grandview Public Schools, while assuring due process for students, foster communication among school personnel, students and parents. Their purpose is to promote a safe and orderly educational atmosphere. Students are expected to attend school regularly, be respectful of other people and their belongings, be respectful and cooperative with school staff members, and cause no disruption to the learning environment. A district-wide discipline policy is enforced and explained to students during the first week of school and periodically throughout the school year.**

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a 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 regulation, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Management of student discipline is most effective when school personnel, parents and students work cooperatively. Communication between all parties is critical. Therefore, all disciplinary actions taken will be accompanied by a principal/parent/student conference (PPSC). Teachers and other staff may be requested to participate in conferences as deemed necessary by the principal. All disciplinary actions will be noted in the student's disciplinary record. Law enforcement officials will be notified consistent with procedures outlined in the Missouri Safe Schools Act.

### **Student Conflict**

When resolving conflicts, students are expected to contact an adult (teacher, counselor and administrator) prior to trying to address the situation on their own.

### **Definitions**

Suspension – Suspension refers to both in-school suspension (ISS) and out-of-school suspension (OSS) unless otherwise noted. Students who are suspended (in or out of school) may not attend any school functions held at home or at another school campus/location. Any assignment that would require them to be in attendance outside the normal day (e.g., concerts) must have an alternate assignment provided. Students who are suspended out of school for only one to two (1-2) days will have the ability to make up missed assignments. Work given while a student is suspended will be due no later than two (2) days after the student returns.

Crossroads – A program that provides an opportunity for students who have an OSS to make up work. Students who are recommended for Crossroads and who choose to attend will have their out-of-school suspensions changed to in-school suspensions in their records. Students suspended out of school and not attending Crossroads may not make up any work unless otherwise noted in this regulation. Students choosing not to attend Crossroads will have their suspensions recorded as out-of-school suspensions in their records. Students who choose not to attend Crossroads and/or those who receive out-of-school suspensions and are not recommended for Crossroads may make up their work as outlined in procedure JED-API.

Occasionally, Crossroads will be at capacity and unable to accept new students. Students who receive an out-of-school suspension and are recommended for Crossroads during that time will be able to make up assignments.

Restitution – Reimbursement/Replacement needed for equipment, furniture, walls, etc., that have been damaged due to a student's actions, whether willful or accidental.

### **Reporting to Law Enforcement**

It is the policy of the Grandview C-4 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. 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 (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

### **Student Offenses and Consequences**

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

At the elementary level, some consequences are divided by primary and intermediate. Primary is defined as Pre K-3; intermediate is defined as grade 4 and above.

**A10. 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.

### **Elementary/Middle School/High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, no credit for the work, grade reduction, or replacement assignment.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, no credit for the work, grade reduction, course failure, or detention or 1-5 days ISS.

**A20. Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle School/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student’s action, whether it was willful or accidental will be made if appropriate, PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**A30. Assault** – 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

**Elementary/Middle School/High School**

**All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Elementary**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-3 days OSS or Crossroads.

**Second Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-5 days OSS or Crossroads.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 5-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Middle/High School**

**First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**A40. Automobile/Vehicle Misuse** – All student vehicles must be insured and registered with the office prior to the first period of the first day on which they are driven. When the vehicle is registered, a parking permit must be purchased. The permit is to be placed on the vehicle as designated by the school. Motorcycles are considered vehicles and must be registered and display stickers. Students who drive on school property are required to have a valid driver’s license, drive in a safe and courteous manner and to observe all traffic regulations while continually being alert for other cars and pedestrians. Speeds are not to exceed 10 mph on school property and the prescribed traffic and parking patterns must be followed. Students are not to honk horns or make undue disturbances on the parking lot.

Students driving to school should park their cars immediately after arriving on the designated student lot. Cars are to be parked within designated spaces and are not to be parked in a manner which takes more than one designated space. Any student car that is parked in a traffic lane, the faculty lot, a bus loading zone, or other restricted area without proper or visible permit may be towed without warning at the owner’s expense and/or other disciplinary action may result. Automobiles parked on the school lot may be searched. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **High School**

### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and suspension or revocation of parking privileges, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and revocation of parking privileges, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

## **B10. Bullying and Cyber Bullying (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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

## **Elementary/Middle/High School**

### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**B20. Bus or Transportation Misconduct** – Any offense committed by a student on transportation provided by or through the district shall be disciplined 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. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation. Penalties will be consistent with this regulation and other policies referenced herein.

## **Elementary/Middle/High School**

### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention with possible revocation of bus privileges from 1-180 days, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**C10. Combination of Repeated Offenses** – Behavior that is continually disruptive to the learning process thus requiring discipline in a combination of categories as outlined in this regulation. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary/Middle/High School**

### **First - Third Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 3-5 days OSS or Crossroads.

### **Subsequent Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS with a possible referral for consideration of a long-term suspension or expulsion.

**D10. Dishonesty** – Any act of lying, whether verbal or written, including forgery, cheating and plagiarism. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary/Middle/High School**

### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**D20. Defiance/Insubordination** – Stated or implied intention to not comply with school rules or reasonable requests of a staff member. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

##### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**D30. 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, 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. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary**

##### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.

#### **Middle School**

##### **First - Third Offenses:**

Administrative options include one or any combination of the following consequences: PPSC and verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

##### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, detention, 3-10 days ISS, 5-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

#### **High School**

##### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

##### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 3-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**D40. Disruptions Caused by Gang-Related Activity or Disruptions by Other Threatening Groups** – As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

#### **Elementary/Middle/High School**

##### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**D50. Disruptive Common Area Behavior** – This category would include conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts the school environment. Common areas include but are not limited to: halls, cafeteria, restrooms, playground, field trips, school grounds, assemblies and parking lots. Examples are horseplay, shouting and yelling and in other ways creating a disturbance. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary**

### **First - Third Offenses:**

Administrative options include one or any combination of the following consequences: Reteach/Redirect, PPSC, verbal reprimand, detention, 1 day ISS.

### **Subsequent Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-3 days OSS or Crossroads.

## **Middle/High School**

### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

### **Drugs/Alcohol (see Board policies JFCH and JHCD)**

**D60.** Possession of or attendance while under the influence of or soon after consuming any over-the-counter drug, herbal preparation or imitation of the above, 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. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary**

### **All Offenses:**

Situations in this category can result in consequences as minor as a verbal reprimand up to a recommendation to the superintendent for expulsion. The age of the student and the severity of the offense will be considered. In all cases, parents will be notified of the situation.

## **Middle/High School**

### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS with possible referral for consideration of a long-term suspension or expulsion. Offenders may receive up to 5 days ISS or Crossroads in lieu of an equal number of days to be suspended out of school if the parents and students agree in writing for the student to undergo a professional evaluation for possible chemical dependence.

### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**D70. Sale, purchase or distribution** – Sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation of the above, prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/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. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary/Middle/High School**

### **All Offenses:**

Administrative options include one (1) or any combination of the following consequences: PPSC and 10 days OSS or Crossroads with referral for consideration of a long-term suspension or expulsion.

**E10. Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

## **Elementary**

### **First Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, restitution, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.

### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, restitution, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

### **Middle School/ High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, restitution, detention, 1-5 days ISS, 1-10 days OSS or Crossroads.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC and restitution, 1-5 days ISS, 10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

### **F10. Failure to Care / 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.

### **Elementary**

#### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC with restitution, detention, or 1-5 days ISS.

### **Middle School/ High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC with restitution, detention, or 1-5 days ISS.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC with restitution, detention, or 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

### **F20. Failure to Meet Conditions of Suspension**

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:

- a. The student is under the direct supervision of the student's parent, legal guardian or custodian.
- b. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
- c. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

### **Elementary/Middle/High School**

#### **All Offenses:**

If a student violates this prohibition, the police will be called and the student may be arrested for trespassing, and may be subject to additional disciplinary consequences.

**F30. False Alarms** – 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 school property. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary/Middle/High School**

### **All Offenses:**

Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, or other damages incurred due to student's action whether it was willful or accidental will be made, PPSC, verbal reprimand, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **F40. Verbal Conflict**

### **Elementary/Middle/High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC and mediation, verbal reprimand, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.

#### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

## **F50. Physical Conflict**

### **Elementary**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS and mediation, 3-5 days OSS or Crossroads. If fight involves groups of people or it is a gang fight, there will be recommendation for consideration of long-term suspension or expulsion.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, 1-10 days ISS and mediation, 5-10 days OSS or Crossroads. If fight involves groups of people or it is a gang fight, there will be a recommendation for consideration of long-term suspension or expulsion.

### **Middle/High School**

#### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, mediation and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension. If fight involves groups of people or it is a gang fight, there will be a recommendation for consideration of long-term suspension or expulsion.

**F60. Fireworks, Chemical Disruption** – Possession or ignition of fireworks or chemicals on school property. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### **Elementary/Middle/High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand and detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**G10. 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.

### **Elementary**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention or 1-5 days ISS.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention or 1-10 days ISS, 1-10 days OSS or Crossroads.

### **Middle School/High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention or 1-10 days ISS.

**Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, detention or 1-10 days ISS, 1-10 days OSS or Crossroads.

**Harassment, including Sexual Harassment (see Board policy AC)** – Harassment also includes Internet use or other electronic technology to harass or intimidate.

**H10. Verbal/ Written** – Use of material of a sexual nature or unwelcome verbal, written, digital (use of technology to harass) or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law or “Additional Prohibited Behavior” outlined in policy AC. 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. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**H20. Physical** – 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 or “Additional Prohibited Behavior” outlined in policy AC. 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; or by “Additional Prohibited Behavior” outlined in policy AC. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts’ grounds, and/or at an alternate location, except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**H30. Hazing (see Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**I10. Inappropriate Use of Technology and/or Property (see Board policies EHB and KKB and procedure EHB-AP)** – This includes, but is not limited to, inappropriate use of technology (Internet, text messaging, cell phones, or other electronic technology, etc.), phones, school address, videos or music. Inappropriate material will be confiscated.

The use of any C-4 computer is a privilege, not a right. This privilege may be revoked by the administration at any time upon violation of acceptable use. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/ High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made. PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**I20. Incendiary Devices** – 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.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**M10. Miscellaneous Offenses** – In addition to offenses previously stated, disciplinary action may be taken for any general threats to harm or injure others or offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**N10. Nuisance Items**

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

**Elementary**

**First Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention.

**Subsequent Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, detention, 1-5 days ISS.

**Middle/High School**

**First Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-5 days ISS.

**Subsequent Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads.

**P10. Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS.

**Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, detention, 1-5 days ISS, 1-5 days OSS or Crossroads.

**R10. Recording** – Use of audio or visual recording equipment in violation of Board policy KKB.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, 1-5 days ISS.

**Subsequent Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**S10. Sexting/ Possession 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.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**S20. Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**S30. Staff/ Faculty Member Safety Violations** – Inappropriate behavior or physical contact with any school employee or volunteer, including physical contact that does not rise to the level of assault but is physical contact that reasonably could be expected to be injurious. This includes physical contact committed recklessly and without specific intent.

**Elementary/Middle/High School**

**All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC and 3-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**T10. Theft** – Theft, attempted theft or possession of stolen property. When appropriate, restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**Second Offense:**

Administrative options include one or any combination of the following consequences: PPSC, detention, 3-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

**Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC and 1-10 days OSS or Crossroads with a referral for consideration of a long-term suspension or expulsion.

**T20. Threats or Verbal Assault** – Verbal, written, pictorial, digital (use of electronic technology to harass) or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary/Middle/High School**

### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

### **Tobacco**

**T30. Possession** – Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

**T40. Use** – Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

## **Elementary/Middle/High School**

### **First Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, verbal reprimand, detention, 1-5 days ISS.

### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC and 1-10 days ISS, 1-10 days OSS or Crossroads.

**T50. Truancy/ Tardiness (see Board policy JED and procedure JED-AP1)** – Absence from school or class without the knowledge and consent of parents/guardians and school staff; excessive non-justifiable absences, even with the consent of parents/guardians. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

## **Elementary**

### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-3 days ISS.

## **Middle School**

### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-3 days ISS.

### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 3-5 days ISS.

## **High School**

### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-3 days ISS.

### **Second Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 3-5 days ISS, and removal from extracurricular activities.

### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, 3-10 days ISS, 3-10 days at Crossroads with possible referral for consideration of a long-term suspension and consideration of alternative placement options.

**U10. 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; entering or assisting any other person to enter buses or the transportation facility the person is not authorized to enter; assisting unauthorized persons to enter a district facility through any entrance. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### **Elementary/Middle/High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: PPSC, verbal reprimand, detention, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a long-term suspension or expulsion.

**U20. Unservd Detention Periods** – This category is defined as unapproved absence from assigned detention hours or the failure to complete principal-assigned corrective tasks. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### **Elementary/Middle/High School**

#### **First Offense:**

Administrative options include one (1) or any combination of the following consequences: PPSC, 2 office detentions, long detention.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: PPSC, long detention, 1-3 days ISS, 3-5 days OSS or Crossroads with a possible referral for consideration of a long-term suspension.

**U30. Unservd Long Detentions** – This category is defined as unapproved absence from assigned detention hours for reasons other than those that are approved by the proper school official. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### **Middle/High School**

#### **All Offenses:**

Administrative options include one or any combination of the following consequences: PPSC, 1-10 days ISS, up to 3 days OSS, or Crossroads with a possible referral for consideration of a long-term suspension.

#### **V10. Vandalism (see Board policy ECA)**

Damage or the attempt to cause damage to real or personal property belonging to the district, staff or students including equipment, furniture, walls, etc. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

### **Elementary/Middle/High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made, PPSC, detention, 1-5 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

#### **Subsequent Offense:**

Administrative options include one or any combination of the following consequences: Restitution: reimbursement/replacement needed for equipment, furniture, walls, etc., that have been damaged due to student's action whether it was willful or accidental will be made, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with possible referral for consideration of a long-term suspension or expulsion.

#### **Weapons (see Board policy JFCJ)**

**W10. Instrument** – 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. This would also include toys that resemble weapons. Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

### **Elementary/Middle/High School**

#### **First Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a suspension or expulsion.

#### **Subsequent Offense:**

Administrative options include one (1) or any combination of the following consequences: Confiscation, PPSC and 10 days OSS or Crossroads with a referral for consideration of a suspension or expulsion.

**W20. Firearm** – 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). Students found to be in violation and receiving a suspension may not attend any school functions held at home or at another school campus/location except for those indicated in this regulation.

**Elementary/Middle/High School**

**All Offenses:**

Confiscation and one (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent

**W30. Ammunition/Component** – Possession or use of ammunition or a component of a weapon. Students found to be in violation and receiving a suspension may not attend any district functions held on district grounds, other school districts' grounds, and/or at an alternate location, except for those indicated in this regulation.

**Elementary/Middle/High School**

**First Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a possible referral for consideration of a suspension or expulsion.

**Subsequent Offense:**

Administrative options include one or any combination of the following consequences: Confiscation, PPSC, 1-10 days ISS, 1-10 days OSS or Crossroads with a referral for consideration of a suspension or expulsion.

**\*\*\* Board policy JG-R 1-40 (Student Discipline) may change per board approval and will be updated on Grandview C-4 website as needed**

## SECONDARY ATTENDANCE POLICY– PER SEMESTER

To report an absence - 816.316.5603

### Three (3) Days of Absence

- Letter sent home explaining the Attendance Policy.

### Six (6) Days of Absence

- Letter sent home explaining the Attendance Policy.
- Team teachers, assistant principal and counselor meet with student to discuss reasons and provide prevention and intervention strategies.

### Nine (9) Days Absence

- Letter sent home explaining the Attendance Policy.
- Conference with the parent(s), student, student's team teachers, assistant principal and counselor is scheduled.
- Possible hotline to the Children's Division of the Missouri Department of Social Services made if recommended as a result of the conference.
- Hotline to Children's Division of the Missouri Department of Social Services made if absences persist without reasonable explanation.

### Twelve (12) Days Absence

- GMS sends certified letter to parent/guardian.

### TRUANCY:

Truancy is being absent from school without the knowledge of school officials or parents, regardless if for one class period or all day. The truancy policy is for all year, not by semester. Parents will be notified by phone if truancy occurs.

### TARDY TO SCHOOL (per quarter)

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> offense = Student warned

4<sup>th</sup> offense = Letter sent home to parent/guardian from main office.

5<sup>th</sup> offense = Letter sent home to parent/guardian from main office.

6<sup>th</sup> and subsequent offenses = Student referred to administration.

### TARDY TO CLASS

Students are required to be in class on time. The student is responsible for being prepared to undertake the academic activity when class is scheduled to begin.

A three (3) day grace period will be in place at the beginning of the school year. There will be a two (2) day grace period at the beginning of each quarter for new classes. New students, who enter the district after the school year has started, will be given a five (5) day grace period.

### The following procedures will be in place:

1. Each student is responsible for his/her own plan book and is not to loan or have another in his/her possession. Students who have lost their plan books must come to the office and notify the assistant principal of the loss. Only 1 duplicate plan book will be sold per student. Students will be issued only one (1) duplicate tardy sheet per quarter.
2. The tardy sheet will be signed when the student is tardy to class.
3. Students who arrive at school after 8:15 A.M. will be sent to the office. A member of the office staff will assign a tardy.
4. The second time a student is tardy to class the teacher will assign a tardy and call the parents.
5. On the fourth tardy, the teacher will assign a tardy and refer the student to the counselor. The counselors will conference with the student and call the parent.
6. On the sixth and subsequent tardy, the teacher will refer the student to the office.
7. Students tardy without a plan book will be referred to the office.
8. If a student is more than five minutes late to class, the teacher will not sign the sheet but will refer the student to the office. The assistant principal will determine if it is tardy or truancy.

### Student and Parent Responsibilities:

- It is the student's responsibility to make arrangements with teachers and to complete all work prior to missing class in a school sponsored activity or field trip.
- When absent on the day of a school sponsored activity, the student must have the approval of the building administrator to participate.
- Students who leave school for any reason during the school day must check out through the attendance office. Students not following this procedure or supplying false or fraudulent reasons will be considered truant. Students must have parental permission verified by phone by the office in order to leave school.
- Parents of absent students are required to call the school by 8:00 A.M. the morning of the absence.

- If parents, for some reason, are unable to notify the school of the student's absence, the school will try to contact the parents. If contact cannot be made, the student will be classified truant.
- Missouri School Law, under the Compulsory School Attendance subsection, places the burden of responsibility for school attendance on the parent.
- Parents are to personally sign students out when picking them up to leave the building.
- If parents plan to take a student out of school for three or more days, they must make arrangements with the administration two (2) days in advance. This time is needed for make-up work.

**TAKE YOUR CHILD TO WORK DAY:**

The Department of Elementary and Secondary Education (DESE) attendance policy requires that students who participate in Take Your Child to Work Day are marked as absent. This is a state decision that the district must adhere to. Below is the official DESE Attendance Reporting rule:

Excused Absences-A district may have policies allowing an excused absence for various purposes such as illness, religious beliefs, testing, etc. However, there is no authority to give attendance credit for students neither in attendance nor under the direct supervision of a certificated teacher. Students must be in attendance in an instructional capacity under direct supervision of a certificated employee of the district to be counted for attendance state aid purposes

**Grandview Middle School Dress Code**  
GC-4 Secondary Clothing Guidelines (GMS, MCM, and GHS)

The primary purpose of these dress guidelines is to ensure a school atmosphere where optimal student learning can take place. **With the frequent changes in clothing styles and fashion, the delineation of specific examples of inappropriate school clothing can only serve as a guideline.**

Whenever student attire causes a disruption to the learning process or, in the reasonable opinion of the building administrator is inappropriate or is likely to be a threat to one's safety or health, the student will be requested to change to more appropriate attire.

The school may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems.

**Condensed Version:** Clothes that expose your **Back, Belly, Buttocks, or Bust** are not permitted.

**The following clothing is inappropriate for school and will not be allowed:**

1. Headwear including but not limited to hats, scarves, hair picks, combs, curlers, shower caps, stocking caps, do-rags, hair nets, berets and hoods (Headwear for religious reasons is permitted.)
2. Tank tops, halter tops and cut-off tops.
3. Clothing exposing navels, cleavage, backs and midriffs.
4. Any attire where the posterior or undergarments are exposed.
5. Any clothing with tears or holes that reveal undergarments.
6. House shoes and pajamas.
7. Items making reference to profanity, sex, alcohol, tobacco, drugs, racism, obscene gestures or pictures, weapons, gangs, and violence.
8. Chains, as well as jewelry and/or accessories with spikes, points, or sharp edges.
9. Sunglasses.
10. Coats, heavy jackets, windbreakers and backpacks worn during the school day.

**Whenever student attire disrupts the educational environment or promotes disruptive behavior, the student will be requested to change to more appropriate attire.**



# WHAT IS PBS?

Positive Behavior  
Support

It teaches me how to  
behave here at GMS.

I will learn what it  
means to be  
RESPECTFUL and  
RESPONSIBLE.

It makes sure that  
GMS is a safe place  
to learn.

I can get recognized for  
good behavior.



At Grandview Middle School, we are committed to School Wide Positive Behavior Support to promote a safe and consistent learning environment, and ensure the academic and social excellence of our students.

G

R

R

	<b>All Settings</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Buses</b>	<b>Classrooms</b>
<b>R</b> <b>E</b> <b>S</b> <b>P</b> <b>E</b> <b>C</b> <b>T</b> <b>F</b> <b>U</b> <b>L</b>	<p><b>Respond positively with words, tone, and actions.</b></p> <p><b>Listen silently when an adult is speaking.</b></p> <p><b>Change behavior when redirected the first time.</b></p> <p><b>Hands, feet, and objects to yourself.</b></p>	<p><b>Use a quiet voice.</b></p> <p><b>Wait patiently in lines.</b></p> <p><b>Change behavior when redirected the first time.</b></p>	<p><b>Use a quiet voice.</b></p> <p><b>Wait patiently in lines.</b></p> <p><b>Change behavior when redirected the first time.</b></p>	<p><b>Use a quiet voice.</b></p> <p><b>Hands, feet, and objects to yourself.</b></p> <p><b>Change behavior when redirected the first time.</b></p>	<p><b>Teachers will define rules based on expectations of Respect.</b></p> <p><b>Change behavior when redirected the first time.</b></p>
<b>R</b> <b>E</b> <b>S</b> <b>P</b> <b>O</b> <b>N</b> <b>S</b> <b>I</b> <b>B</b> <b>L</b> <b>E</b>	<p><b>Follow all school rules and district policies.</b></p> <p><b>Be on time with all necessary supplies.</b></p> <p><b>Follow directions when asked.</b></p> <p><b>Put all electronic devices away before entering the building</b></p> <p><b>Follow district dress code.</b></p>	<p><b>Walk at all times.</b></p> <p><b>Walk on the right side of hallway and stairs.</b></p>	<p><b>Keep tables and floor clean.</b></p> <p><b>Stay seated in your assigned area.</b></p> <p><b>Push in chairs when leaving the table.</b></p>	<p><b>Stay seated.</b></p> <p><b>Keep your area clean.</b></p>	<p><b>Teachers will define rules based on expectations of Responsibility.</b></p> <p><b>Be on time with all necessary supplies.</b></p>

*At Grandview Middle School, we are committed to School Wide Positive Behavior Support to promote a safe and consistent learning environment, and ensure the academic and social excellence of our students.*

