

**East Newton R-VI**

**Granby**

**Triway**

**Grades K-8 Student Handbook  
2023-2024**

**EAST NEWTON  
MISSION STATEMENT**

**“Better learning, Better lives”**

**Granby: Learn Today, Lead Tomorrow**

**Triway: Every Child; Every Minute; Every Day**

**YOUR RIGHTS AS PARENTS**

East Newton R-VI School District wants you to know that upon request, we are required -in a timely manner- to provide you the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information you may request, we are obliged to provide parents information on the achievement level of your child in each of the state academic assessments and a timely notice if your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**ESSA COMPLAINT PROCEDURES** A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied or misinterpreted by school district personnel.

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

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

- 1). Complaints on behalf of individual students should first be addressed to the teacher.
- 2). Unsettled matters from step 1 should be directed to the school Principal.
- 3). Unsettled matters from step 2 should be directed to the Superintendent.

If the matter cannot be settled satisfactorily by the Superintendent, it should be brought to the Board of Education. Questions and comments submitted to the Board Secretary in letter form will be brought to the attention of the entire School Board at a regularly scheduled meeting. If necessary, a hearing with the Board will be scheduled to resolve the complaint. However, the decision of the School Board shall be final except in the case of complaints concerning the administration of federal programs. To see the NCLB complaint procedure in its entirety see the East Newton website or the DESE website (dese.mo.gov).

In that case, the complainant may go to the Missouri Department of Elementary and Secondary Education and from there on to the United States Department of Education.

**TO THE STUDENTS OF EAST NEWTON SCHOOLS**

It is a pleasure to greet you as students of the East Newton School District. It is our hope that your years here will be some of the most pleasant, enlightening, and interesting of your life. This handbook has been prepared to assist you in becoming familiar with school rules, regulations and activities. It is designed to give you the guidance needed for a successful learning experience. We recommend that you read it carefully and discuss it with your parents. We are proud of our school and the reputation it has in the community. We hope that you too will be proud of the EAST NEWTON ELEMENTARY & JUNIOR HIGH SCHOOLS.

**GENERAL BELL SCHEDULES**

**GRANBY**

|             |   |
|-------------|---|
| 7:30        | Breakfast - students may begin to report to class |
| 8:00        | Classes Begin                                     |
| 8:02        | Morning Announcements                             |
| 10:45-12:51 | LUNCH (K-8)                                       |
| 3:45        | School Dismisses - Bus and Car Riders Dismissed   |
| 3:50        | Walkers Dismissed after Buses Leave               |

**TRIWAY**

|               |   |
|---------------|---|
| 7:30          | Breakfast - students may begin to report to class |
| 8:00          | Classes Begin                                     |
| 8:02          | Morning Announcements                             |
| 10:40 – 12:35 | LUNCH (K-8)                                       |
| 3:25          | School Dismissal – Early Buses Leave              |
| 3:30          | Parent Pickup                                     |
| 3:45          | Late Buses Leave                                  |
| 3:50          | Walkers Dismissed after late busses have left     |

### EARLY ARRIVAL

Students should not have a need to be on campus before 7:30 a.m. If there is a need for earlier arrival, then that should be cleared through the building principal. If the students arrive at school before 8:00 a.m., they should report to the designated early arrival room. At 8:00 a.m. and after, each student should report to their designated spots or to the cafeteria if they are eating breakfast.

### ATTENDANCE POLICIES

State Law: 167.031 Compulsory School Attendance” States the following, “A parent, guardian or other person in this state having charge, control or custody of a child between the ages of seven and sixteen years of age shall cause the child to attend regularly some public, private, parochial, parish, or home school or a combination of such schools not less than the entire school term of the school which the child attends...”

East Newton R-VI School Board Policy JEA, Compulsory Attendance Ages, states the following:

“Any child between the ages of five (5) and seven (7) who is enrolled in the East Newton R-VI School District shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child. Any child who is a resident of the school district and who is between the ages of seven (7) and 16 years shall attend a day school, public or private, as specified in state law. The Board of Education shall abide by the compulsory attendance laws of Missouri by requiring district children between the ages of seven (7) and 16 years to attend school full time, with the exception of those students who may be excused from full-time attendance by the superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the superintendent on the merits of the individual student’s application. Any student age 16 years or older who drops out of school for any reason other than to attend another school, college or university or to enlist in the armed services, shall be reported to the state literacy hotline office.”

In an effort to establish an attendance policy, which will help the students develop good habits, meet the policies of the School Board and to abide with the state law the following guidelines are established:

1. Students should bring notes or parents should call for student absences or tardies. Notes from doctors are encouraged. Students missing more than ten days per semester will be required to present a note signed by a doctor for each absence. (Ask doctors to identify any special limitations to be observed and a time limit if any).
2. Acceptable reasons for absences from school are: personal illness, illness of a family member requiring the students' help, death in the family and certain recognized religious holidays. All other absences, without prior approval from the principal will be considered unexcused. (PLEASE SEE #3 AND #4 BELOW AND ALSO THE "HOMEWORK AND MAKE-UP WORK POLICY ON THE FOLLOWING PAGE).
3. Contact with school is a **must** when a student is absent.
  - a. Every absent student will bring a note from parents listing the reason for absence(s). This note will be taken to the student's principal/secretary before admission to their classroom.
  - b. The school will attempt to contact the home of every absent student.
4. A letter will be sent to each home when the student has three (3), six (6), and ten (10) absences. Unexcused absences are any which are not listed in #2 above. An absence will also be considered unexcused if the student does not bring a note the next school day or if the office does not have contact with the parents by phone.
5. Parents or guardians, who in the judgment of the principal have allowed their children to be absent 10 times for insufficient reasons, may be referred to the county authorities. **The student may be retained when absences exceed 10 unexcused.**
6. Students are eligible to make up all work missed when given an excused absence. Credit will be given for work turned in on time; based on a day for every day absent.
7. Tardiness - if a student arrives late to school, they should report to the office for a late slip. Should a student be detained in the office, or by a teacher, the student should ask for a late slip from that person before going to the next class.

### TRANSFER AND WITHDRAWAL

Students transferring to East Newton Schools must qualify for attendance by residence standards. Students shall submit a transcript and evidence of achievement in present grade level or grade last attended if transfer is during the summer. A student who is withdrawing from school should present a written withdrawal request from his/her parents. A check-out form will be used to clear the student of his/her obligations in each class. All textbooks and school materials must be returned. He/she must also clear through the office, and all fines and charges must be paid. Withdrawing students will be given a copy of their checkout form.

### MAKE-UP WORK POLICY

Students with absences may make up work missed while absent within the following guidelines:

- A. Students will be entitled to make up work upon request to the teacher. The request for make-up work must be made prior to or on the day the student returns to class - not days or weeks later.
- B. Students will have one day to make up work for each day missed if the student misses only one day. If they miss more than one day they will usually be given three days to do make-up work (principal’s discretion).
- C. Students who are absent on a test day will take the test on the day they return to class only if the test had been previously announced otherwise, it may be delayed one class day only.
- D. Students who are going to be absent for two or more days may request homework assignments through the principal's office. These may be picked up by the parents at the end of the school day or sent home by another student.

## GRADE CARDS

Grade reports will be issued at the end of each 9-week period. Progress Reports will be issued every 3 weeks. Semester grades (18 weeks) are made a part of the student's permanent record. Students who have been irregular in attendance may receive an "I" (Incomplete) grade until the next marking period. An incomplete grade may also be given when a student has not completed required work. An "I" given for work not completed must be removed within one week after the quarter ends or the grade automatically becomes an "F". Parents are invited to discuss their child's progress with classroom teachers, counselor and principal.

## GRADING SYSTEM

| PERCENTAGE | GRADE | 11 POINT | DESCRIPTION    |
|------------|-------|----------|----------------|
| 95- 100-   | A     | 11       |                |
| 90 - 94-   | A-    | 10       | Excellent Work |
| 87 - 89 -  | B+    | 9        |                |
| 83 - 86 -  | B     | 8        | Above Average  |
| 80 - 82 -  | B-    | 7        |                |
| 77 - 79 -  | C+    | 6        |                |
| 73 - 76 -  | C     | 5        | Average        |
| 70 - 72 -  | C-    | 4        |                |
| 67 - 69 -  | D+    | 3        |                |
| 63 - 66 -  | D     | 2        | Below Average  |
| 60 - 62 -  | D-    | 1        |                |
| Below 60-  | F     | 0        | Failure        |
| I          |       |          | Incomplete     |

\*\*The 11 point scale will be used for figuring student grade point averages. We will use the 11 point number corresponding to each grade, add all of those numbers together and divide by the total number of classes.

## EAST NEWTON R-VI PROMOTION AND RETENTION POLICY SUMMARY OF BOARD POLICY AS REVISED SPRING 2010

As stated in the East Newton R-VI School District's mission statement, "Better learning, Better lives". It is the district's responsibility to provide quality educational experiences that enable all students to acquire the knowledge, skills, and attitudes necessary to become healthy, responsible, and productive adults. We further believe that the foundation of our educational program is the development of competency in the basic fundamentals that are learned in the core classes of English Language Arts, Science, Math and Social Studies. At the same time we believe that for any student "to become responsible productive citizens", they must have success in a well-rounded educational program of complimentary classes.

In accordance with those beliefs, a student's promotion through the grade levels should be based on the mastery of the learning expected of them at each grade level. We have therefore established the following requirements for promotion and retention in the East Newton R-VI Elementary and Junior Highs.

### **ELEMENTARY:**

Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

### **EAST NEWTON R-VI SCHOOLS READING RETENTION POLICY**

1. The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.
2. It is expected that most students in school will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades. For purposes of this policy, retention will be considered for students in **first through the eighth grade. All students will be assessed in the fall and spring to determine reading level.**
3. Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.
4. **Students with reading ability levels more than one grade level below their current grade level will not be promoted to a higher grade level until the deficiency is removed.** This limitation on promotion does not apply to students receiving special education services, section 504 accommodations or who are Limited English Proficient students. Retention for these students will be considered only as a

result of decisions made within the student's Individual Educational Plan or Individual Accommodation Plan and the team that formulates it. **Retention due to reading deficiency may only be required one (1) time for any student. Additionally, all students found to be more than one grade level below their current grade level will be written an individualized reading improvement plan to assist in remediation of the reading deficiency.**

5. Students who are retained may be promoted upon the satisfactory completion of additional hours of study outside the normal school day. In general, these additional hours of study would be offered during the summer session, but may be offered through after school instruction. Satisfactory completion of the summer session or after school sessions would allow the student promotion into the next higher grade level. **However, in accordance with Missouri law, students in 4<sup>th</sup> grade who display more than one grade level deficiency will be required to attend summer school reading instruction (40 hour minimum) and assessed as to their reading level at the end of that session. If their reading level is below that of 3<sup>rd</sup> grade, they will be retained regardless of satisfactory completion of remedial program.**
6. In accordance with state law, if by the end of the 6<sup>th</sup> grade a student is not at least at the 5<sup>th</sup> grade level, a notation must be made in the permanent record of that student. The notation may be removed at any time the student is determined to be reading at their appropriate reading level.

### **Academic Retention Policy for Grades 5-8**

#### **5<sup>th</sup> Grade**

**To be promoted to 6<sup>th</sup> grade students in grade five must:**

1. Have a passing grade in **at least 75% of their semester grades** in the \*core classes. If a student in grade five does not meet the above requirements, they have two choices:

- A. Repeat the fifth grade year.
- B. Appeal to the student retention committee.

The retention committee can then choose one of four options:

1. Mandate that the student \*\* "satisfactorily" complete summer school in the East Newton remedial summer school program.  
\*Students who fail more than 4 core subjects will not be eligible for promotion through summer school.
2. Recommend retention to the principal.
3. Recommend to the principal that the student be passed to the next grade.
4. Complete 30 hours of after school tutoring in the 4th quarter.

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

**To be promoted to 7<sup>th</sup> grade students in grade six must:**

1. Have a passing grade in **at least 75% of their semester grades** in the \*core classes. If a student in grade six does not meet the above requirements, they have two choices:

- A. Repeat the sixth grade year.
- B. Appeal to the student retention committee.

The retention committee can then choose one of four options:

1. Mandate that the student \*\* "satisfactorily" complete summer school in the East Newton remedial summer school program.  
\*Students who fail more than 4 core subjects will not be eligible for promotion through summer school.
2. Recommend retention to the principal.
3. Recommend to the principal that the student be passed to the next grade.
4. Complete 30 hours of after school tutoring in the 4th quarter.

#### **JUNIOR HIGH:**

**To be promoted to 8<sup>th</sup> Grade students in grade seven must:**

1. Have a passing grade in **at least 75% of their semester grades** in the \*core classes.

**AND**

2. Have a passing grade in **at least 70% of their semester grades** in all classes. If a student in grade seven does not meet the above requirements, they have two choices:

- A. Repeat the seventh grade year.
- B. Appeal to the student retention committee.

The retention committee can then choose one of four options:

1. Mandate that the student \*\* "satisfactorily" complete summer school in the East Newton Junior High remedial summer school program.

\*\*\*\*\***(SUMMER SCHOOL WILL NOT BE AN OPTION IF THE STUDENT DOES NOT HAVE A PASSING GRADE IN AT LEAST FOUR OF THEIR \*CORE CLASSES.)**\*\*\*\*\*

2. Recommend retention to the principal.
3. Recommend to the principal that the student be passed to the next grade.
4. Complete 30 hours of after school tutoring in the 4th quarter.

**To be promoted to the 9<sup>th</sup> Grade students in grade eight must:**

1. Have a passing grade in **at least 75% of their semester grades** in the \*core classes.

**AND**

2. Have a passing grade in **at least 70% of all semester grades** in all classes.

**Any 8<sup>th</sup> grade student who fails 2 or more core classes will be eligible to attend summer school at East Newton High School in the Survival Skills program.** If a student in grade eight does not meet the above requirements, they have two choices:

A. Repeat the eighth grade year.

B. Appeal to the student retention committee.

The retention committee can then choose one of four options:

1. Mandate that the student \*\* “satisfactorily” complete summer school in the East Newton High School remedial SURVIVAL SKILLS program.

\*\*\*\*\*(SUMMER SCHOOL WILL NOT BE AN OPTION IF THE STUDENT DOES NOT HAVE A PASSING GRADE IN AT LEAST FOUR OF THEIR \*CORE CLASSES.)\*\*\*\*\*

2. Recommend retention to the principal.

3. Recommend to the principal that the student be passed to the next grade.

4. Complete 30 hours of after school tutoring in the 4th quarter.

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\*Core classes are English Language Arts, Science, Social Studies & Math.

\*\***Satisfactorily completing summer school means 90% attendance and mastery of at least 60% of the objectives presented.**

\*\*\*Students who are required to attend summer school because of grades will not be eligible for any summer school incentives.

\*\*\*Retention committee will consist of the Counselor, the Principal, and at least 3 junior high teachers (2 of which are core teachers)

**All promotion or retention decisions for IEP students will be conducted through the student’s IEP.**

### **HONOR ROLL FOR 5<sup>TH</sup>-8<sup>TH</sup> GRADES**

#### **"A" Honor Roll**

Students must earn all grades of A or A-

#### **"A" AVERAGE Honor Roll**

Students must earn a 9.51 grade point average or higher on an 11-point scale with no grades below a "C".

#### **B Average Honor Roll**

Students must earn a grade point average between 7.50 and 9.50 on an 11-point scale with no grades below a "C".

**Grades in all classes are considered for Honor Roll.**

**Resource students will be eligible for Honor Roll based on their IEP.**

### **ASSESSMENT INFORMATION**

The state of Missouri requires students to be tested in certain subject areas every year. The district administers assessments required by the Missouri Assessment Program to measure academic achievement and demonstrate improvement in the performance of students over time. Missouri school districts are compelled by state and federal statute along with the State Board of Education rule 5 CSR 20-200.210 to assess all students enrolled in school districts. The percent of students tested must meet or exceed the state standard. English Language Arts and Mathematics exams are given in grades 3-8. Science is given in grades 5 & 8.

### **STANDARDS OF CONDUCT**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

### **CITIZENSHIP CONTRACT**

In order to maintain quality work and grades and positive citizenship, the following contract has been implemented to assure student success at school. This contract may not apply to competitions in which the student will be participating during the school day. However, the final authority lies with the teacher and the principal.

Students who wish to participate in end of the year field trips and activities agree to the following:

- I will maintain an 85% or higher attendance rate.
- I will not have an overall grade point average lower than a “C.”
- I will not have had any Out of School Suspensions.
- I will not have any more than 6 days of After School Detentions and no more than 3 separate Extended After School Detentions.
- I will not have more than \$25.00 in lunch charges.

## STUDENT DISCIPLINE CODE

The Student Discipline Code of the East Newton R-VI School District is structured to encourage respect for the rights of others, to produce an atmosphere conducive to learning, and to manifest student responsibility. This code does not list every possible violation, which may result in disciplinary consequences. The purpose of this code, however, is to itemize certain offenses, if committed, will result in a listed consequence.

Thus, school officials will be expected to enforce all rules outlined in the Student Discipline Code and hold all students accountable for their own behavior, whether on school property, on school buses, or at school sponsored activities. Deviation from the following scope and sequence may occur at the discretion of the building administrator. Other offenses not noted in this scope and sequence will be handled according to school board policy and in accordance with Missouri statute 167.171.

### **Consequences of Conduct Which Violates School Policy**

#### **1. Arson**

Starting a fire or causing an explosion with the intention to damage property or buildings. Restitution if appropriate.

1. Out-of-School suspension (10-180 days), report to law enforcement
2. Expulsion, report to law enforcement

#### **2. 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.

1. Out-of-School suspension (1-180 days), report to law enforcement, expulsion
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement
3. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another

#### **3. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another**

1. Expulsion – report to law enforcement

#### **4. Bullying**

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.

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days),Expulsion

#### **5. Bus or Transportation Misconduct**

All behavior prohibited on district property is also prohibited on district transportation. The building administrator may eliminate suspension steps and assign other punishment according to the severity of the offense.

1. First report – visit with administration, 1 day off the bus.
2. Second report – 2 days off the bus.
3. Third report – 5 days off the bus.
4. Fourth report – 10 days of the bus.
5. Fifth report – Off the bus remainder of the school year

#### **6. Cafeteria Misconduct**

Throwing food, failing to clean up, improperly disposing of trash or otherwise causing messes in the cafeteria. The cafeteria will be kept clean at all times. Students should dispose of trash appropriately. Other misconduct in the cafeteria will be disciplined the same as if it occurred in the classroom.

1. After School Detention (1-3 days)
2. Extended After School Detention (1-3 days)
3. Out-of-School Suspension (1 –10 days)

### **7. Cheating/Plagiarism**

Copying other students' work, representing other work as their own, the unauthorized possession or distribution of a teacher's tests, and other forms of cheating. 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.

1. Alternative assignment and (1 – 3 days ASD)
2. Repeated offense: Zero on the assignment. (1 day Saturday School)
3. Cheating that occurs by a student that is representing the school in a Competition (1 day Saturday School)

### **8. Classroom Disruptive Conduct/Speech**

Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech situations where it is protected by law.

1. After School Detention (1-3 days)
2. Extended After School Detention (1-3 days)
3. Out-of-School suspension (3-10 days)

### **9. Defiance of Authority/Insubordination/Disrespect**

Any verbal or non-verbal refusal to comply with a direction or order of a school employee. Highly offensive action will be treated as a repeat offense.

1. After School Detention (3-5 days)
2. Extended After School Detention (1-3 days)
3. Repeated Offenses Out-of-School suspension (1-90 days) or more
4. Highly offensive action will be treated as a repeat offense

### **10. Dishonesty**

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

1. Nullification of forged document. After School Detention (1-3 days)
2. Nullification of forged document. Saturday School, 1-180 days OSS

### **11. Disruptive Conduct Other Than the Classroom**

1. After School Detention (3 -5 days)
2. Extended After School Detention (1-3 days)
3. Out-of-school suspension (3-10 days)

### **12. Disruptive Dress and Grooming**

1. Change to proper attire/ After School Detention (1 day)
2. Change to proper attire/After School Detention (2-3 days)
3. Repeated Offenses –Change to proper attire/ Extended After School Detention

### **13. Drug/Alcohol Possession or Use**

Possession of or attendance under the influence of any unauthorized prescription drug, over-the-counter drug, alcohol, herbal preparation, or imitation drugs or imitation herbal preparation.

1. Out-of-School suspension (10-90 days), report to law enforcement.
2. Expulsion, report to law enforcement

Sale, purchase or distribution of any unauthorized prescription drugs, over-the-counter drug, alcohol, herbal preparation, imitation drugs or imitation herbal preparation

1. 10-180 days of Out-of-School Suspension, or Expulsion and report to law enforcement
2. Expulsion

Possession of, or attendance under the influence of, or soon after consuming any 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.

1. Out-of-School suspension (10-180 days), report to law enforcement
2. Expulsion

Sale, purchase, or distribution of any 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.

1. Out-of-School suspension (10-180 days)
2. Expulsion

**14. a. Electronic Devices**

Radios, Cell Phones, tablets, MP3 players, Laser lights, and any other electronic device will not be allowed during class time. Students are not allowed to have laser lights in their possession at any time. Communication devices or other electronic devices may be used before and after school. These devices may be used in the classroom only with the teacher’s permission. If students are caught using one without permission, the following consequences will occur:

- 1st offense: Confiscation and returned to the student at the end of the school day.
- 2nd offense: Confiscation, student will conference with principal, parental contact and parents must pick up electronic device(s).  
After School Detention (2 days)
- 3rd offense: Confiscation, student will conference with principal, parental contact and parents must pick up electronic device(s).  
Extended After School Detention (1-3 days)

\* Use of audio or visual recording equipment in violation of Board policy KKB.1.1.

1. First offense (Confiscation. Principal/Student conference, after school detention, extended after school detention)
2. Subsequent offense (Confiscation. Principal/student conference, after school detention, extended after school detention, or 1-10 days out-of-school suspension.

\*\* If phones are taken due to images of an inappropriate or graphic nature, discipline could result and law enforcement notified.

\*\*\* If a device becomes an issue, parents may be required to pick the electronic device(s) up at the office.

**14.b. Electronic Device (school or personal): Technology Misconduct**

Class 1 Inappropriate Use: Any use of electronic devices to record, publish or display audio or visual images of faculty, staff, students or other persons when the subject would have a reasonable expectation of privacy is strictly prohibited, regardless of the material. Individuals have a reasonable expectation of privacy, specifically with respect to this policy only, in a restroom or locker room, but other locations may also be subject to the same reasonable expectation of privacy. This policy is applicable to all district locations and facilities and also to extracurricular and district-related activities that are and are not on the premises of the district.

1<sup>st</sup> Offense: 1-180 days OSS

Class 2 Inappropriate Use (school or personal): Act of using an electronic device to record, publish or display audio or visual images of faculty, staff or other students in or around school premises in areas where no reasonable expectation of privacy exists, without prior approval of school personnel, and recorded, published or displayed material depicts things such as, but not limited to faculty or staff in the classroom; acts of violence; disruptions to the school environment; or other acts prohibited by the district disciplinary guidelines.

1<sup>st</sup> Offense: 1-3 days OSS

2<sup>nd</sup> Offense: 3-7 days OSS

3<sup>rd</sup> Offense: 10 days OSS

**15. Extortion**

Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from the person.

1. Out-of-School suspension (1-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion

**16. Failure to Meet Conditions of Detention**

1<sup>st</sup> offense will result in the next higher disciplinary action that was administered. Repeated failure to cooperate will result in progressive penalties and/or Out-of-School suspension

1. Extended After School Detention (1-3 days) and/or 1-180 days of Out-of-School suspension.

**17. Failure to Meet Conditions of Suspension**

Students may not appear at district activities while on Out-of-School suspension. Violating the conditions of a suspension, expulsion or other

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

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

1. Out of School suspension (1-180 days)

#### **18. Failure to Care for or Return District Property**

Property that is loaned or issued to students and is not returned or not returned in satisfactory condition will result in:

1. Restitution for the replacement value of the item.
2. Restitution for the replacement value of the item, Contact the prosecuting attorney's office.

#### **19. 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.

1. Out-of-School suspension (10-90 days) restitution if appropriate, and report to law enforcement
2. Repeated Offenses – Expulsion, restitution if appropriate and report to law enforcement

#### **20. Fighting**

Mutual combat in which one or more parties have contributed to the conflict either verbally or by physical action.

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement.

#### **21. 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.

1. Principal/student conference, loss of privileges, after school detention, extended after school detention, or suspension.
2. Principal/student conference, loss of privileges, after school detention, extended after school detention, or 1-10 days OSS.

#### **22. Harassment, including Sexual Harassment**

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

Use of Verbal, written or symbolic language that is sexually harassing

1. Out-of-School suspension (1-180 days), report to law enforcement
2. Repeated Offenses – Out-of-School suspension (10-180 days), report to law enforcement

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

Physical contact that is sexually harassing

1. Out-of-School suspension (1-180 days), report to law enforcement
2. Repeated Offenses - Out-of-School suspension (10-180 days), report to law enforcement

#### **23. Hazing**

Any activity that any 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 can occur even when all students involved are willing participants.

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days),Expulsion

#### **24. Inciting a Disturbance**

Inciting or contributing to a disturbance on school property or at a school event.

1. Out-of-School suspension (3-90 days), report to law enforcement
2. Expulsion – Report to law enforcement.

#### **25. Lack of Effort**

Persistent inattentiveness, lack of effort to complete or turn-in assigned class work or exams, failure to have required materials, and failure to dress for physical education.

1. Parental Notification by teacher.
2. After School Detention (1-3 days)
3. Repeated Offenses – Saturday School

#### **26. Leaving School Grounds/Failure to report to class/Leaving class without permission/missing HomeWork Recovery/skipping a PASS request**

1. After School Detention (1-3 days)
2. Extended After School Detention (1-3 days)
3. 4<sup>th</sup> offense: 1 –180 days of Out-of-School suspension

#### **27. Malicious Statements**

Malicious, slanderous, provocative or inflammatory remarks directed toward people

1. Extended After School Detention (1-3 days)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

#### **28. Possession of Stolen Property**

The possession of stolen property with the knowledge that it is stolen.

1. Restitution and Out-of-School suspension (3-10 days), report to law enforcement
2. Restitution and Out-of-School suspension (10-180 days), report to law enforcement
3. Repeated Offenses – Expulsion and report to law enforcement

#### **29. Use of Profane or Obscene Language**

The use of lewd, obscene or profane language, whether spoken, gestured or written.

1. After School Detention (3 days)
2. Extended After School Detention (1-3 days)
3. Out-of-School Suspension (3-10 days)

#### **30. Public Display of Affection**

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

1. Administration/Student conference, 1-3 days ASD
2. Extended After School Detention (1-3 days)
3. Out-of-School suspension (1-10 days)

#### **31. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography, 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.

1. Out-of-School suspension (3-10 days), report to law enforcement.
2. Out-of-School suspension (10-90 days), report to law enforcement.

#### **32. Sexual Activity**

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

1. Principal/Student conference, after school detention, extended after school detention, or 1-180 days of OSS.
2. After school detention, extended after school detention, 1-180 days OSS, or expulsion.

### **33. Sexual Harassment**

Use of material of a sexual nature that is verbal, written, or symbolic based on gender, race, color, religion, national origin, disability, or ancestry or any other characteristic protected by law. Unwelcome physical contact of a sexual nature.

1. Out of school suspension (1-180 days), report to law enforcement.
2. Repeated offenses - Out of school suspension- (10-180 days), report to law enforcement.

### **34. Stealing-Larceny**

Theft, attempted theft or knowing possession of stolen property.

1. Restitution and Out-of-School suspension (1-180 days), report to law enforcement.
2. Repeated Offenses – Restitution and Out-of-School suspension (1-180 days)/Expulsion and report to law enforcement.

### **35. Technology Resources Usage Violations**

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

1. Conference, restitution, loss of computer privileges (1 – 30 days), After School Detention (2 –5 days)
2. Loss of computer privileges (31 – 60 days), Extended After School Detention (1 day), restitution
3. Loss of computer privileges (61 – 180 days), Out-of-School suspension (10 – 90 days), restitution

Using, displaying or turning on pagers, personal digital assistants, or personal laptops during the regular school day, including instructional class time, class change time, breakfast or lunch.

1. Confiscation, conference, After School Detention (2 days)
2. Extended After School Detention (1-3 days)

Violation other than those listed in (1), (2), or of Board Policy EHB and procedure EHB-AP.

1. Restitution, conference, loss of user privileges, After School Detention, Extended After School Detention, or Out of School Suspension.

Use of audio or visual recording equipment on violation of Board Policy KKB

1. Confiscation, conference, After School Detention (2 days)
2. Extended After School Detention (1-3 days)
3. Confiscation, Out of School Suspension (1-10 days)

### **36. Threats/Verbal Assault**

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

1. Out-of-School suspension (1-10 days), report to law enforcement
2. Repeated Offenses Out-of-School suspension (10-180 days), report to law enforcement

### **37. Tobacco**

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

1. Extended After School Detention (1-3 days)
2. Confiscations of product, Out-of-School suspension (1-10 days)
3. Out-of-School suspension (10-90 days)

\*\*Confiscation and no return of tobacco or its related products for any violation.

### **38. Truancy or Tardiness**

Absence from school without the knowledge and consent of parent/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins.

1. After 5 tardies per quarter - call the student down to a conference with the principal.
2. 6th tardy - Parents contacted, After school detention (1 day)
3. 7th tardy - Parents contacted, After school detention (2 days)
4. 8th tardy - Parents contacted, Extended after school detention (1-3 days)

### **39. Unauthorized Entry**

**Tampering-** The unauthorized tampering with or assisting any person with entry into a locker, desk, bag, vehicle or other's personal property assigned to or belonging to another individual or the school.

1. After School Detention (1-3 days)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

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

1. After School Detention (1-3 days)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

**Trespassing-** willfully entering or remaining in any structure, conveyance or property of another without being authorized or invited.

1. Out-of-School suspension (3-10 days), report to law enforcement
2. Out-of-School suspension (10-180 days), report to law enforcement

### **40. Vandalism**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

1. Restitution and 1-180 days of Out-of-School Suspension, report to law enforcement

### **41. Verbal or Disrespectful Abuse to Staff of a Threatening Nature or directed profanity.**

Rude or otherwise inappropriate language or action that is directed at a staff member.

1. Out-of-School suspension (3-10 days), report to law enforcement.
2. Repeated Offenses Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement.
3. Highly offensive language will be treated as a repeat offense.

### **42. Weapon Use or Possession**

No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary. A weapon is defined to mean one or more of the following:

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

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in C, D, or E and not otherwise included in A and B, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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

1. Out-of-School suspension (10-180 days), report to law enforcement, Expulsion
2. Repeated Offenses – Expulsion and report to law enforcement  
Confiscation of the instrument will result in all actions.

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).

1. Out-of-School suspension (10-180 days), report to law enforcement
2. Repeated Offenses – Expulsion and report to law enforcement.

### **AFTER SCHOOL DETENTION (ASD)**

After school detention (ASD) will be used for various disciplinary issues at the discretion of the administration. ASD will be held from 3:45 to 4:45p.m. Students are expected to observe school rules during this time and do their homework or read a book silently. Students should not be talking or creating a disturbance during this discipline time. The school will not be responsible for a student's transportation home following detention.

### **EXTENDED AFTER SCHOOL DETENTION**

Extended after school detention (EXD) will be used for various disciplinary issues at the discretion of the administration. EXDT will be held from 3:45 to 5:45 p.m. Students who are assigned Extended After School Detention are ineligible to participate in or attend all activities of the school district (all campuses) once Extended After School Detention has been assigned. Students will remain ineligible until they complete the next full school day, after they serve the Extended After School Detention. This means students will become eligible to participate on the following school day. Students who have served three or more separate offenses for Extended After School Detentions will not be eligible for field trips.

### **OUT OF SCHOOL SUSPENSION**

Out of school suspension (OSS) is utilized as a consequence for inappropriate student action as it relates to violations of the East Newton R-VI 5-8 School Discipline Code or violations of state, local or federal law. The administration will exclude a student from school because of a violation of school rules and regulations, conduct which materially or substantially disrupts the rights of others to an education, conduct which endangers the student, other students or the property of the school, or poses a threat to self or others as evidenced by prior conduct. These actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The principal will tell the student orally and in writing the misconduct he or she is accused of and the facts that form the basis of the proposed suspension. If the student denies the accusation either orally or in writing, he/she will be given the opportunity to present his/her version of the incident. If OSS is assigned for the inappropriate behavior, an attempt will be immediately made to notify the student's parents by phone and in writing.

Principals may suspend students up to ten (10) school days while the superintendent may suspend a student for up to 180 days. A student's OSS begins when he/she is assigned the punishment. Students in OSS are not allowed to attend any school functions, events or activities until the day after their OSS has ended. Students who are suspended for certain acts cannot be within 1,000 feet of any public school under certain conditions. If a student's OSS ends on a Friday, they can't be at school or attend school activities until the following Monday. Students will be required to make up all missed work and they will receive a grade on the work.

### **Access to Student Records**

The East Newton R-VI School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible student") certain rights with respect to the student's educational records. These rights are:

**Right to Inspect:** Parents or eligible students have the right to inspect and review substantially all the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the School Principal a written request identifying records to be inspected.

**Rights to Prevent Disclosures:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given to the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA, which allows disclosure without prior written consent, or items of directory information of which you have not refused to permit disclosure.

The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons elected to the School Board; person employed by or under contract to the District to perform a special task, such as an attorney, auditor, etc; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus. 18 The East Newton R-VI School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered directory information:

1. Student's name
2. Date and place of birth
3. Participation in officially recognized activities and sports
4. Grade level
5. Most previous school attended by the student

6. Honors and awards received
7. Photographs or other likeness
8. Major field of study
9. Dates of attendance
10. Art work/course work displayed by the district
11. Video tapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all the above information as directory information. In the case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

### PLAYGROUND RULES

Students will have the opportunity to have fun on the playground. The staff will be observant to recognize conditions that might lead to accidents and endeavor to prevent them. Each teacher is expected to discuss playground rules with his/her students. Safety issues are a primary factor. Any action viewed as unsafe by the supervising teacher will be stopped. If a child becomes injured on the playground, he/she should report the injury to the supervising teacher. Students who become sick or injured will be sent to the health office by the teacher.

### DRESS CODE

Students attending East Newton Schools are expected to dress and groom themselves in a neat and socially acceptable manner. Good grooming and practical dress will be encouraged at all times. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Student's dress and grooming will be the responsibility of the individual and parents/guardian within the following guidelines. Good grooming and cleanliness are stressed as a necessity. Personal hygiene is to be encouraged at all times.

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. **Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual.**
4. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
6. No article of clothing shall be worn that displays writing, drawings, or emblems that are obscene. No clothing shall have derogatory language or that propagates alcoholic beverages, tobacco, or drugs.
7. Students may wear shorts to school at any time during the school year. Holes in shorts or jeans above mid-thigh showing skin is not acceptable. Students wearing holes in clothing above mid-thigh may wear spandex underneath so no skin is showing.
8. Cut-offs and other tight-fitting clothing will not be acceptable. Short and skirt length must be at least at mid-thigh length and not be distracting or cause undue attention to the individual.
9. Shirts must extend to the waist (when standing) – no skin showing, and may not be made of a transparent material. Girls and Boys wearing tank tops must maintain an acceptable neckline (no cleavage showing). The white tank top undershirt is not acceptable. (**No spaghetti straps**). Boys – may wear sleeveless shirts if the side arm opening is the same size as the sleeve. Open back shirts or dresses cannot be worn.
10. Sun-glasses may not be worn in the building.
11. Caps, hats, bandanas, head rags, hoods, etc., will not be worn in the building.
12. No hair color will be allowed that causes a distraction or educational disruption.
13. No piercings will be allowed that represent an educational disruption or a safety hazard.
14. No articles of clothing may be worn which expose undergarments, this includes pants or shorts that contain holes or tears that expose the undergarments.
15. Exceptions to the dress code may be made during spirit day/week, and/or school uniform may be worn on day of the event if approved by the building administrator.

### ASSEMBLIES

Several general assemblies will be planned throughout the school year. These assemblies have an educational purpose and will be entertaining as well. They are designed (1) to enrich school spirit; (2) to give students experience in participation in programs; (3) to bring outstanding personalities and cultural information to students, and (4) to present important school and civic matters to the student. If a student's behavior is such that he must be dismissed from the assembly, the disciplining teacher will send or bring him/her to the Principal's Office. The Cheerleaders plan pep assemblies for you. They provide an opportunity for you to express your support for the various school teams as they play during the school year. Always follow the directions of those in charge of the assembly.

### STUDENT DRUG TESTING

Students that are involved in the following activities **must** submit to be randomly drug tested throughout the year in order to participate in the activity. These are the co-curricular and extra-curricular activities: Athletics, Cheerleading, Student Council, SODA, FCA, Band, and Choir.

Each year parents and students will receive a packet with information about our policy. The packet will contain a consent form that must be turned in on the **last day of August**. Students should make sure an office employee gets the form. Newly enrolled students after the August deadline have two weeks after enrollment date to turn in a signed consent form.

### **STUDENT COUNCIL**

The student council is the highest recognized student organization in junior high school. It serves as a medium of student participation in school administration. Membership on the council is a distinct honor for those wishing to assume its responsibilities. The student council is an advisory group of student representatives elected by the student body. Its purpose is to foster opportunities for student participation in the betterment of the school, expression of individual ideas; to encourage the proper attitude of the students within the school and away from school; to improve the care of the building and its contents, and to be the connecting link between students and administration. Students running for student council office must have a C+ average (6 on 11 point scale) to run for office, be in good standing with peers and teachers, and must maintain a C+ average to stay in office.

### **SCHOOL COUNSELING DEPARTMENT**

The school counseling office is open to all students in grade kindergarten through eighth grade. It is a place where students may express their feelings and opinions freely knowing that virtually all information will be regarded as confidential. Due to state law, if students are in danger of injury or harm, confidentiality will be broken. The counselors are prepared to help students with educational, emotional and social adjustments.

### **STUDENT ELIGIBILITY FOR ATHLETICS & ACTIVITIES**

The major sports at East Newton Junior High Schools are volleyball, football, basketball and track. We also have a seventh and eighth grade cheerleading squad for football and basketball. We offer band, choir, Student Council as well as other clubs. The objectives of all of these activities are: recreation, social contact, good sportsmanship, permanent interest in sports, development of school spirit and team morale, physical and mental fitness. To be on an athletic team or a cheerleading squad, students must meet the following eligibility rules set up by the Missouri State High School Activities Association and the East Newton School Board.

### **MISSION STATEMENT OF INTERSCHOLASTIC ACTIVITY PROGRAMS**

Our mission is to exhibit good citizenship in all extracurricular activities. We should encourage respectful attitudes for participants and spectators alike. We should strive to set an example for leadership, responsibility, citizenship and good attitudes that will help us become model citizens in the future. Our good citizenship will be reflected in all areas of our lives at or away from school because of the important responsibility we have as leaders and representatives of the East Newton R-VI School District.

#### **I. SPORTSMANSHIP**

1. Show respect for the opponent at all times; treat them as guests and fellow humans.
2. Show respect for the officials; never argue or make gestures indicating dislike for a decision.
3. Know, understand and appreciate the rules of the activity.
4. Maintain self-control at all times, accepting decisions and abiding by them.
5. Recognize and appreciate skill in performance regardless of affiliation.
6. Accept the responsibility and privilege of representing the school and community.
7. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
8. Congratulate the opponents in a sincere manner following either victory or defeat.
9. Cooperate with the coach and fellow athletes in trying to promote sportsmanship.

#### **II. CITIZENSHIP**

1. Abide by laws as established by federal, state, or local law enforcement agencies.
2. Refrain from the use of any type of tobacco or tobacco products while at school or any school activity.
3. Refrain from using, consuming, possessing, buying, distributing or selling alcoholic beverages or any controlled substances or illegal drugs.
4. Pledge to respect and honor the rights of others 24 hours a day and 7 days a week for the entire year regardless of whether or not school is in session.
5. Be a creditable citizen whose conduct in both school and out of school reflects credit on yourself and your school. Conduct will be such as to be satisfactory with good school discipline.
6. Any participant assigned In-School Suspension or Out of School Suspension will not be allowed to practice, participate or attend school activities from when the ISS or OSS has been assigned till returning to school. If a student is serving OSS or ISS and their assignment ends on a Friday, they will be ineligible to attend and participate in school activities until the following Monday. Students who have detention shall be eligible as long as they attend each detention assigned for violation of school policy.

#### **III. ELIGIBILITY**

1. Attend school on the day of the activity unless the principal grants special permission.
2. Abide by rules and regulations as outlined in the handbook throughout the school year.
3. Attend all practices, games or activities. Any student who misses an activity, practice or contest and it is not excused by the sponsor will be ineligible to participate in succeeding contests or practices.

4. Meet all eligibility requirements academically as it pertains to participation in extracurricular activities in the East Newton R-VI School District, which include:
  - Students in grades 7 & 8 must have no more than one (1) F in the preceding quarter to be eligible to participate in interscholastic activities.
  - Students transferring from another district to East Newton will use MSHSAA standards for eligibility until the current semester ends.
  - Be promoted from the 6<sup>th</sup> grade to the 7<sup>th</sup> grade (for participation as a seventh grader).
  - Be making satisfactory progress toward graduation (or towards high school).
  - Be currently enrolled in and attending at least 5 classes.
5. Not be over the age of 14 prior to July 1 as a seventh grader or not over the age of 15 prior to July 1 as an eighth grader for sport competition.
6. Participate for only two semesters in each the seventh and eighth grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.
7. Enter school within the first 11 days of the semester in order to be eligible.
8. May not receive cash for participating in an athletic contest.
9. May accept awards, which are symbolic in nature or merchandise not to exceed \$25 in price for participating in school or non-school sponsored athletic competition.

#### IV. DISCIPLINARY ACTIONS

Students violating components of the citizenship code will be subject to disciplinary actions during the school year of the violation. Parents of any participant who violates the citizenship policy will be contacted following any violation of the policy. Penalties assessed for each violation shall be cumulative from one activity to the next during the school year.

**IF LAW ENFORCEMENT PERSONNEL OR SCHOOL FACULTY MEMBERS WITNESS ANY OF THE ABOVE INFRACTIONS OF THE CITIZENSHIP CODE, THE ADMINISTRATION WILL BE OBLIGATED TO EXAMINE AND INVESTIGATE THE ALLEGATIONS.**

#### CONSEQUENCES

Consequences apply to the season in which the violation of the citizenship code occurs or the season immediately following if the violation occurs during the summer. Consequences accumulate during a school year. The building principal will be responsible for administering the consequences for violations of the policy. Principal discretion will be used in interpretation of violations and consequences.

1. First Violation-Two week suspension from involvement in all extra-curricular activities in the East Newton R-VI School District. Further action will be considered depending upon the nature of the offense.
2. Second Violation-On a student's second violation, he/she shall be suspended for one half to two thirds of the activity season, depending upon the nature of the offense, length of the season and the activity involved. The student will be removed from any office he/she holds in any club or activity for the remainder of the school year.
3. Third Violation-On a student's third violation, he/she shall be suspended from all co-curricular/extracurricular activities for 365 days.
4. Fourth Violation-On a student's fourth violation, he/she shall be permanently suspended from participating in any co-curricular/extracurricular activities in the East Newton R-VI School District.

**The following offenses will result in immediate suspension from co-curricular/extracurricular activities for at least 365 days: use, possession or distribution of alcoholic beverages, illicit drugs or controlled substances, being under the influence of these substances while at school, bringing a weapon to school, school-related activities or on school ground or conviction of a felony.**

The East Newton R-VI Citizenship Policy is reviewed annually by activity sponsors, school administration and the East Newton R-VI Board of Education.

#### Notes Regarding the Citizenship Policy:

\*Students who are ineligible by the standards listed under "ELIGIBILITY REQUIREMENTS" above may practice team sports, pending principal and sponsor approval, but will be ineligible to play until the student secures a passing grade in at least 5 subjects for the proceeding semester.

\*Students who earn a position on both the cheerleading and athletic teams will agree that at any time there is a conflict between the game and cheerleading the cheerleader will participate in the sport.

#### PHYSICAL EXAMINATIONS

To be eligible for sports, students must have a physical examination and proof of insurance prior to such activity. This is a requirement of the Missouri State Activities Association. This exam must have been performed on or after February 1 of the preceding school year to be valid for this requirement. The school system attempts to provide the service of a doctor's physical, to those who sign up, some time during the month of May. That physical is valid for the entire school year following it.

#### AWAY-GAME CONDUCT

1. Transportation to and from away games or meets shall be made by bus provided by the school. Parents wanting their student to ride home with other parents must contact the sponsor/coach or principal. Notes will not be accepted.
2. When there is more than one team participating on a given night, before or after the scheduled time for your team, the team members will sit together as a group whenever feasible.

3. Defacing school property in any manner will result in immediate dismissal for that athlete from the athletic team.

### FINES AND FEES

Students who attend East Newton School District will be assessed fines and fees. These fines and/or fees are used either to replace lost items or to further a group or organizations interests or obligations.

Lunch ID- \$1.00. Each student is supplied with one free ID at the beginning of each school year. New identification cards may be purchased from the building secretary.

Lunch- Students will be able to charge a maximum \$25.00 for lunch.

Students must have all fines and fees paid before participating in the 8<sup>th</sup> grade promotion ceremony. These fines and fees include, but are not limited to: library fines, lunches, restitution for lost or damaged school materials and project fees.

### TRANSPORTATION

#### Policies for Students Riding School Buses:

1. The driver of the bus is in charge of students and the bus.
2. Students are to be on time at their pick-up point and not stand in the roadway while waiting.
3. Students will abide by the same classroom conduct rules and regulations on the bus as in the regular classroom.
4. No conversation with the driver while the bus is moving.
5. The following items are not allowed on the bus: glass, knives, sharp objects, water pistols, pets, toys, laser lights and stereos.
6. The use of alcohol, tobacco, or drugs is not permitted on the bus or at the pickup point.
7. Students will not move from one seat to another while the bus is in motion. The driver may assign seats as he deems necessary. Students will not at any time extend arms or head outside the bus windows.
8. Students must obey instructions of the driver when loading and unloading. Students are not allowed to open the bus door at any time or stand in or around the vicinity of the driver.
9. Students must remain on the bus after being escorted to the bus by the teacher, unless another teacher or bus driver grants special permission.
10. Students who must cross the road after leaving the bus must pass **in front** of the bus, and only when the driver signals them to cross. The same policy applies to students who must cross the road to board the bus.
11. If a student is to board or leave the bus at a place other than his own home, a written note from the parent must be given to the bus driver. The principal or his /her designee should approve this note.
12. Drivers will not transport any persons not regularly assigned to the bus without a note or pass from the principal. If an individual boards a school bus without permission, they are trespassing, they will be asked to exit the bus and they will be reported to law enforcement.
13. **The driver will report all violations to the Principal and Transportation Director. Building principals in cooperation with the transportation director will assign punishment for violations of school policies on the bus.**
  1. **First report----- Visit with administrator, 1 day off the bus**
  2. **Second report----- 2 days off bus**
  3. **Third report ----- 5 days off bus**
  4. **Fourth report----- 10 days off bus**
  5. **Fifth report----- Off bus remainder of school year.**

The Transportation Director's discretion will be applied to misconduct that may hinder bus safety.

### TEXTBOOK DISTRIBUTION PROCEDURES

Textbooks are owned by the school and are used until they are either in poor physical condition or the material has become obsolete. Students are to write their names in the textbooks immediately upon receiving them. No assignments, comments, or diagrams are to be written in the books by the students.

1. Teachers are to number all new and rebound books and to stamp Triway School or Granby School inside of the front cover.
2. Teachers are requested to label the condition of the text as it is issued - new, good, fair.
3. Students will be charged as follows for lost books.
  - A. New Books- School Purchase Price
  - B. Replacement costs for all other books.
  - C. Books Damaged beyond repair will be paid for in accordance with the above. Students who damage books, which can be repaired, will be assessed charges in multiples of \$0.25.

### LOST AND FOUND

Students are responsible for the care of their own personal property. They should also be considerate of property belonging to others. If articles belonging to others are found, turn them in to the office. If you lose anything, inquire at the office. Do not bring money or valuable articles to school. Bring only what you need.

### USE OF TELEPHONES

Students will not be excused from class to make telephone calls. Students will only be called from class in case of emergency. Other important messages will be taken by the school secretary and forwarded to the student. The office phone is for school business. It is not for use by students. Student use of these phones is highly discouraged.

### **VISITORS**

All visitors to the buildings and persons wishing to talk with a student, regardless of the reason, must go to the principal's office for permission before proceeding. All visitors must be cleared through the administrative office, and they will either be escorted to the room by office personnel or obtain a valid visitors pass. Teachers shall not allow visitors in their classes without clearance.

No visitors are permitted to disturb class work unless brought to a classroom by a member of the administration.

At no time will student-visitors be allowed to visit classes.

### **PARENT-TEACHER ORGANIZATIONS**

Each campus has an active parent organization. Meeting times will be sent home with your child, placed on the district website or you can call the school office for more information.

### **SCHOOL CANCELLATION**

If school should be closed due to weather or other conditions, announcements will be made on major radio and television stations in this area. Parents may also be notified through School Messenger, an email, a text or view the announcement on the EN website and the EN District Twitter account. Students and parents are requested to check for these announcements rather than call the school. The school lines need to be kept open for emergency purposes.

If school is unexpectedly dismissed early, parents will be notified by the same media as listed above. Parents should have arrangements made at the beginning of the year for this emergency type situation. These arrangements should be discussed with the students by the parents so the students will know what is expected of them.

### **LIBRARY MEDIA CENTER**

The library is provided for study, research, reading and classroom instruction. It is therefore necessary that a quiet and orderly atmosphere be maintained at all times. Conduct should be such that no person interferes with or infringes upon the rights of others.

Students are permitted and encouraged to check out library materials. The school librarians establish loan guidelines. Students are expected to pay for lost or damaged materials and fines assessed. It is preferred that restitution be made by students at the elementary level before transferring to the high school. Any portion left unpaid will remain on the student's record until graduation at which time all fines must be paid.

The librarians are in charge of setting up student access to the East Newton School District network. Students should contact the librarian if there are issues with their district computer access.

The library is a multi-use facility for both students and faculty and the goal is to promote lifelong learning in a variety of ways.

### **HEALTH SERVICES**

#### **Illness and Accident at School**

In case of illness or accident at school students should report to the school nurse or office (with teacher permission). The principal (or his designee) will see that proper care is provided. In the case of illness resulting in elevated temperature, contagious disease, or serious injury, parents will be notified and the child will be released from school pending notification of the child's condition.

#### **Screenings**

Periodically, the nurse will conduct vision, hearing, and scoliosis screenings on select students. Parents will be notified if referral is warranted.

#### **Immunization**

All students must present documentation of up-to-date status according to the Missouri School Immunization Requirements.

#### **Dispensing Medications**

The East Newton R-VI School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP).

\*Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

\*A written authorization by the parent/guardian will be required prior to administering medications. For students in grades 5-8 stock over-the-counter medication may be used or the parent may provide it. For PK-4 grade students the PARENT MUST PROVIDE THE OVER-THE-COUNTER MEDICATION.

\*Any medication must be brought to school in the original, appropriately labeled, unexpired container. The medication should be turned into the nurse or office upon arrival at school.

\*Nurses will use reasonable and prudent judgment whether or not to administer a particular medication.

\*Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with school policy and law. **Prior meeting with nurse is required.**

#### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation, or during a district activity may be disciplined up to and including suspension or expulsion.

#### **ACCIDENT INSURANCE**

It should be noted here that the East Newton R-VI School District does not carry insurance coverage for individual student accidents. (As is common with most school districts). That is a decision that is left up to the individual family. Information about accident insurance is made available to parents at the beginning of the school year in the information packet that is sent home with each family.

#### **CAFETERIA**

##### **For the benefit of all in the school cafeteria the following guidelines will be followed.**

1. A lunch count is sent to the office each morning.
2. At the beginning of designated lunch periods, students will proceed in an orderly fashion to the cafeteria serving line. Students may be given assigned seats.
3. Students will return plates, table service, and milk containers to the collection area.
4. Students who bring their lunches must eat them in the cafeteria. Sacks and waste material must be placed in the receptacle provided for that purpose.
5. **Do not bring food or drink in glass containers.**
6. Students will not leave the campus to obtain lunch elsewhere. We have a closed campus.
7. All food will be eaten in the cafeteria. No food items of any type are to be in the halls, lockers, etc.
8. Remember to clean up after yourself. No one wishes to sit among the remains of another person's lunch. Show courtesy for the next person.

It is requested that lunches be purchased for a week at a time.

#### **LUNCH PRICES WILL BE ANNOUNCED AT THE BEGINNING OF EACH SCHOOL YEAR.**

#### **EMERGENCY DRILLS**

Emergency drills are conducted by each building at different times during the year. Teachers and students will discuss the proper procedures for tornado drills, fire drills, lock downs and other types of emergency procedures in place for the building. Emergency procedures are listed in all classrooms.

#### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the East Newton School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

#### **Compliance Coordinator for Laws Listed in this Notice:**

Compliance Coordinator  
Shelli Copeland, Special Services Director  
22808 E. Hwy 86 Granby Mo. 64844  
471-472-6233

#### **ACCESS TO RECORDS**

You have the right to inspect and review all of the records maintained or used by the district regarding your child and to have them clearly explained to you. You have the right to obtain copies of the records if failure to provide copies effectively prevents you from exercising your right to inspect and review them. The district may charge a fee for copies of the records if the fee does not prevent you from inspecting and reviewing the records. The district may not charge a fee to search for or to retrieve information regarding your child. You also have the right to have your representative inspect and review the records. Additionally, the district must presume that you have authority to inspect and review records relating to your child unless the district has been advised that you don't have the authority under applicable State law governing such matters as guardianship, separation, and divorce.

The district shall comply with a request to access records without unnecessary delay and before any meeting regarding an individualized education program or hearing related to the identification, evaluation, or placement of the child and in no case more than 45 days after the request has been made.

#### **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The East Newton R-VI School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The East Newton R-VI School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The East Newton R-VI School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

**The East Newton R-VI School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday from 8:00 AM to 3:30 PM in the Central Office.**

This notice will be provided in native languages as appropriate.

**Private/Public school statement: The Individuals with Disabilities Education Act (IDEA) requires timely and meaningful consultation among the public school district, officials of private schools, and representatives of parents of parentally-placed private school children with disabilities within their jurisdiction.** If you have a child with a disability or know of a child with a disability in the East Newton district who is not attending public school, please contact Shelli Copeland, Director of Special Services, East Newton R-VI schools at 417-472-6233. .

#### **East Newton Grievance Procedure Americans with Disabilities Act (ADA)**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by East Newton R-VI School District.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Shelli Copeland  
East Newton School District  
22808 E. Hwy. 86  
Granby, MO. 64844  
417-472-6233

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting the ADA coordinator will respond in writing, and, where appropriate in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of East Newton and offer options for substantive resolution of the complaint.

If the response by the ADA coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the superintendent or his or her designee.

Within 15 calendar days after receipt of the appeal, the superintendent or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the superintendent or his or her designee will respond in writing, and, where appropriate in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA coordinator, appeals to the superintendent or his or her designee, and responses from the ADA coordinator and superintendent or his or her designee will be kept by East Newton for at least three years.