



**Danby-Rush Tower Middle School
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**STUDENT HANDBOOK
2016-2017**

Mascot: Blue Jay

www.jr7.k12.mo.us

THIS HANDBOOK BELONGS TO:

**DANBY-RUSH TOWER MIDDLE
SCHOOL MISSION STATEMENT**

District Mission Statement: Our mission is to achieve high levels of learning and growth for all.

Danby's Mission Statement: **STRIVE** for Success-Student Achievement, Teamwork,
Responsibility, Inclusion, Values, Encouragement.

The Jefferson R-VII Board policy shall take precedence if there is a conflict between district policy and this handbook.

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For a full listing of the Jefferson County R-7 staff and their contact information, go to www.jr7.k12.mo.us.

NON-DISCRIMINATION POLICY

(BOE Policy File: AC)

Jefferson County R-VII School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, religion, socio-economic status, or disability. Any person having inquiries concerning the District's compliance with regulations that pertain to discrimination should contact the superintendent.

EDUCATIONAL PHILOSOPHY/BELIEFS

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capabilities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement and to promote through teaching and examples, the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to their daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

It is, therefore, the responsibility of the Jefferson R-VII School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social, and career development.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

Each student has the right to:

Have the opportunity for a free education in the appropriate learning environment.

Have the opportunity for freedom of speech and of press (so long as the exercise of those rights is not disruptive).

Be secure in his person, papers, and effects against unreasonable searches and seizures and privacy in regard to his personal possessions unless there is suspicion that the student is concealing materials.

Expect that the school will be a safe place with no fear of bodily harm. Expect an appropriate environment conducive to learning.
Privacy in respect to the student's school records.
Due process of law with respect to suspension, expulsion, and decisions that the student believes ensures his rights.
Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
Expect to be fully informed of school rules and regulations.

Each student has the responsibility to:

Know and adhere to rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
Respect the human dignity and worth of all individuals.
Refrain from libel, slanderous remarks, and obscenity in verbal and written expression. Study diligently and maintain the best possible level of academic achievement.
Be punctual and present in the regular school program.
Dress and groom in a manner that meets standards of health, cleanliness, modesty, and safety as established by district policy.
Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
Refrain from disobedience, misconduct, or other behavior, that would lead to any physical harm or to the disruption of the educational process.
Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
Obey the law and rules so as not to be subject to ill effects or endanger others by the possession or use of alcohol, drugs, and other unauthorized substances.
Carry only those materials that are acceptable under the law or school rules and regulations, and must accept the consequences for unacceptable articles stored in one's locker or desk.

DAILY BELL SCHEDULE

REGULAR DAY BELL SCHEDULE

7:30-7:56	Advisory
8:00-8:50	1st Hour
8:54-9:44	2nd Hour
9:48-10:38	3rd Hour
10:42-11:32	4th Hour
11:36-12:52	5th Hour (lunches)
12:56-1:46	6th Hour
1:50-2:40	7th Hour

CLUB/ASSEMBLY SCHEDULE

7:30-7:56	Advisory
8:00-8:45	1st Hour
8:49-9:34	2nd Hour
9:38-10:23	3rd Hour
10:27-11:12	4th Hour
11:14-11:39 11:16-12:01 12:03-12:28 11:43-12:28	6th Grade Lunch 5th Hour 7th/8th Lunch 5th Hour
12:32-1:17	6th Hour
1:21-2:06	7th Hour
2:10-2:40	CLUB

EARLY OUT BELL SCHEDULE

7:30-8:00	1ST HOUR
8:04-8:34	2ND HOUR
8:38-9:08	3RD HOUR
9:12-9:42	4TH HOUR
9:46-10:16	6TH HOUR
10:20-10:50	7TH HOUR
10:55-11:20 11:24-11:54	1st LUNCH 5TH HOUR
10:54-11:24 11:29-11:54	5TH HOUR 2nd LUNCH
11:55- bus arrival	Advisory

2016-2017 SCHOOL CALENDAR

1st Semester

August 11	New Teacher Workday
August 12, 15, 16	Workdays
August 17	School begins
September 2	Workday – No School
September 5	No School – Labor Day
October 13	Progress Q1
October 14	Workday – No School
October 27	No School - PTC 1:00-7:30
October 28	No School
November 23	Early Out
November 24 – 25	No School – Thanksgiving Break
November 28	Work Day – No School
December 21	Progress Q2 - End of Semester 1
December 22 - Jan 3	No School – Christmas Break

2nd Semester

January 4	Workday – No School
January 5	School Resumes
January 16	No School – MLK Day
February 6	Workday-No School
February 20	No School – Pres. Day
March 3	Progress Q3
March 16	Early Out – PTC 1:30-
March 17	Workday – No School
April 13-17	No School Spring Break
May 12	Early Out – Last Day
May 15	Workday – No School

EMERGENCY PROCEDURES

SCHOOL CLOSING

When closing school becomes necessary for the safety of students and staff, a message will be sent to all parents/guardians through the district’s automatic dialer system. In addition, closing will be posted on the districts website and a voice message may be retrieved by calling the school office.

School closing will also be posted on the following news media stations:

KTVI – Channel 2 – www.myfoxstl.com	KMOV – Channel 4 – www.kmov.com
KSDK – Channel 5 – www.kskd.com	KMOX – 1120 AM - www.kmox.com

EARTHQUAKE DRILL

An alarm (pulse tone) through the school intercom will be used to alert students and faculty to follow outlined procedures in the event of an earthquake. This entails seeking protection in the room from falling objects. After approximately two (2) minutes, teachers will escort students out of the building where they will congregate in the designated areas. Staff and students should use fire exit routes to exit the building.

FIRE DRILL

An alarm through the fire alarm system will be used to alert students and faculty. Each classroom teacher will

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have posted a colored diagram indicating the nearest exit route. This route is to be followed in a quick, but quiet and mannerly fashion. Students are to refrain from running or talking which might interfere with further instructions. (This alarm could also be through the regular bell system – long bell sound).

INTRUDER DRILL

An announcement over the intercom that an intruder is in the building will be made. The classroom doors will be locked. Students will be moved to a part of the room that is not visible from the window or the door. The children will be accounted for in the room. They will stay in the room unless directed by administration or law enforcement to do otherwise.

TORNADO WARNING

An announcement over the intercom will be made. Each classroom teacher will have a diagram posted indicating the nearest route to shelter. If weather or time does not allow for the preceding procedures, students will be directed to move to the nearest inside wall (away from windows). If possible, assume a fetal position and place hands in a protective manner over or behind the head.

SHELTER IN PLACE

An announcement over the intercom will be made. The children who are outside will be brought to a shelter in place location. Roll should be taken to determine if children are missing. Door openings will be taped. Remain in the shelter in place area until the ALL CLEAR is announced.

EMERGENCY CONTACT INFORMATION

All students are required to have current emergency information on file in the main office. It is imperative that a working telephone number be provided to the school so that immediate parent/guardian contact can be made when necessary, and that changes to emergency information are updated through the school office and/or school nurse.

Using the emergency information provided by the parents/guardians, a school representative will take the following steps:

1. Call a parent or guardian.
2. Call a designated contact if parents can't be reached.
3. If it is a medical emergency, the school nurse or if not on campus an advisor on the scene will determine the order of the phone calls. If transportation by ambulance is required, a school official will accompany the student.
4. Circumstances involving misdemeanor or criminal issues necessitate that law enforcement be contacted.

ATTENDANCE

ATTENDANCE

State and federal laws require all children participate in an educational program. Attendance significantly correlates with good grades and graduation rates. Students are expected to attend regularly; when absent it is required that parents/guardians contact the school and provide information regarding the reason for the absence. The District is bound by law to maintain accurate attendance records, investigate suspected truancy, and report suspected incidences of educational neglect to the Children's Division of the Department of Social Services (*BOE Policy File: JHG*).

ABSENCE AND EXCUSES

Because a well-educated citizenry is a requirement for a democratic society, Missouri statutes (RSMo 167.031, 167.061) mandate school attendance and compel school officials to monitor compliance. The Jefferson County R-7 Board of Education has established policy (File JED) in order to insure that each student, at a minimum, complies with state mandates on attendance and punctuality.

Teaching and learning begins with student attendance. All students are expected to attend school regularly and be punctual. Adequate class attendance is a requirement for mastering course objectives.

A parent or guardian is required to contact the office within 48 hours. Students may make up work for excused absences. Students get two days for each day missed to make up missing assignments. Arrangements should be made for the absent student to get their school work. Students need to work with teachers to determine due dates for missed assignments.

An **absence** is defined as missing a minimum of ½ or more of one class period up to an entire school day. There are three types of absences: 1) excused, 2) unexcused, and 3) truant.

Excused Absences

1. Illness or hospitalization of the student.
2. Serious illness of a member of the family or other family emergency.
3. Death in the immediate family.
4. Medical or dental appointments that cannot be made during non-school hours. A note from the doctor's office confirming the appointment is required upon returning to school.
5. Religious observances.
6. Absences with prior approval of the principal. Students who will be absent for reasons other than those listed above must seek approval by presenting a signed and dated note from a parent or guardian to the principal.

Unexcused Absences: Absences from class that do not fall under the seven types of excused absences criteria will be considered "unexcused." Unexcused absences may be considered truancy and more formal penalties could result. It is the student's responsibility to make arrangements with staff to complete assignments from days missed.

Truancy: Truancy is being absent from school without permission from a parent or guardian. Danby Middle School will work with the Jefferson County Juvenile Department to address truancy issues.

Tardy Policy: Prompt attendance to school and class is essential for student success, any student who is not in the classroom when the start bell rings is considered tardy. Repeated tardiness to school and class will result in disciplinary action.

Tardies per class per quarter;

1st offense – teacher warning

2nd offense – teacher warning & parent contacted

3rd offense – referral to office and ASD assigned

Each subsequent referral will result in graduated consequences.

Arriving Late: All students who arrive at school after school begins will be required to report to the office to sign in. If you are late, up to 20 minutes, it will count as a tardy for that period. Tardies beyond 21 minutes will receive an absence for that period.

Illness: Students who become ill during the school day are not to miss class without permission from the school nurse or administrator. A student must obtain a pass from his or her teacher to receive treatment from the school nurse during class time. Using a cell phone to contact parents when feeling ill is unacceptable and disciplinary action may be taken. The main office or nurse's phones are available.

Leaving School During the Day: If it is necessary to leave school during regular class hours, the student must receive permission, from the principal or administrator on duty. Students are required to have a note from a parent or guardian, or a health form from the school nurse, in order to receive permission to leave school. Students who leave the school grounds without permission, for *any* reason, will be considered truant. Students leaving during the school day must be signed out by the parent in main office. Students will be released only to the custody of a parent or someone designated by the parent. If your child is to be released to anyone other than the custodial parent, you **MUST** send a note to the office stating who will pick him/her up. If a phone call is made, some form of identification will be requested at the time of pick-up.

Absence Limit:

Parents will be notified when their student has missed six days per semester. Students who are absent from a class eight or more times in a semester will be required to present adequate documentation to administration. Adequate documentation includes doctor's notes and other written information confirming a valid absence from school.

Pre-Arranged Absences: When it is known in advance that a student will be absent, a Pre- Arranged Absence Form needs to be submitted to the office two days prior to the date or dates of absence. Classroom assignments will be provided; however, assignments are due on date of return. Quizzes and tests will be made up at teachers' discretion. Students will miss valuable presentation and classroom participation activities which may affect grades.

ACADEMIC INFORMATION

ADVISORY

Advisory is a class that will meet daily for twenty-six minutes dedicated to academic reinforcement and enrichment, Drop Everything and Read (DEAR), and character education. Advisors will monitor academic progress of their students and will initiate academic intervention when needed. Advisors will promote student involvement as well as academic, social and emotional growth. Advisory is an opportunity for students to gain a sense of community within our school. Students should come prepared with items needed for class.

HOMEWORK

Homework is an important part of the total education of our children. It provides a method of communication and cooperation so that families and schools can work together to provide a successful learning experience for every child. Although homework amounts may vary from teacher to teacher and student to student, the primary goal of homework remains the same:

1. Reinforce daily classroom objectives and thus increase the acquisition of knowledge and skills.
2. Improve the student's confidence in his/her ability to function independently.
3. Encourage parent/student involvement in the educational process.
4. Improve independent organizational and study skills.

Students are expected to complete all homework assignments on time and to an acceptable level of performance. If a student does not complete homework on time or it does not meet expectations, it will be marked in the gradebook as MISSING. This mark in the gradebook means that the teacher still requires action from the student, whether it is turning in the entire assignment, part of the assignment that is missing, or a redo. Once the student fulfills that requirement, the teacher will update the gradebook and remove the MISSING mark at their earliest convenience. Parents will receive weekly reports through email showing all assignments marked as missing for their student. Students with missing assignments will not be eligible to participate in incentive activities, may have points deducted from their score when late, and may receive additional consequences such as a lunch detention, parent/teacher conference, mandatory tutoring, and/or after school detention. In order to become a responsible student, you need to contact the teacher personally about any missing work prior to your parents contacting the teacher.

Parents can check their child's grades and missing assignments online through the district's student informational system, Infinite Campus. Please call the office for more information on obtaining a username and password.

MAKE UP WORK AND/OR TESTS

Students with absences falling on the day of a test or the day an assignment is due shall be treated as follows:

- 1) Regular assignments are those normally due the next day or within the next few days. A student shall have additional time, equal to two days for every day missed of time he/she was absent, to turn in these

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assignments. Assignments turned in later than this may have credit reduced or may not be accepted at all by the teacher. It is clearly the student’s responsibility to find out what he/she missed when absent.

- 2) If a student misses a major test, it may be made up on the day the student returns to school, or the student may have additional time equal to the time he/she was absent from school to make-up test at the teacher’s discretion.

HONOR ROLL

Students with an A-average and no grade lower than an A- earn A honor roll. Students with a B average and no grade lower than a B- earn B honor roll. Students are recognized quarterly.

AWARDS

Student awards are presented at the end of each year at grade level assemblies. Students must meet specific criteria in order to be eligible to receive the following awards: Perfect Attendance, Student of the Quarter, Honor Roll, and Presidential Physical Fitness. The following award will be given to qualifying 8th graders: Educational Excellence Award.

GRADING SYSTEM

The school year is divided into two semesters of two grading periods each. Report cards are issued at the end of each grading period and are reports of student progress to both the student and the parent. Report cards are to be examined and evaluated by the parent with the student. Grades and their corresponding percentages and points are listed below:

Grade	Percentage	Points
A	100% - 95%	11
A -	94% - 90%	10
B +	89% - 87%	9
B	86% - 83%	8
B -	82% - 80%	7
C +	79% - 77%	6
C	76% - 73%	5
C -	72% - 70%	4
D +	69% - 67%	3
D	66% - 63%	2
D -	62% - 60%	1
F	59% - 0%	0

P = Passing

NC = No Credit

I = Incomplete

All grades are passing except “F”.

No credit or grade point is given for a semester “F” grade.

INCOMPLETE WORK

The grade “I” is assigned when sickness or other legitimate cause beyond the control of the student prevents completion of major course work. In such cases, a reasonable time extension will be allowed. If the requirements are not met, the parents and student will be informed and the “I” will be changed to the grade earned.

Only semester grades are permanently recorded on the transcript. All other grades are indicators of the student’s progress for a semester grading period.

RETENTION CRITERIA

Retention may occur if a student fails two or more core courses (mathematics, science, language arts, and social studies) for the year. Grades, standardized tests scores and teacher recommendations are the three criteria used to evaluate performance.

Retention decisions based upon Reading Proficiency will also be made according to the requirements of Senate bill 319. The Bill requires school districts to continually assess students with Reading Improvement Plans to ensure that students are making progress towards attaining proficiency in Reading by the end of the sixth grade year.

GIFTED

Jefferson R-VII school district authorizes a program for meeting the educational needs of identified gifted students in an educational environment beyond that offered in the regular classroom.

LIBRARY

Library materials are loaned to students. No library material may be taken from the library unless properly checked out. Students are solely responsible for any books, tapes, or materials borrowed from the library. Lost, stolen, or unusable items will be assessed at current replacement value.

Students are allowed to check out two books, one magazine and one tape at one time. Students are allowed a one-month loan period on books and a one-week loan period for magazines.

Students must sign in and out each time they enter and leave the library, unless they are with a class. This way their time is accountable and the reason for their visit is documented.

FIELD TRIPS AND EXCURSIONS

Field trips require authorization from an administrator. All field trips will require a permission form signed by parents. Students having ISS or OSS prior to an unrelated educational trip may not attend that trip.

TEXTBOOKS

Textbooks are provided for students' use. Textbooks are expected to last a minimum of five to seven years. Students are expected to protect textbooks from theft, abuse, and damage and to return the books at the end of the year in the condition that they were issued. If textbooks are lost or excessively damaged, the student will be charged a replacement fee. Students may not be permitted a parking permit or the opportunity to participate in some school functions and extracurricular activities until all fines and fees are paid.

FEES/FINES

Some classes (i.e. shop, art, home economics, etc.) may have project fees. It is the responsibility of each student and his or her family to ensure that all fines and debts are paid in full by the end of the school year. Failure to do so may result in ineligibility for special school activities.

RETURN CHECK CHARGE

If any check issued to the school for any service or item is returned due to insufficient funds or because the account is closed, the bill will be deemed unpaid. In addition, a return check charge of \$35.00, assessed by the depository for the returned check, will be assessed for any check returned due to insufficient funds or because the account is closed."

SCHEDULE CHANGES

Students will receive schedules on the registration days prior to the start of the school year. Once students receive their schedules, students and parents should review the assigned coursework to verify progress toward academic and career goals.

No schedule change request will be considered without a valid reason. Valid reasons include, but are not limited to: course needed for graduation or course already passed.

If there is a schedule conflict **before** the school year begins, parents and students must make an appointment with the counselor to discuss the conflict.

If a schedule change is requested **after** the school year begins, parents and students must consult with the counselor **within the first week of school**. This procedure is in place to ensure continuity of coursework and to allow teachers to focus on the course level expectations once student rosters are final.

ACTIVITIES AND ATHLETICS

EXTRA CURRICULAR ACTIVITIES

A varied extracurricular activity program to fit the many needs of the student body is offered at Danby. Danby students who wish to participate in these activities must meet the standards set by Jefferson R-VII School and Missouri State High School Activities Association.

A student who wishes to try out for any athletic team at Danby must simply report to practice at the time announced. The Jefferson R-VII Board of Education requires that all athletes have accident protection through either a family or school plan, and a current physical examination.

The music department will play an important role in the extracurricular activities for many Jefferson R-VII students. Many performances take place throughout the year.

All students are encouraged to be active participants in the extracurricular programs offered at school. Those students who choose to participate as fans serve a valuable role in the success of our programs. The manner in which we conduct ourselves at these events has a great bearing on how others perceive our school. All students are expected to follow all school rules and to be positive examples for others.

A student must be in attendance for at least half of the school day to attend any extracurricular activities. Special circumstances need to be directed to the principal prior to the activity and will be left to the discretion of the principal. Poor behavior will also result in non-participation of these activities. **School administration may suspend students from extra-curricular activities if rules are violated.**

Students assigned out-of-school/in-school suspension or other alternative placement, are not permitted to attend extracurricular activities. The ban from activities or participation in school events begins the day the alternative assignment is made and ends at the conclusion of the suspension or alternative placement.

SCHOOL DANCES

The number of dances varies each year. School rules must be observed. Once a student has left a dance, he/she cannot return. Any misbehavior or willful destruction of property will result in removal from the dance. **School administration may suspend students from extra-curricular activities if rules are violated. Students having an ISS or OSS prior to a dance may not attend that dance.** If discipline between dances does not include ISS or OSS, they may attend the next dance.

CLUBS

All clubs must have a Danby faculty sponsor and be approved by the principal. Activities and Clubs include, but are not limited to, the groups listed below.

Leadership Club: This club coordinates character education activities for the school. The membership is by election from advisory classes.

Eighth Grade Committee: This club coordinates the selection of the class t-shirt, class trip, and class dance. Membership into this club is by an application process.

National Jr. Honor Society (N.JHS): This club is by invitation only. Invitations are based on character and grade point average. The club participates in service projects throughout the year.

Scholar Bowl/Academic Team: This team/club holds team meetings in preparation for various academic competitions.

Student Council (STUCO): Student Council is the official student government of Danby. STUCO provides a forum for student expression, plans social affairs, organizes special programs, and seeks to open channels of communication and improve school and community relations. For more information please contact the Student Council sponsors.

ATHLETICS

Fall Sports	Winter Sports	Spring Sports
Boys: Football, Cross Country, Cheer	Boys: Basketball, Cheer	Boys: Track
Girls: Volleyball, Cross Country, Cheer	Girls: Basketball, Cheer	Girls: Track

All athletes must have a signed parental permission slip, physical examination form, and a photo release form on file with the activities director before participating in a given sport.

SCHOOL SPIRIT ASSEMBLIES, PEP RALLIES, GAMES, ETC.

Students are expected to have fun, learn, and be safe at Danby and all school-sponsored events. Danby students should be good sportsmen at all times whether in the game or in the stands. Competitors are friendly rivals, not enemies, and will be treated with respect.

MSHSAA Recommendations:

1. No amplified noisemakers (this includes horns, bells, clickers, clackers, whistles or similar noisemakers) are permitted at any time.
2. No stomping on bleachers will be permitted regardless of location of the event.
3. No derogatory chants or cheer will be allowed.
4. No throwing of any object onto the floor or field, from the bleachers is acceptable.
5. Only middle school athletes, cheerleaders and coaches are permitted on the court and/or field during a game.
6. At no time will profane or obscene language be allowed.

Consequences will be applied to anyone not in compliance with rules. Students in attendance at games must be picked up immediately after. Contact with parents should be made at least 15 minutes prior to the ending of the game.

SUPPORT SERVICES

SPECIAL NEEDS OR HANDICAPPED STUDENTS

Contact Mrs. Karen Kappel, director of special education services, regarding any questions. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law.

INDIVIDUALIZED EDUCATION PROGRAMS (IEPs) AND SECTION 504 ACCOMODATION PLANS

It is the intent of the Board of Education to ensure that all eligible students in the district who have been identified, assessed, and placed in programs for students with disabilities will have written IEPs or, in the case of students identified under Section 504, accommodation plans. These programs will provide for appropriate educational experiences using the district's regular education programs as well as special education classes. The district also serves some students with more advanced needs that do not allow the student to be successful in the regular classroom setting.

SPECIAL SERVICES

A person has been designated to handle the following: Limited English Proficiency, Homeless, Special Education, and Migrant. Counseling is available through the school counselor and Comtrea. If you need information please call the school.

GUIDANCE AND COUNSELING

Danby Middle School guidance services are available to all students. The counselor will work with students on personal, social, academic, and career development. Students will work with the counselor to develop and maintain a five-year plan. The counselor will provide academic advisement through the course selection process each year. Students needing assistance from the counselor are encouraged to make an appointment before or after school, or during a class period with teacher permission and counselor approval. The guidance office is open from 7:15 am – 3:15 am daily and other times by appointment.

HEALTH SERVICES/NURSE

The school nurse is available for emergencies, sudden illness, or other health concerns during the school day. All students, at the beginning of each year, as well as all new enrollments within the school year, are required to submit medical records. Updated immunization records must be on file with Danby.

Medication

Students who take **ANY** medication during school hours must turn in the medicine to the principal, nurse, or secretary at the beginning of the day. This regulation includes over-the-counter medications. Students are not to have any medicine in their possession. A label affixed by a pharmacy, physician, or dentist must accompany prescription medicine, and written instructions signed by the parent or guardian will be required. Medicine is to be taken only under the supervision of the nurse,

principal, or secretary. The note from the parent or guardian must include the child's name, name of medication, time and date(s) to be administered, dosage, side effects, if any, and duration for taking the medication.

Self-Administration of Medication

Procedures are in place for students with health concerns that require regular monitoring and/or medication. If a student's Individualized Healthcare Plan (IHP) indicates the student is cognitively and behaviorally able to do so, students with asthma may carry and administer their metered-dose inhaler; students with diabetes may carry and administer their insulin; students with life-threatening allergies may carry and administer their Epi-Pen. Students must have written permission from a parent or guardian and his or her physician to self-administer medications. Please contact the school nurse to initiate the development of an IHP if needed.

Examinations

Students entering 6th, 7th, or 8th grade will have hearing and vision screenings administered. Students will have height, weight and blood pressure taken by a district school nurse. Scoliosis screenings for all students in the 6th – 8th grades will be conducted by a local chiropractor after school resumes.

CAFETERIA

Cafeteria rules include but are not limited to the following:

Be courteous to others by entering at the end of the line.

Do not take food or drinks from the cafeteria.

Do not put other students' purchases on your account.

Clean table area and put all trash in the appropriate containers.

Return trays and silverware to the designated space/container.

Refrain from running and/or horseplay in the cafeteria.

Keep a positive balance in lunch account.

A Danby tray consists of one entrée, 2-3 side items and milk. All priced items (cookies, ice cream, Gatorade, etc.) are considered a la carte and are not considered a side item.

Breakfast price: \$1.55

Lunch price: \$2.35

We have a snack machine that ranges in price from \$.55 to \$1.25. We do not make change and the machine does not always make the change, so please make sure your child has the correct amount.

NEGATIVE BALANCES

A. If a child's account is negative \$10.00 or more, they will not be able to receive the lunch tray of their choice. They will be offered a peanut butter and jelly sandwich or the previous day's lunch choice.

Lunch accounts may be checked online through the district's student information system, Infinite Campus. Please call the school for more information on obtaining a username and password.

B. Any child who has a zero balance or owes, will not be able to receive extra items. This includes milk

The Jefferson R-VII Board policy shall take precedence if there is a conflict between district policy and this handbook.

for brought lunches. Extra items are defined as any item not included on a meal tray.

C. Danby offers ala-carte items as a privilege, and prices range from \$.50 to \$2.00. This includes items such as nachos, pretzels, mozzarella sticks, toasted ravioli, chicken strips, pizza, chips, cookies, Bosco sticks, Gatorade, flavored water, and more. These items are not available every day. Any student with a negative balance or if the child does not have enough money to cover the ala-carte item selected will not be able to buy that item.

D. Students who receive Free or Reduced meals are also subject to line B. If you want your child to be able to get an extra item you must send money for their account for them to receive the item.

E. All negative balances must be paid before the end of the school year.

LOCKERS

Danby provides a locker to each student for his or her convenience and daily storage of necessary items free of charge. Lockers are the property of Danby and are expected to be used and cared for appropriately. Students are expected to keep their lockers neat and clean. Do not bring valuables or keepsakes to school. Items should not be posted on the outside of a locker without permission from an administrator. Do not use tape or glue on lockers. Students should not share lockers or combinations for their own protection. **Lockers should be locked at all times. Combinations are confidential and should not be shared. Disciplinary action may ensue if storage problems persist. Danby is not responsible for lost or stolen items.**

BACKPACKS

Danby students are allowed to bring backpacks to school. Students **are not** permitted to carry backpacks or bookbags from class to class. Backpacks and book bags may only be used to carry necessary supplies to and from the building. Students are provided adequate space in school issued lockers to store backpacks during the school day.

GYM LOCKERS

Students are not allowed in the locker rooms without appropriate supervision. All of the previous information regarding lockers applies to gym lockers. Students must take their gym/practice clothes home at least once a week for laundering. Students may bring in their own combination locks or they may check one out from PE coaches. Students bringing in their own locks must give combination and/or key to administration.

LOST AND FOUND

The lost and found is located in the cafeteria. The school is not responsible for lost, stolen, or damaged items. The school will donate lost items to a charitable organization after a reasonable amount of time.

TELEPHONES AND MESSAGES

Office telephones are available to students for emergencies only. Students need to explain the circumstance that warrants making the call and receive permission from the secretary to use the phone. All phone calls must be made from the office. Students are not allowed to use their cell phones to make or receive personnel calls during the school day.

CELL PHONES/ELECTRONIC DEVICES

Acceptable and responsible use of cell phones and electronic devices are only allowed during lunch and before/after school.

Classroom teachers have discretion on the use of cell phones and electronic devices during instructional time. All cell phones or electronic devices brought into a classroom must follow the check-in/check-out system. Students who fail to follow classroom procedures will be subject to discipline.

Students are expected to follow teacher instructions on the use of cell phones and/or electronic devices. Irresponsible use of cell phones or electronic devices will result in disciplinary action. The school is not responsible for damaged or loss of items brought to school by students.

TECHNOLOGY USAGE

Jefferson County R-7 School District has established a technology policy for all the campuses within the District.

No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use the district's technology resources by the superintendent or designee. Refer to the policy listed above for rules and responsibilities.

PARENT PARTNERSHIP

INFINITE CAMPUS PARENT PORTAL

Jefferson County R-7 School District uses Infinite Campus to post grades for students and families. Infinite campus has a parent portal to allow parents/guardians the ability to view the records of their child(ren) via the Internet. Access to student information empowers parents to have improved communication with their children about their academic achievement. Information available includes:

- Assignments and the grades for each assignment
- Missing assignments
- Attendance
- Schedule of classes
- Progress of grades
- Lunch balance

This tool is not meant to replace personal contact with students and families. This tool can enhance communication between home and school.

The Infinite Campus Parent Portal must be maintained by the school and families. Please provide accurate e-mail information to the school. Parent Portal agreement forms can be obtained from the main office.

PARENT ORGANIZATIONS

Boosters: The Booster Club supports a wide variety of extracurricular activities involving students and the community. Boosters meet the second Wednesday of each month. Everyone is invited to catch the Blue Jay spirit and join the fun! Contact the Danby office for more information.

Volunteers: (*BOE Policy File IICC*) Danby values and appreciates the help obtained by volunteers in the building. All volunteers must provide a criminal background screening. Please contact the office and/or the website for more information on how to donate your time and talents to our district.

Dads of Great Students (WatchD.O.G.S.): This program's goal is to encourage fathers and other adult male family members to act as role models and get involved in students education. Watch DOGS frequently spend the day in the building assisting teachers and students. Contact the building principal to learn more or sign up to be a WatchDOG.

PARENT PICK-UP

Parent pick-up will occur at the gym entrance. Students will be released 5 minutes prior to those riding the bus. Parent drop-off will occur at the front entrance at the farthest side of the median in the parking lot area by flag pole.

FALL AND SPRING PARENT CONFERENCES

Danby Middle School will hold "Student-Led Conferences" in the fall. Conferences will be held with Advisory teachers and students will follow an agenda to review academic progress, course selection and other important grade level information. Parents will have the opportunity to consult with each teacher regarding student progress as requested.

Conferences in the Spring are held for students who are struggling academically or behaviorally. These conferences are mandatory for attendance in order to help ensure academic promotion.

CHANGE OF ADDRESS, CONTACT INFORMATION, GUARDIANSHIP

It is essential that the school have accurate, updated records for contacting parents or guardians in case of emergency. Please immediately contact the Danby office to inform school officials of any changes that occur.

WITHDRAW FROM SCHOOL

A parent or guardian wishing to withdraw a student from Danby must complete a Withdrawal Form in the school's office. All computers, books, materials, and equipment must be returned and any outstanding fines/debts owed must be paid before transcripts will be issued.

PRIVACY AND CONFIDENTIALITY

It is necessary for the district to maintain extensive and sometimes personal information about students and families to ensure appropriate educational services. In accordance with the Family Educational Rights and Privacy Act (FERPA) the district has established policy to ensure the privacy and confidentiality for our students and their families.

KIDS KORNER - *Before and After School Program*

Before and after school care is offered at Plattin Primary from 6:00 am until 6:00 pm. Telegraph Intermediate offers after school care until 6:00 pm. This program is available for children ages 5-12. Please contact Craig Wilson, Kids Korner Director, at 937-7170 for more information.

VISITORS

The purpose of this policy is to ensure a safe school as well as to prevent disruption to the teaching and learning process at Danby. All visitors must sign in with the office and receive a "Visitor" badge. **There should be a sound educational reason for the visit.** Students are not allowed to bring students from other school districts to Danby without prior approval from the principal or Danby administrators.

CODE OF CONDUCT

POLICIES AND PROCEDURES

Conduct which takes place on school grounds or school property; on the way to and from school; on school buses and at bus stops; and at school activities on or off school property are subject to the code of conduct and discipline procedures. The school district reserves the right to impose disciplinary consequences for any student conduct which interferes with the educational process. The district reserves the right to suspend any student who has been charged, convicted, or pled guilty in a court of general jurisdiction for the commission of a felony violation of federal or state law. The school board has the authorization to immediately remove a student upon a finding by the principal, superintendent, or school board that the student poses a threat of harm to him/herself or others, as evidenced by the prior conduct of such student. Removal of any student is subject to state and federal procedural rights.

DISCIPLINE PROCEDURES

Danby has designed discipline procedures to foster student responsibility, to promote respect for the rights of others, and to ensure the orderly operation of the Jefferson County R-7 School District. Self-discipline is an important goal of Danby. Students who interfere with the rights of others or seriously impair others or their own academic and personal development are subject to disciplinary action.

The discipline procedures and examples in this handbook are illustrative and not an exclusive listing of acts of misconduct and consequences.

DISCIPLINE RESPONSE OPTIONS

Consults: Consults are conferences that will include the student and may include the teacher(s), counselor, administrator(s), superintendent, law enforcement, and a parent or guardian.

After-School (ASD), Before-School, and Lunch Detentions: (BOE Policy File: JGB) Consults with the student may occur during this time in an attempt to assist the student in preventing further disciplinary action. Students must bring enough work/reading to occupy the entire time assigned for the detention. No talking or breaks will be allowed and students must stay seated. ASD is from 2:40 pm – 3:40 pm.

At Risk: The At Risk program is maintained for students with severe behavior concerns, lack of progress towards graduation or those struggling academically.

In-School Suspension (ISS): (BOE Policy File: JGB) ISS is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. School work may be completed for credit.

Out-of-School Suspension (OSS): (BOE Policy File: JGD) OSS is for more serious offenses. Students are not allowed on campus when under OSS designation. School work may or may not be allowed to be completed for credit.

Expulsion: (BOE Policy File: JGD) is the permanent removal from school and school grounds. Assignments cannot be completed for credit.

STUDENT CODE OF CONDUCT AND STUDENT MATRIX

Teachers and staff will use classroom management skills and strategies to maintain order in the school. The Levels of Discipline matrix below is designed to guide discipline assigned by teachers and administration. The purpose of the code of conduct is to list certain offenses which will result in the imposition of certain disciplinary action. Teachers are responsible for creating and maintain a safe learning environment in which all students have equal opportunity to learn. Students are responsible for abiding by classroom and school rules. The Levels of Discipline matrix below will serve as a guide and apply to students sent to the office for administrative discipline.

BEHAVIOR OFFENSE	TEACHER RESPONSIBILITY	PRINCIPAL REFERRAL	PRINCIPAL REFERRAL SUBSEQUENT OFFENSES
Attendance concerns/tardies	<ol style="list-style-type: none"> 1. Teacher/Student/Parent Contact 2. 3 tardies – ASD 	<ol style="list-style-type: none"> 1. 3 or 6 days absent letter Mailed to parent 2. 4+ tardies – 1 day ISS 	<ol style="list-style-type: none"> 1. 8 days or more absent- Letter mailed to parent 2. At Risk Referral 3. Student/Parent meeting
Being unprepared for class/missing planner/hall Pass	<ol style="list-style-type: none"> 1. Verbal warning 2. Teacher/Student/Parent contact 3. Counselor intervention 	<ol style="list-style-type: none"> 1. Student/Principal/Parent Conference 	<ol style="list-style-type: none"> 1. Student/Principal/Parent Conference 2. 1-10 days ISS
Cell Phone violation, possession of other electronic devices	<ol style="list-style-type: none"> 1. Teacher/Student/Parent contact and item taken 1st - Returned to student at end of day 2nd –Returned only to parent 	<ol style="list-style-type: none"> 1. Student/Principal/Parent Conference 2. Item will be confiscated and returned only to parent. 3. Item will be confiscated and no longer allowed at school 	<ol style="list-style-type: none"> 1. Student/Principal/Parent Conference 2. 1-10 day ISS
Cheating /Plagiarism	<ol style="list-style-type: none"> 1. Teacher/Student/Parent conference 2. 1 day ASD 3. “0” on assignment, or complete different assignment 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. ASD 3. 1-5 days ISS 4. “0” on assignment 	<ol style="list-style-type: none"> 1. Parent/Principal/Teacher/ Student conference 2. ASD 3. ISS 4. 1-180 days OSS 5. “0” on assignment 6. Expulsion
Disruption/Misbehavior	<ol style="list-style-type: none"> 1. Immediate intervention by the staff member(s) who is supervising the student or observed the behavior 2. Verbal reprimand 3. Teacher/Student/Parent conference 4. ASD 5. Teacher/Principal/Student contact 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. Withdrawal of privileges 3. ASD 4. ISS 5. At Risk Referral 6. 1-10 days OSS 	<ol style="list-style-type: none"> 1. Parent/Principal/Teacher/ Student conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt./Expulsion

Dress Code Violation	1. Student asked to change or sent home	1. See disruption	1. See disruption
Fireworks/ammunition/matches	1. Immediate referral to Principal	1. Parent/Principal/Student conference 2. ISS 3. 1-10 days OSS 4. Refer to Supt. 5. Juvenile/civil authorities	1. Parent/Principal/Student conference 2. 1-10 days OSS 3. Refer to Supt. 4. Juvenile/civil authorities contacted
Forgery	1. Teacher/Student conference 2. Contact Parent 3. ASD 4. Teacher/Principal/Student conference	1. Parent/Student/Principal conference 2. ASD 3. ISS 4. 1-10 days OSS 5. Nullification 6. Refer. to Supt.	1. Parent/Student/Principal conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt./Expulsion 6. Notification of law enforcement when applicable or as required by law
Gang Related Behavior	1. See policy on page 40		
Inappropriate language or gestures	1. Immediate intervention by the staff member(s) who is supervising the student or observed the behavior 2. Verbal reprimand 3. Parent/Teacher conference 4. Counselor intervention	1. Parent contacted 2. Withdrawal of privileges 3. ASD 4. ISS 5. 1-3 days OSS	1. Student/Principal/Parent Conference 2. Behavioral contract 3. ISS 4. 1-10 days OSS 5. Refer. To Supt.
Indecent Exposure	1. Immediate referral to Principal	1. Parent/Student/Principal conference 2. ISS 3. 1-10 days OSS 4. Refer to Supt.	1. Parent/Student/Principal conference 2. ISS 3. 1-10 days OSS 4. Refer to Supt.
Missing assignments	1. Teacher/Student/Parent contact 2. Assigned a "FAST" to be served the following afternoon with the appropriate documentation done and parents notified.	1. ISS until the assignments are completed.	
Smoking	1. Immediate referral to Principal	1. Parent/Principal conference 2. ASD 3. ISS 4. Withdrawal of privileges	1. Parent/Principal conference 2. ASD 3. 3-10 days ISS

Truancy	1. Immediate referral to Principal	1. Parent/Principal conference 2. ASD 3. ISS 4. Withdrawal of privileges	1. Parent/Principal conference 2. ASD 3. 3-10 days ISS 4. Referred to outside agency 5. Notification of law Enforcement when Applicable or as required by law.
Academic Dishonesty – cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another’s work; facilitating academic dishonesty; and other misconduct related to academics.	1. Teacher/Student/Parent conference 2. 1 days ASD 3. “0” on assignment, grade reduction, or complete different assignment	1. Parent/Principal/Student conference 2. ASD 3. 1-5 days ISS 4. “O” on assignment or grade reduction	1. Parent/Principal/Student Conf. 2. ASD 3. ISS 4. 1-180 days ISS 4. “0” on assignment, grade reduction, course failure, or removal from extra-curricular activities 5. Expulsion
Alcohol/Drugs A. Possession and/or use of unauthorized prescription or non-prescription drug, alcohol, illegal drugs, tobacco, over the counter drugs, herbal preparation or imitation drug or herbal preparation or other narcotics and/or drug paraphernalia B. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription, alcohol, illegal drugs, or other narcotics. C. Sale of drugs or supplying a controlled substance on school grounds or buses. (Includes misrepresenting legal substances)		1. Parent/Principal conference. 2. Confiscation 3. ISS 4. Juvenile/Civil authorities contacted 5. 1-180 days OSS 1. Confiscation 2. 1-180 days of OSS 3. Refer to Supt./Expulsion 4. Juvenile/Civil authorities contacted	1. Parent Contact 2. Confiscation 3. Juvenile/Civil authorities contacted. 4. 1-180 days OSS 5. Refer to Supt./Expulsion

<p>Assault</p> <p>A. Hitting, striking and/or attempting to cause injury to another; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person</p> <p>B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.</p>		<ol style="list-style-type: none"> 1. Parent/Student/Principal Conference 2. ASD 3. ISS 4. 1-180 Days OSS 5. Refer to Supt./Expulsion 6. Notification to Juvenile <ol style="list-style-type: none"> 1. Refer to Supt./Expulsion 2. Notification to Juvenile/Civil authorities 	<ol style="list-style-type: none"> 1. Parent/Principal/Student Conference 2. ISS 3. 1-180 days OSS 4. Refer to Supt./Expulsion 5. Juvenile
<p>Automobile/Vehicle Misuse Discourteous or unsafe driving on or around the district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.</p>		<ol style="list-style-type: none"> 1. Student/Principal conference 2.. ASD 3. ISS 4. Revocation of parking privileges 	<ol style="list-style-type: none"> 1. Parent/Student/Principal conference 2. ASD 3. ISS 4. Revocation of parking Privileges 5. 1-10 Days OSS
<p>Bullying/Cyberbullying-repeated and systematic intimidation; intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bulling includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name- calling, put downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law</p>		<ol style="list-style-type: none"> 1. Student/Principal conference 2. Parent contact 3. ASD 4. ISS 5. 1-180 days OSS 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. 1-180 days OSS 3. Refer to Supt./Expulsion

<p>Bus Referral—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. Parent Contact 3. ASD 	<ol style="list-style-type: none"> 1. Principal/Parent/Student conference 2. 3 days bus suspension 3. 5 days bus suspension 4. 10 days bus suspension 5. Refer to Supt.
<p>Dishonesty – Any act of lying, whether verbal or written, including forgery.</p>	<ol style="list-style-type: none"> 1. Teacher/Student/Parent conference 2. ASD 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. ASD 3. ISS 4. Nullification of forged document 	<ol style="list-style-type: none"> 1. Parent/Principal/Teacher/Student conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Nullification of forged document
<p>Disrespectful or Disruptive Conduct of 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 in situations where it is protected by law.</p>	<ol style="list-style-type: none"> 1. Teacher/Student conference 2. Contact parent 3. ASD 4. Teacher/Student/Principal conference 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. ASD 3. ISS 4. 1-10 days OSS 	<ol style="list-style-type: none"> 1. Parent/Principal/Teacher/Student conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt./Expulsion
<p>Extortion-Threatening or intimidating any student for the purpose of obtaining money or anything of value.</p>		<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. ASD 3. ISS 4. 1-10 days of OSS 	<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. ISS 3. 1-180 days OSS 4. Refer to Supt./Expulsion

<p>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1000 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 destructive to the educational process or undermines the effectiveness of the district’s discipline policy.</p>		<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt./Expulsion 6. Refer to Law Enforcement for trespassing if expelled 	<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt./Expulsion 6. Refer to Law Enforcement for trespassing if expelled
<p>False alarms—Tampering with emergency equipment, setting off fire 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 property.</p>		<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. ASD 3. ISS 4. 1-180 days of OSS 5. Refer to Supt./Expulsion 6. Juvenile/Civil authorities contacted 7. Restitution 	<ol style="list-style-type: none"> 1. Parent contacted 2. ISS 3. 1-180 days OSS 4. Refer to Supt./Expulsion 5. Juvenile/Civil authorities contacted 6. Restitution
<p>Fighting— Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.</p>		<ol style="list-style-type: none"> 1. Parent/Principal conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Juvenile/Civil authorities 	<ol style="list-style-type: none"> 1. Parent/Principal conference 2. ISS 3. 1-180 days OSS 4. Referral to Supt./Expulsion 5. Juvenile/Civil authorities
<p>Fireworks/Incendiary Devices/Matches—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.</p>		<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. Confiscation 3. Warning 4. ASD 5. ISS 6. Juvenile/Civil authorities 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. Confiscation 3. ASD 4. ISS 5. 1-10 days OSS 6. Juvenile/Civil authorities

<p>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.</p>		<ol style="list-style-type: none"> 1. Parent/Student/Principal conference 2. Loss of privileges 3. ASD 4. ISS 	<ol style="list-style-type: none"> 1. Parent/Student/Principal Conference 2. Loss of privileges 3. ASD 4. ISS 5. 1-10 days of OSS
<p>Harassment, including Sexual Harassment A. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic. B. Unwelcome physical contact of a sexual nature 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, exposing, or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.</p>		<ol style="list-style-type: none"> 1. Parent/Student/Principal Conf. 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt./Expulsion. 6. Possible contact of Juvenile/Civil authorities <ol style="list-style-type: none"> 1. Parent/Principal Conference 2. ISS 3. 1-180 days OSS 4. Refer to Supt./ Expulsion 5. Contact of Juvenile authorities 	<ol style="list-style-type: none"> 1. Parent/Student/Principal Conf. 2. ISS 3. 1-180 days OSS 4. Refer to Supt./Expulsion 5. Possible contact of Juvenile/Civil authorities <ol style="list-style-type: none"> 1. Parent/Principal Conference 2. 1-180 days OSS 3. Refer to Supt /Expulsion 4. Contact Juvenile authorities

<p>Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district – sponsored activity. Hazing may occur even when all students involved are willing participants.</p>		<ol style="list-style-type: none"> 1. Parent/Principal conference 2. ISS 3. 1-180 days of OSS 	<ol style="list-style-type: none"> 1. Parent/Principal conference 2. 1-180 days OSS 3. Refer to Supt for possible expulsion
<p>Horseplay— (Roughhousing) physically bothering others with hands, arms, feet, legs, or body. (does not include fighting)</p>	<ol style="list-style-type: none"> 1. Teacher/Student/Parent conference 2. ASD 3. Teacher/Principal conference resulting in ISS or OSS 	<ol style="list-style-type: none"> 1. Parent/principal conference 2. ASD 3. 1-5 days ISS 	<ol style="list-style-type: none"> 1. Parent/Principal conference 2. 1-10 days ISS
<p>Nuisance Items A. Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.</p>	<ol style="list-style-type: none"> 1. Teacher/Student/parent contact and item taken 2. ASD 3. Teacher/Principal conference resulting in ISS or OSS 	<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. Confiscation 3. Warning 4. ASD 5. ISS 	<ol style="list-style-type: none"> 1. Principal/Student conference 2. Confiscation 3. ASD 4. ISS 5. 1-10 days OSS
<p>Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. ASD 3. ISS 	<ol style="list-style-type: none"> 1. Principal/Student conference 2. ASD 3. ISS 4. 1-10 days OSS
<p>Sexting and/or Possession of Sexually Explicit, Vulgar, or</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. Confiscation 	<ol style="list-style-type: none"> 1. Principal/Student/Parent conference

<p>Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.</p>		<ol style="list-style-type: none"> 3. ASD 4. ISS 	<ol style="list-style-type: none"> 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt for possible expulsion
<p>Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. ASD 3. ISS 4. 1-180 days OSS 	<ol style="list-style-type: none"> 1. Principal /Student/Parent conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt for possible expulsion
<p>Striking a staff member— hitting or throwing objects</p>		<ol style="list-style-type: none"> 1. Parent contact and Immediate suspension 2. ISS 3. 1-180 days OSS 4. Contact juvenile/civil authorities 5. Possible expulsion 	<ol style="list-style-type: none"> 1. Parent Contact 2. 1-180 days OSS 3. Refer to Supt./Expulsion 4. Contact Juvenile/civil authorities
<p>Tardy or Truant—absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.</p>	<ol style="list-style-type: none"> 1. Warning 2. ASD 3. Teacher/Principal conference resulting in ISS or OSS 	<ol style="list-style-type: none"> 1. Principal/Student conference 2. ASD 3. 1-3 days ISS 	<ol style="list-style-type: none"> 1. Parent/Student/Principal conference 2. ASD 3. 3-10 days ISS 4. Removal from extracurricular activities 5. For excessive tardies, a referral to Division of Family Services may be warranted.

<p>Technology Misconduct</p> <p>A. 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.</p> <p>B. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.</p> <p>C. Violations of Board policy EHB and procedure EHB-AP other than those listed in A or B above.</p> <p>D. Use of audio or visual recording equipment in violation of Board policy KKB.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. Restitution 3. Loss of privileges 4. ASD 5. ISS <ol style="list-style-type: none"> 1. Principal/Student conference 2. Confiscation 3. ASD 4. ISS <ol style="list-style-type: none"> 1. Principal/Student conference 2. Restitution 3. ASD 4. ISS <ol style="list-style-type: none"> 1. Principal/Student conference 2. Confiscation 3. ASD 4. ISS 	<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. Restitution 3. Loss of privileges 4. 1-180 days OSS 5. Refer to Supt for possible Expulsion <ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. Confiscation 3. ASD 4. ISS 5. 1-180 days of OSS 6. Refer to Supt for possible Expulsion <ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. Restitution 3. Loss of privileges 4. 1-180 days of OSS 5. Refer to Supt for possible expulsion <ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. Confiscation 3. ASD 4. ISS 5. 1-10 days OSS
<p>Theft – Theft, attempted theft or knowing possession of stolen property.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. Restitution or Return of 3. ASD 4. ISS 5. 1-180 days OSS 	<ol style="list-style-type: none"> 1. Parent/ Principal/Student conference 2. Restitution or Return of 3. 1-180 days OSS 4. Refer to Supt./Expulsion
<p>Threats or Verbal Assault to another student or staff member — Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Contact authorities 6. Refer to Supt./ Expulsion 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. ISS 3. 1-180 days OSS 4. Contact authorities 5. Refer to Supt./Expulsion

<p>Tobacco – Possession or use of any tobacco products, electronic cigarettes, imitation tobacco or cigarette products on all district facilities, district transportation, and on all district grounds at all times and at any district -sponsored event or activity while off campus.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. Confiscation 3. ASD 4. ISS 5. 1-3 days OSS 	<ol style="list-style-type: none"> 1. Parent/Principal/Student Conference 2. Confiscation 3. ASD 4. ISS 5. 1-10 days OSS
<p>Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. ASD 3. ISS 4. 1-180 days OSS 	<ol style="list-style-type: none"> 1. Principal/Student/Parent conference 2. 1-180 days OSS 3. Refer to Supt./Expulsion
<p>Vandalism—willfully causing damage or attempting to cause damage to real or personal property belonging to the district, staff, or students.</p>		<ol style="list-style-type: none"> 1. Principal/Student conference 2. ASD 3. ISS 4. 1-180 days OSS 5. Refer to Supt./Expulsion 6. Juvenile/Civil authorities contacted. 7. Restitution 	<ol style="list-style-type: none"> 1. Parent/Principal/Student conference 2. ISS 3. 1-180 days OSS 4. Refer to Supt./Expulsion 5. Restitution 6. Juvenile/Civil authorities contacted
<p>Weapons—illegal (possession of)</p> <p>1. State and local responsibility under the Gun Free School Act of 1994 legislates that local educational agencies expel from school, for a period of not less than one year, a student who is determined to have brought a weapon to school. State law also allows the chief administrative officer of the LEA (Local Educational Agency) to modify the expulsion policy on a case-by-case basis</p> <p>For the purpose of the GFSA, a “weapon” means a firearm as defined in Section 921 of Title 18 of the United States Code.</p>	<p>PRINCIPAL REFERRAL 1ST OFFENSE</p> <p>Possession of a Weapon</p> <ol style="list-style-type: none"> 1. Parent Contact 2.. ISS 3. 1-180 days OSS 4.. Refer to Supt./Expulsion 5. Contact Juvenile/Civil authorities <p>Possession of a Firearm</p> <ol style="list-style-type: none"> 1. One calendar year suspension or expulsion, unless modified by the BOE upon recommendation by the Superintendent. 	<p>PRINCIPAL REFERRAL SUBSEQUENT OFFENSE</p> <ol style="list-style-type: none"> 1. Parent Contact 2. 1-180 days OSS 3. Refer to Supt./Expulsion 4. Contact Juvenile/Civil authorities <ol style="list-style-type: none"> 1. Parent Contact 2. Expulsion 3. Contact Juvenile/civil Authorities 	

<p>According to Section 921, the following are included within the definition:</p> <p>Any knives, including switchblade, dagger, dirk, stiletto, or bladed hand instrument</p> <p>Any weapon (including a starter gun) which will or is designed to or say readily be converted to expel a projectile by the action of an explosive.</p> <p>The frame or receiver of any weapon described above. Any firearm muffler of firearm silencer.</p> <p>Any destructive device, which includes: (a) any explosive, or poison gas</p> <ol style="list-style-type: none"> (1) bomb (2) grenade (3) rocket having a propellant charge or more than four ounces (4) missile having an explosive or incendiary charge of more than one-quarter ounce (5) mine, or similar device <p>(b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, which has any barrel with a bore of more than one-half inch in diameter.</p> <p>(c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the immediately preceding examples, and from which a destructive device may be readily assembled.</p> <p>According to Section 921, antique firearms are not included in the definition.</p>	<ol style="list-style-type: none"> 2. 180 days OSS 3. Refer to Supt./Expulsion 4. Contact Juvenile/Civil Authorities <p>Possession of Ammunition or component of a weapon</p> <ol style="list-style-type: none"> 1. Parent Contact 2. ISS 3. 1-180 days OSS 4. Refer to Supt./Expulsion 5. Contact Juvenile/Civil Authorities 	<ol style="list-style-type: none"> 1. Parent Contact 2. 1-180 days OSS 3. Refer to Supt./Expulsion 4. Contact Juvenile/Civil Authorities

ASD – After school detention. May be served in the assigned teacher’s classroom or in the district’s ASD Center. Parents will arrange for student pick up.

Conference – Parents meet with school personnel at school.

Contact – Telephone or written contact.

Expulsion – Removal from school for remainder of the year.

Fine – Payment for damage.

ISS – In school suspension (May be served in a different classroom, in principal’s office, in the district’s ISS Center).

OSS – Out of school suspension

***Misbehavior not covered** – This will be dealt with by the administration in charge as he or she deems necessary. The Superintendent will be notified of this action.

APPEALS

Parents have the right to appeal any decision. Parents are expected to follow a chain of command starting with the staff member involved, then the building administrator, the superintendent, then ultimately the Board of Education. If not satisfied at each level with the decision, parents have the right to appeal to the next level.

BULLYING, HARASSMENT, AGGRESSIVE BEHAVIOR, HAZING

Jefferson County R-VII School District (*BOE Policy File: JFCF*) has established a policy against aggressive behavior. Any form of bullying or intimidation on school grounds, during school hours, at school-sponsored events, in any school context, against personnel or students **will not** be tolerated. Bullying and harassment are not permitted in any form to include, but not limited to, physical, written, emotional, or technological. **Bullying Report Forms are located in the office, for anyone needing to report an incident.**

BUS RULES AND REGULATIONS

Bus services are provided to all Jefferson County R-VII School District students free of charge. Riding the bus is a privilege, not a right. The school bus driver represents the school authority and is responsible for the health and safety of passengers on the bus. Students are required to follow all school and bus rules and regulations. Inappropriate behavior may result in loss of privilege of riding the bus. If items are accidentally left on the bus, check with the driver first and then the school's lost-and-found.

Improper bus behavior includes, but is not limited to.

- Throwing objects or spitting out of the windows.

- Standing, moving around on the bus, or trying to get on or off while the bus is in motion.

- Using inappropriate language or a loud voice.

- Putting any body part outside of the school bus while the bus is in motion.

- Riding an unassigned bus without permission.

- Lack of respect to the driver or other riders.

- Bringing any item that is not allowed in the school building onto a school bus.

Danby faculty and staff expect our students to assist the drivers in caring and setting an example for younger bus passengers.

DISTRIBUTION OF LITERATURE OR OTHER ITEMS

No pamphlets, posters, literature, invitations or other items of any kind may be distributed on school grounds without the approval of the principal.

DRESS CODE

Jefferson County R-7 School District Board of Education, administrators, faculty, and staff expect student dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the District. This expectation includes the school day and school-sponsored extracurricular activities. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the educational setting.

Guidelines for Appropriate School Dress:

1. Dress and grooming must meet the reasonable standards of health, cleanliness, safety and modesty, and should not be disruptive to the educational process.
2. Appropriate and acceptable clothing shall be defined as that which is not revealing. Clothing which exposes the mid-section or body below the arm pits, cleavage (cut-up or sleeveless shirts), and see-through or sheer apparel (tights/leggings) are considered inappropriate for school.
3. Undergarments must be worn and must be covered.
4. Spaghetti straps, strapless tops, and similar clothing or styles are not permitted.
5. Skirts, dresses, or shorts that do not pass the dollar test are not acceptable. The dollar bill test is when a dollar bill is placed at the top of the knee cap and the dollar must come into contact with the bottom of the apparel for the apparel to be considered legal. Jeans or pants with holes will be subject to the dollar bill test to verify that the holes do not compromised the appropriateness of the jeans.
6. Footwear must be worn at all times.
7. Swimming attire will not be permitted.
8. Jewelry or accessories that may be used as a weapon including, but not limited to, two or three finger rings that are joined, fanged teeth, chains, etc. shall not be permitted.
9. Articles of clothing which display sexually-suggestive wording or symbols will not be permitted.
10. Articles of clothing that display aggression or unhealthy behavior, such as profanity or obscenities; racial slurs; tobacco; alcohol; drug-related phrases or symbols; or advertisement will not be permitted.
11. Head covering (i.e. hats, sunglasses, hoodies, or other headgear) may not be worn within the building. If head covering is required for religious observance or medical conditions, please discuss the matter with an administrator.
12. Masks may not be worn on campus.
13. Pants or shorts may not be worn below the waistline.
14. Shorts must be in good taste. Running shorts, boxer shorts, biker short, or spandex shorts are not permitted. Shorts should not be a distraction.
15. It is expected that apparel be worn as it was intended.
16. Some activities may warrant requiring students to adjust hair and/or clothing in the interest of safety.

The final decision of what constitutes acceptable grooming/dress lies with administration. If an item is deemed inappropriate, the student will be referred to the office and denied entrance to classes until the situation is remedied.

Possible Remedies:

- The student already has something to change into in their locker or gym locker.
- The student can borrow something to wear from the office or the nurse.
- A parent or guardian can be called to bring appropriate clothing to school.

PE Dress Code: Students are required to dress out for PE. PE attire should consist of a t-shirt and gym shorts. Dressing out every day will be part of the participation grade.

DRUG/ALCOHOL POSSESSION OR DISTRIBUTION

First Offense: A student who is found to be in possession or under the influence of an illegal substance, at school or at a school-sponsored activity, will receive a minimum of five (5) days suspension from school. This suspension may be an out-of-school or in-school suspension, or a combination of both. The District's juvenile law enforcement officer will be notified. The number of days may be reduced at the discretion of the building administrator, in the following manner:

The family would voluntarily agree to have the student go through an accredited drug/alcohol assessment program or an agency mutually agreed upon by the family and the administrator. This assessment could be used to reduce suspension days for a first offense.

Second Offense: A student who is found to be in possession or under the influence of either alcohol or other drugs at school or at a school-sponsored activity will receive a minimum of ten (10) days of suspension. This suspension may be an out-of-school suspension, in-school suspension, or a combination of both, at the discretion of the building administrator. The District's juvenile law enforcement officer will be notified. The student's family will be **strongly encouraged** to place the student in an accredited drug/alcohol abuse prevention program. At the discretion of the administrator, with the input from the juvenile law enforcement officer and the drug/alcohol treatment center, the suspension may be reduced.

Prior to the student's re-entry into school, a meeting with the principal, student, and his or her parents or guardians will be held, along with any other person(s) believed to assist in the student's success.

Third Offense: A student who is found to be in possession or under the influence of either alcohol or other drugs at school or at a school-sponsored activity will receive ten (10) days of suspension and a recommendation for further action/consequences to be determined by the Superintendent. The District's juvenile law enforcement officer will be notified.

COMPLAINTS/CONCERNS

The Jefferson County R-7 Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and administrators of the district, such as faculty, principals, supervisors, the superintendent, or the Board of Education. Listed below are the proper procedures to be followed by persons with questions or complaints regarding the operation of the District:

1. Matters that involve classroom concerns should first be addressed with the teacher(s). Matters concerning maintenance or grounds should first be addressed with the Director of Maintenance. Matters that concern transportation should be addressed with the bus driver or the Director of Transportation.

2. Unsettled matters from the above, or problems and questions concerning individual schools, should be directed to the principal of the school involved.
3. Unsettled matters from the above, or problems and questions concerning the district, should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the above, it should be brought to the Jefferson County R-7 Board of Education. Written correspondence to the Board will be read and addressed by the entire Board. If necessary, following written correspondence, the Board will schedule a hearing to resolve the complaint. The decision of the Board will be final.

DUE PROCESS

Due process procedures have been developed to protect each student's individual rights. If a student and/or their parent or guardian believes a situation requires additional scrutiny, the following procedures have been developed to address their concerns:

Due Process Procedures: *(BOE Policy File: JGD)*

1. The disciplinarian will inform the student of the reasons and evidence for disciplinary action(s). Depending on the seriousness of the offense the principal, parents or guardian, and/or law enforcement may be notified immediately.
2. The student may request parent contact.
3. The parent or guardian may **request** a meeting with the principal, the disciplinarian, and the student.
4. The student and the student's parent or guardian may **request** a meeting with all Danby staff involved and the superintendent.
 5. The student's parent or guardian may **request** a meeting with the Jefferson County R-7 Board of Education, the superintendent, and all other Danby staff involved.

GANGS AND GANG BEHAVIOR

Students are prohibited from participating in or promoting any gang-related behavior. This includes the use of gang signs, writing, graffiti, paraphernalia, colors, or clothing.

GRAFFITI

Graffiti is considered destruction of public property, a crime punishable by arrest and fine, as well as restoration of that which was vandalized.

HALL PROCEDURES

All students must abide by hall procedures. Upon arrival at school in the morning, before the first bell, all students must go directly to the designated area. Students are not allowed in the hallways before the first bell without written permission from a faculty member. During lunch period, students must stay in the cafeteria unless written permission is provided by a faculty member. Throughout the day, students may have hall privileges for emergency purposes after receiving permission and a hall pass from their teacher. Loitering anywhere on campus is not permitted. Exceptions to these procedures are allowed with faculty supervision only.

PLAGIARISM AND/OR ACADEMIC DISHONESTY

Honest authorship is a primary value at Danby. Dishonestly claiming authorship is *plagiarism*, a form of cheating and form of either lying or stealing or both.

Plagiarism: Taking ideas or writings knowingly from another and presenting them as one's own. Plagiarism is an integrity violation and unacceptable at Danby.

Copyright: (*BOE Policy File: EGAAA*) A protection of "original works of authorship" that are fixed in a tangible form of expression. Students should assume that all printed work, whether hard copy or electronic text or images, is copyrighted. Students should be aware of and subject to the Educational Fair Use Guidelines, which allow for an exemption to copyright law if all of the following factors are met: the purposes must be used for the creator's intended purposes; the student is using only a portion of the work, never the entire work and never to avoid purchasing the original.

Acceptable Behavior in the Creation Process:

Discussing the assignment with others for clarification.
Exchanging drafts of work for critical peer response.
Participating in classroom activities pertaining to the writing process; prewriting, drafting, revising, editing and publishing.

Unacceptable Behavior:

Plagiarizing.
Surrendering one's work to another student to use without ensuring that the use will be consistent with the provisions of the instructor.
Knowingly allowing another student to plagiarize one's work.
Taking someone else's work in any form (e.g. coping or downloading files).
Using additional sources when not properly credited and identified.
Assuming the accuracy of the information of a web site without verifying the accuracy of that information. All information included in web sites is copyrighted.

Possible Consequences of Unacceptable Behavior:

Whenever a teacher reasonably believes, based upon significant evidence, that a student has plagiarized part or all of an assignment or infringed upon copyright protection the teacher shall evaluate the nature and extent of the plagiarism, or copyright infringement, advise that student of the existence of the violation, and state the penalties to which the student may be subject.

The teacher will indicate in writing to the student and the student's parent or guardian, with a brief statement of the circumstances that the teacher has a reasonable belief that the student has engaged in a violation.

The teacher may reduce the credit that the student would otherwise receive for the assignment by a degree commensurate with the severity of the violation.

The teacher may refuse to give the student any credit for the assignment.

□ The teacher may require the student to rework the assignment entirely, using his or her own ideas and style.

- The teacher may refer the student to the proper school authority for any additional counseling or discipline consistent with any other policy of Danby.

When it is necessary to use another's work this can be accomplished by means of a reference or attribution in the body of the text or speech, according to instructions provided by the teacher. The following guidelines should be used in complying with this code:

All quotations of exact words must be enclosed in quotation marks, and the exact source from which they were copied must be indicated.

The source of all summaries or paraphrases must be acknowledged.

The sources of factual material beyond common knowledge must be indicated.

Any assistance given to the student writer through books, films, lectures, Internet sources, computer programs, or direct interviews should be properly and clearly credited.

Students should assume that all written assignments are to be completed independently unless the teacher's instructions explicitly permit collaboration.

Violating the plagiarism policy may disqualify the student from school awards or honors.

Cheating: Behaviors that are considered cheating include, but are not limited to, the following:

Using any kind of written, mechanical, electronic, or other unauthorized aids is cheating.

Copying work (homework or class work – assignments, quizzes, tests) assigned to be done independently, or letting others copy one's work.

Providing others with quiz or test information, or receiving test information from someone else.

Referral of Incidents of Academic Dishonesty: Students who are aware of incidents of academic dishonesty have a responsibility to report such incidents to a teacher or administrator. Confidentiality and anonymity will be protected.

POSTERS AND FLYERS

No posters, flyers, mailings, advertising, or other media may be posted or distributed on school grounds or at school-sponsored events without the approval of the principal. The person or persons responsible for postings are also responsible for the removal of postings immediately following the event.

PUBLIC DISPLAYS OF AFFECTION (PDA)

PDA is not allowed on school grounds or at school-sponsored activities. Violation will result in disciplinary consequences.

PUBLICATIONS

All publications for distribution must be approved by the principal before distribution. Distribution must take place at an appropriate and convenient time and place so as not to disrupt learning or school functions.

Publications may not contain:

- obscenity for minors

- libel

- indecent or vulgarity

- advertisements of any product or service that is not permitted to minors

- fighting, hate, or racist words

- the potential for causing a disruption of learning or discipline.

SCHOOL PROPERTY

Textbooks, lockers, Chromebooks, planners, library books, desks, uniforms, etc. are school property that is on loan to students without charge. It is the responsibility of each student to protect and maintain *all* school property.

The students must abide by building and grounds rules:

- No loitering on school property

- Students are not allowed in woods

- No littering

- No Skate Boarding, Bicycles, Scooters, Dirt Bikes, 4-Wheeling, etc.

SEARCH AND SEIZURE

School officials have the authority to search students' property (including purses, backpacks, gym bags, vehicles, etc), provided that the search is justified at its inception and reasonable under the circumstances. School officials will exercise discretion to perform searches as they deem necessary to maintain the safety and welfare of students and staff, to prevent violations of discipline policies, or to prevent interference with the educational process. Strip searches will NOT be conducted under any circumstances by school officials. Lockers and desks assigned to students remain the property of the District and may be searched by school officials without notice.

SELLING OF ITEMS ON SCHOOL PROPERTY

Students representing themselves or representing any outside organization(s) will not be permitted to sell food items or any other items of any kind on school premises or property without administrative approval.

SEXUAL HARASSMENT

Danby is committed to providing a safe working and learning environment free from intimidating, hostile or offensive behavior. Sexual harassment is strictly prohibited throughout Jefferson County R-7 School District (*BOE Policy File: AC*). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature by anyone – employees, students, or others. This definition includes, but is not limited to, both overt and subtle types of harassment such as uninvited letters, telephone calls, looks, gestures, e-mail, text messages, touching, teasing, jokes, epithets, remarks, and questions of a sexual nature. Further prohibited is any

The Jefferson R-VII Board policy shall take precedence if there is a conflict between district policy and this handbook.

uninvited pressure for dates, explicit or implicit suggestion of sexual favors as a condition of employment or academic status, or attempted or actual sexual assault. Administrative personnel have the direct responsibility of setting the expectations that sexual harassment does not occur. Those who witness or who are the victims of sexual harassment shall immediately notify the proper authority. For students, that authority is a teacher, counselor, or the principal. For employees and others, the authority is their immediate supervisor or the next level administrator. If the offender is a person in authority, the next level administrator is informed. The teacher, counselor, supervisor, or administrator receiving such complaint shall discreetly investigate the allegation, including an interview with the accused person, and transmit a full written report to the superintendent as soon as possible. Persons who are the accused in the complaint shall not supervise or conduct such an investigation. The superintendent shall conduct further investigation of the incident as necessary and, if substantiated, shall take disciplinary action up to and including dismissal or expulsion of the offender.

SOCIAL NETWORKING SITES

Facebook, MySpace, Xenga and other social networking sites are blocked by the R-7 technology department. If there is activity on social networking sites which substantially interferes with the school day, action may be taken by Danby administration. The students carry the burden of proof when allegations of harassment or other activities on social networking sites occur.

TOBACCO USE

Jefferson County R-7 School District has established a tobacco-free policy for all the campuses within the District. The following restrictions apply to all students:

Possession of tobacco or use of any tobacco products, electronic cigarettes, imitation tobacco or cigarette products of any kind by students on their person or in lockers, vehicles, or any other place in the school building, on school grounds, or at school-sponsored activities, is prohibited regardless of whether school is in session or not. Employees observing students using and/or possessing tobacco products of any kind on school property or at school-sponsored activities will report said person to the school principal or administrator on duty.

A student who violates the district's tobacco-use policy will be dealt with on an individual basis. Consequences may include but are not limited to:

- Notifying a parent or guardian.
- Seizing the tobacco product.
- Removal of student from extra-curricular activities.
- Assignment to after-school detention, in or out-of-school suspension, or school service.
- Recommendation of enrollment in smoking prevention programs.

Referral for Therapy

Jefferson County R-7 School District seeks to be supportive of students who are using tobacco and wish to quit. Students who wish assistance are invited to see their counselor and the school's principal. Smoking prevention programs will be introduced and help will be provided for these students to participate.

For the purpose of this policy, a controlled substance will include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, SS195.010, RSMo.

WEAPONS IN SCHOOL

The possession or use of a weapon, except where authorized by law, is prohibited in all school buildings, on or about school grounds, and at all school-sponsored activities. A weapon is defined as any instrument or device commonly used to inflict physical injury or harm to another, or used to defend against an adversary. Violators will be referred to legal authorities and subject to suspension/expulsion from school in accordance with school district policy (*BOE Policy File: ECA and JFCJ*) and the Missouri Safe Schools Act.