

NORTH PEMISCOT SCHOOL DISTRICT
NORTH PEMISCOT ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK

Revised: July 2023

HOME OF THE MUSTANGS

Table Of Contents

Beliefs/Philosophy/Vision	1	Internet Safety Policy	14
Mission Statement	1	Discipline Guidebook	17
Goals for North Pemiscot R-1	1	Discipline Guide	18
Elementary Curriculum	2	Monday School Rules	18
Enrollment	3	Corporal Punishment	19
Birth Certificate	3	Refusing Punishment	19
Immunizations	3	Suspension	19
Entrance Age Requirements	3	Expulsion	19
Transfer Students	4	Due Process	20
Attendance	4	Behavior Guidelines	20
School Day	4	Threats	20
Tardy Policy	5	Classroom Rules	21
Perfect Attendance	5	Cafeteria Rules	21
School Dismissal	5	Recess Rules	21
Tuition	5	Forms of Discipline	22
Communication	5	Student Transportation	27
Supplies	6	Personal Search	28
Textbooks – Student Bills	6	Drugs or Alcohol	28
Lost & Found	6	Weapons	29
Testing & Evaluation	6	Acts of Violence	29
Guidance and Counseling	7		
Lockers and Desks	7		
School Pictures	7		
School Parties	7		
Dress Code	8		
Insurance	8		
Extra-Curricular Activities	8		
Field Trips	8		
Visitors	9		
Lunchroom Services	9		
Grading System	9		
Honor Roll	10		
Promotion and Retention	10		
Reading Achievement Policy	10		
Emergency Preparedness	11		
Health Services	11		
Toys, Cell Phones, MP3 Players	14		
Personal Property	14		
Gum, Candy, Food, and Drinks	15		

••• EDUCATIONAL BELIEFS/PHILOSOPHY/VISION •••

The North Pemiscot R-1 School District believes that:

- The family unit is the prime educators of their children and must provide the foundation and stepping stone of the values necessary for learning and life.
- Religious values are important to the youth and adults of the community and will be acknowledged.
- It is the school's responsibility, along with home support, to provide successful opportunities for students to reach their maximum learning potentials.
- Respect should be re-enforced through character building values such as honesty, self-discipline, trustworthiness, obedience and hard work.

••• MISSION STATEMENT •••

The mission of the North Pemiscot School District is to provide a safe, secure, and supportive environment promoting social skills, self-confidence, and values to create a well-rounded citizen both academically and as a member of the community.

••• NORTH PEMISCOT ELEMENTARY MISSION STATEMENT •••

Through peace, harmony, and equal opportunity, students at North Pemiscot Elementary School will acquire the educational knowledge and social skills necessary to become happy, healthy, productive adults.

••• GOALS FOR NORTH PEMISCOT R-1 SCHOOLS •••

North Pemiscot R-1 Schools will strive to achieve excellence in education by focusing on:

I. Fostering Individual Student Success By:

1. Encouraging regular attendance by having a district attendance policy that stresses the students' responsibility to be in regular attendance,
- * 2. Providing appropriate curriculum to meet the student needs in a changing society,
3. Selecting appropriate instruments to measure each student's growth,
4. Providing a guidance/counseling program which assists students,
5. Providing experiences and information for the staff to enhance student success,
6. Providing programs and awards to recognize student achievement.

II. Establishing An Educational Program Which Meets the Needs of All Students in a Changing Society By:

1. Coordinating the Preschool-12 curriculum, providing special emphasis on writing opportunities, critical thinking, reading, problem-solving, and mathematical concepts.
2. Utilizing evaluation processes for the educational program,
3. Implementing Missouri School Improvement recommendations, where appropriate.
- * 4. Striving to meet exemplary school standards.
5. Providing a program for gifted students in all grade levels that meet qualifications.
6. Continue using a coordinated Preschool-12 computer program.
7. Assessing each library to ascertain that materials are available for learning,
8. Providing college classes in compliance with S.B. 740 which permits dual enrollment for North Pemiscot's juniors and seniors.
9. Utilize technology throughout the curriculum.

- * 10. Providing technology to meet the needs of students enrolled in the North Pemiscot R-1 School District.

III. Promoting Staff Development and Effectiveness By:

1. Implementing a professional development program designed to assist in professional growth of staff.
2. Promoting communications among and between teachers of all grade levels and/or Departments.
3. Utilizing Performance-Based Staff evaluations.
4. Providing a formal staff development program.
5. Providing programs and awards to recognize the achievements of North Pemiscot R-1 Public School's employees.

IV. Communicating With All Segments of the District to Achieve Cooperation, Support, Understanding and Unity of Purpose By:

- * 1. Obtaining input on school programs and future directions.
- 2. The elementary and secondary divisions will provide news of each division to the news media, social media pages, etc.

V. Providing Buildings and Equipment Which Meet the Educational Needs of the District By:

- * 1. Assessing the building needs of the district for the next five years.
- 2. Implementing the renovation and construction schedule as permitted.
- 3. Implementing a maintenance /replacement schedule of equipment.
- 4. Providing good housekeeping.
- 5. Promoting student pride in a clean and well-kept school.

VI. Adopting a Financial Plan Which Provides for Educational Excellence By:

- 1. Managing expenditures and revenues to maintain fiscally sound reserves.
- * 2. Reviewing the three past budgets to project future needs.
- * 3. Seeking adequate funding for district goals.
- 4. Assessment of transportation efficiency.
- *\$ 5. Implementing a Career Ladder Plan for teachers, counselors, and librarians.
- *\$ 6. Seeking adequate funding from the State of Missouri to provide competitive salaries for school employees.

(*) Indicates long range goals.

(\$) If new revenue will permit these goals to be achieved.

••• ELEMENTARY CURRICULUM •••

The focus of the elementary curriculum is on reading, language arts, mathematics, science, and social studies. Art, music, physical education, health, drug education, and library skills are included in the elementary curriculum. This curriculum is aligned with state standards. Each student is given a Chromebook, effectively making us a 1:1 district.

The curriculum was created to provide students with the basic skills and concepts essential for success in secondary school and life. Math and Reading intervention instruction is

provided through the Title 1 program. Students must meet criteria requirements before placement in these programs.

Special Classes are provided for those students that have difficulty performing academically. Each student is provided with an individualized educational program and the necessary resources are made available to insure a feeling of success. Many of these students attend regular classes along with their special classes. Their program is evaluated and revised annually in order to provide each student with the best education possible with the least restrictive environment.

Staff and administration will meet annually in the fall, not long after school starts, to discuss any students that may exhibit Gifted/Accelerated abilities. These students will be tested, and if determined to meet the Gifted/Accelerated program requirements, will be placed accordingly.

••• ENROLLMENT •••

Students new to the North Pemiscot School District may enroll at the designated time before the first day of school or at any other time after the first day of school. Pre-enrollment for preschool and kindergarten is accomplished at the preschool and kindergarten round-up held in March/April of each spring.

At the time of enrollment, parents should present the following documents:

- a state issued birth certificate
- social security card
- a complete immunization record
- proof of address within the district

Any federal, state, or local government agency which requests an individual to disclose his/her social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it.

••• BIRTH CERTIFICATE •••

A birth certificate is required of every child before admittance. A hospital certificate is not acceptable. If the child does not have a valid birth certificate, parents may obtain one by submitting ten dollars (\$10.00) to the Bureau of Vital Statistics through the Pemiscot County Health Center • Hayti, Missouri. If the child was born in another state, parents may get a birth certificate from that state by writing to the Bureau of Vital Statistics at that state's capitol building.

••• IMMUNIZATIONS •••

State law requires immunizations for diphtheria, polio, mumps, measles, Hepatitis B and rubella before a child may attend school. Therefore, a student may not attend classes until immunization requirements have been met. See page 14 for more information.

••• ENTRANCE AGE REQUIREMENTS •••

Preschool enrollees must be four (4) years of age before August 1 of the year of enrollment. Kindergartners must be five (5) years of age before August 1 of the year of

enrollment. Students moving into the North Pemiscot R-1 School District after school has begun are eligible for preschool if they were eligible and in attendance in a public school preschool program in the district which they came, and the North Pemiscot R-1 preschool class doesn't have too high of an enrollment at the time.

••• TRANSFER STUDENTS •••

Transfer students must prove that they were in good standing at their prior school. The school administration may refuse admission to transferring students if they withdrew from another school while not in good standing. Students under current disciplinary action from another district may not be enrolled at North Pemiscot until the imposed discipline has been settled. The North Pemiscot School administration also has the right to admit a transfer student on probation if the student has been under disciplinary action in another district. These conditions apply whether the student is a resident or non-resident of the North Pemiscot R- 1 School District.

••• ATTENDANCE •••

Regular attendance at school is required by law and is essential for a student's success. Regular attendance will add greatly to the quality of work performed by the student. It is not possible for a child to make up everything missed during an absence. Excessive absences may make retention necessary. The Pemiscot County Juvenile Officer, the Pemiscot County Prosecuting Attorney and the Missouri Division of Family Services will be notified about excessive absences without a doctor's or dentist's excuse.

The terms excused and unexcused are no longer part our absentee policy. The responsibility for good attendance is on the student and parents. Extenuating circumstances, such as hospitalization, will be considered at the parents' request. Parents will be notified when a student has missed 3, 5, 8 and 9 days in a semester. Any student who misses more than 8 days in a semester may make an appointment to go before the attendance review committee at the end of each semester. The attendance review committee will be made up of five to seven faculty members including the counselor and the principal. The committee will review doctors' excuses to decide if the student should receive credit. The student must have doctors' excuses for the majority of the days missed, one or two excuses will not be sufficient. When an extended illness (five or more days covered by a doctor's excuse) makes up the majority of the absences, an absentee review may not be necessary. There are circumstances where a child must miss school. ***Doctors' excuses must be turned in within five (5) days of the absence.*** After an absence, teachers will assign a reasonable time to complete missed assignments. Make-up work must be completed within the time limits specified by the teacher. If work is not completed and returned to the teacher within the specified time, the student will receive a zero.

••• THE SCHOOL DAY •••

Parents are advised that duty teachers are not on duty until 7:30 a.m. and there is no supervision of students before that time. Without assigned supervision, there is no liability on the part of the school. Children are not to arrive at school before 7:30 a.m.

The school day begins at 7:45 a.m. and ends at 3:45 p.m. Parents picking up students at the end of the day must do so before the student is to board the bus, otherwise the student must board the bus that takes him / her home. There is no school supervision of students after 3:45 p.m.

••• TARDY POLICY •••

Being on time to school is very important. Every minute that your child is not in school, is time lost towards gaining all needed knowledge to successfully complete their current grade level. Please make all attempts to assure that your child arrives to school before instruction time begins each day. They should be in their classroom daily by the start of class. A student is considered tardy if they arrive any time after 7:50 a.m. The tardy policy will be enforced if a child enters the classroom after class has started.

- 1st offense: Report to principal and warning
- 2nd offense: Noon detention, corporal punishment, or Monday school one (1) day
- 3rd offense: One (1) day Monday School or ISS
- 4th offense: Two (2) days Monday School or ISS
- 5th offense: Three (3) days ISS

••• PERFECT ATTENDANCE •••

Any student that misses any part of a day between 7:50 and 3:35 will not be eligible to receive a perfect attendance award unless he was injured at school. If a student is injured at school and is taken home or to the doctor, the remainder of the school day will not count against perfect attendance.

••• SCHOOL DISMISSAL •••

The decision as to whether school will be dismissed because of bad weather will be made by the superintendent after inspecting several roads and consultation with those responsible for transportation. Please do not call the school. The announcement will be made on our social media pages, new channel KFVS12, by e-mail, text message, and radio stations KCRV, KMIS, and KBOA before 7:00 a.m.

School will not be dismissed early except by permission from the superintendent or his delegated authority. During threatening weather, parents should listen to the radio (KCRV in Caruthersville, KMIS in Portageville, and KBOA in Kennett), news channel KFVS12, and social media pages for early school closing.

••• TUITION •••

Any child whose legal residence is outside the school district may attend when facilities are available by paying tuition. Patrons will be billed at the beginning of each semester and failure to pay will result in denial of enrollment for the next semester. Patrons that own property in the district will be given credit for school taxes paid.

Children who do not live with their parents but can establish the North Pemiscot District as their legal residence and children of employees of the district will not be required to pay tuition.

••• COMMUNICATION •••

It is important that good communication be established between parents and the school. Parents are encouraged to make frequent contact with their child's teacher in order that they may be more aware of the educational program and opportunities in our school district. Attendance at Open House and Parent Conferences is especially important. Informed and knowledgeable parents can offer invaluable assistance to their children in the process of their formal education.

If parents would like to observe in their child's classroom, a request should be made to the teacher.

Encourage your child to bring home daily work and look it over with him / her. Read all notices sent home from school. Call the teacher or send a note when questions or problems arise.

At the completion of the first and third quarters, the teaching staff will be available for conferences. The report card and the teacher notes sent home are clear indications of a student having problems with school work. These notification processes are important in keeping parents and students informed of student progress. Parents can call the school anytime and arrange for a conference with a teacher. The school secretary will take your number and arrange for the teacher to return your call during teacher preparation periods.

••• SUPPLIES •••

At the beginning of the school year, classroom teachers will send a list of required supplies.

••• TEXTBOOKS - STUDENT BILLS •••

Textbooks and other educational materials are provided for student learning. Students are responsible for materials assigned to them. The loss or destruction of these materials will require their replacement at cost or a reasonable price as decided by the principal or teacher. Students who owe money for textbooks or library books may not attend extra-curricular activities or field trips.

••• LOST AND FOUND •••

Each year, students leave coats, gloves, hats and other items at school. We check with all students to see who lost the items. After a time, if owners are not found, the lost items are donated to needy families or shelters.

••• TESTING AND EVALUATION •••

Evaluation of student progress and of the instructional program throughout the school district is an ongoing process utilized for these reasons:

1. student program placement
2. counseling of students
3. student diagnosis and prescription
4. assessment of instructional programs
5. dyslexia screening
6. determining student aptitude
7. measuring student progress
8. district research and development skills
9. student ability and achievement

Methods and procedures of evaluation may include: objective, diagnostic, standardized, achievement and /or intelligence tests; teacher-made tests; and cumulative files containing data such as health records, anecdotal records, report card and subjective evaluations by members of the professional staff. If there is a need for individual evaluation, this can be initiated by parents or school faculty. Parents are encouraged to discuss any concerns with the teacher, principal or school counselor. A battery of psychological and research tests for students who are experiencing problems may be requested. These students will be referred to the Pemiscot County Special School District Diagnostic Clinic for testing only after parental consent has been obtained.

Achievement tests are given during the fourth quarter of the school year. Parents will receive a copy of the testing results at the beginning of the next school year.

The Superintendent of Schools or a designee has the responsibility of establishing the school district's testing program and its periodic review or possible revision and updating. The Board of Education shall be annually appraised of the outcome of the district's testing program.

••• GUIDANCE AND COUNSELING •••

As an essential element of the district's educational process, the North Pemiscot Guidance Program is based upon student and community needs. This program is provided to assist students in developing competencies for life experiences and transitions. All students have available to them the services of the North Pemiscot Guidance Counselor. Assistance is available on any problem a student might have that affects his / her school or personal life. The counselor is ready and willing to listen. A student may request a visit with the counselor personally or ask a teacher to arrange the appointment. Teachers or parents may also make the initial request for a student to visit the counselor. Parents are encouraged and invited to make use of our guidance services to better understand their child's programs.

The Guidance Program includes guidance curriculum, individual planning, responsive services, and system support. Components include promoting knowledge of self and others, career planning and exploration, and educational and vocational development.

The counselor can be contacted at 628-3465.

••• LOCKERS AND DESKS •••

Lockers and desks are not student owned. They are the property of the school district and provided for student use. The administration reserves the right to inspect and search any lockers/desks when necessary.

Writing on desks and lockers or defacing any school property will be considered intentional destruction of school property and will be handled according to the discipline guide.

••• SCHOOL PICTURES •••

School pictures are taken in the fall and spring of the year. These are prepaid pictures and students must have picture money on the day the pictures are taken. The picture money envelope will be sent home before the day of school pictures. Whether purchasing a picture packet or not, all students will have a picture taken for the permanent record.

••• SCHOOL PARTIES •••

Annual school-wide celebrations will be held during the school year as scheduled by the faculty, Parent Advisory Committee and administration. (See annual Title I Parent Activity Calendar) Parents will be notified in advance with event dates to plan for these special celebrations. Due to limited amount of time, birthday parties should be planned after school. Birthday invitations must be given to the teacher and not passed out by the student. To support bus safety regulations and protect the instructional setting with minimal disruptions, no gifts should be delivered to your child during the school day.

••• DRESS CODE •••

In elementary school, we request that children dress appropriately for school. A primary concern is that they dress as needed for safety and weather conditions. The following specific statements apply:

1. Clothing with obscenities, profanity, advertisements of alcohol, tobacco, or drugs are not to be worn at school. Clothing with slang words or slogans that are distasteful or vulgar is prohibited.
2. Caps, scarves, bandannas, or head coverings of any kind will not be worn in the buildings.
3. Students are not allowed to wear shorts, skirts, or dresses that are shorter than 5 inches above the knee.
4. In order to provide a safe and productive educational opportunity fully enclosed flat rubber soled shoes (e.g. tennis shoes) should be worn for PE.

When the type of clothing worn or the way it is worn causes distraction in the classroom or problems during the school day, the student will be referred to the principal's office for punishment according to the discipline guide.

••• EXTRA-CURRICULAR ACTIVITIES •••

The students of North Pemiscot represent our school and community to the public during after-school activities and assemblies. We want everyone to have a positive opinion of our school, students, and community; therefore we expect our students to be on their best behavior anytime guests are present on our campus or we are visiting another school. Students that misbehave during an after-school activity or assembly will be disciplined. Supervision will be provided by administration and teachers.

If students are absent from school on the day of an extra-curricular activity, they will not be allowed to attend the activity either at North Pemiscot or an away activity without special permission granted to the parents from the principal. This includes junior and senior high school activities. Parents will be required to justify requests.

Students who owe money for textbooks, instructional materials, lunch money, fines, etc., may not attend nor participate in extra-curricular activities or field trips.

••• FIELD TRIPS •••

Students will not be allowed to go on field trips if:

- They are suspended from school
- They are suspended from the bus
- They are assigned ISS
- They are assigned Monday school
- They have more than one U in conduct, or have a U in conduct during the 4th quarter.
- They violate the district's attendance and/or tardy policy.
- Owe money for textbooks, instructional materials, breakfast/lunch, fines, etc.

••• VISITORS •••

Parents are always welcome at North Pemiscot Schools. *All visitors are asked to check in at the principal's office before visiting teachers or classrooms.* Students are not to invite friends or students from other schools to visit during the day.

••• LUNCHROOM SERVICES •••

A well-balanced breakfast and lunch are served daily in the school cafeteria. All food consumed on the campus by students must be eaten in the cafeteria. Students may bring their lunch to school in a lunch box or sack. Students may not bring snacks or other foods to eat at lunch in addition to school lunch. Students should eat a well- balanced meal. No food is to be taken from the cafeteria.

••• GRADING SYSTEM •••

Deficiency reports are sent home mid-way of the nine-week grading period. Report cards will be issued at the end of each quarter. In grades 1 through 5, the following grading system will be used.

Grade	Percentage
A	100-95
A-	94-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	60-Below

Teachers may use either the percentage grade or letter grade with its corresponding numerical value for homework, daily grades, test scores, etc. All report card, quarter, and semester grades will be a percentage and/or a letter grade.

To obtain the semester grade, the percentage grade for the two quarters will be averaged. When averaging the quarter grades, any fraction of .5 or greater will be rounded up. For example: a 96% A- the first quarter and a 91% B+ the second quarter has a 93.5% average. The semester letter grade will be a 94% A-.

Until grades are placed on the report cards and permanent records, teachers will be given sole responsibility in determining individual grades. After grades have been placed on report cards and permanent record cards, the following will be strictly adhered to:

1. After a grade has been placed on the report card, it will not be changed except by mutual agreement between the principal and teacher.

2. A grade that is placed on the permanent record will not be changed without the written authorization of the principal. Such authorization will state the details concerning the change and will be signed by the teacher and approved by the principal.

Kindergarten will use the reporting system that has been specifically developed for that grade level. Special education will use the system they have developed according to the Special School District and Federal Government guidelines.

Remedial and Learning Disability Grades: Teachers in these areas will work with the homeroom teachers to decide the grades recorded on the report card for each individual student.

••• HONOR ROLL •••

The honor roll is published each nine weeks. To qualify for the honor roll, a student must have a “B-” or better in all subjects except handwriting.

••• PROMOTION AND RETENTION •••

Promotion will be determined on the basis of the individual pupil’s growth. There are also other factors related to the pupil’s ability and performance that are considered when placing a child where he /she can do the most effective work. Thus, in determining whether a pupil should be promoted, the teacher will take into consideration, in addition to academic attainment, such factors as the pupil’s chronological age, social growth, physical development, emotional status, effort, and purpose.

••• READING ACHIEVEMENT POLICY •••

As a result of Missouri Senate Bill 319, school districts in the state are required to adopt a policy to address reading achievement for students who are reading more than one year below grade level. North Pemiscot has adopted the following reading achievement plan:

1. Students in grades one through six will be assessed each quarter to determine their grade-level reading abilities.
2. At the end of the school year, a reading improvement plan will be developed for students in grades three through five who are reading more than one year below grade level.
3. Fourth grade students who are reading below a third grade level (G.E. of 2.9 or lower) at the end of the school year will be retained in fourth grade. No student will be retained more than once based solely on reading achievement.
5. At the end of sixth grade, a notation will be made on the permanent record of any sixth grade student who is reading more than one year below grade level (G.E. of 5.8 or lower).
6. Exceptions are students who: are receiving special education or 504 services that address reading; are limited English proficient; or have been determined, prior to the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirements. A reading improvement plan will be developed for students with such insufficient cognitive ability.
7. Parents will be notified about student’s reading progress through parent/teacher conferences in October and March and also through report cards.
8. Upon request, the school district will provide information about the reading

achievement plan and the number and percentage of students who are receiving extra reading instruction.

Students will be assessed each quarter and information will be recorded on the 1st - 3rd grade report cards. A reading achievement record will be attached to the 4th - 6th grade report cards. North Pemiscot staff will make every effort to ensure that students get the assistance they need to read at grade level. Since education is a team effort, we will need your help to achieve this. Have your child read to you every night. It is highly recommended that parents take advantage of the resources, such as after school tutoring, that are offered.

••• EMERGENCY PREPAREDNESS •••

Fire, tornado, earthquake, and bus evacuation drills are required by the state of Missouri throughout the school year. These drills should be treated seriously by the students. Student lives may be in jeopardy if the learning required by these drills is not treated importantly. Please help your child to understand and respond properly to all evacuation and drop and cover commands.

FIRE ALARM – ANNOUNCED ON THE INTERCOM - Students should:

1. Turn off lights and close windows.
2. Follow the teacher's directions to the exit door (leave everything).
3. Last person out should close the door.
4. Do not run but move quickly to the designated meeting area.
5. Remain quiet so teacher can take roll.
6. Students in bathrooms or other areas should join the nearest line exiting then rejoin their own group.
7. One designated student should report the roll to the secretary.
8. Do not re-enter the building for any reason. Wait for the all clear bell.
9. The all clear bell is one short bell.

TORNADO ALARM – ANNOUNCED ON THE INTERCOM - This means that a tornado has been seen. Students should follow teachers' instructions and go quickly to the designated area, get down on your knees, and cover your head. Stay in this position until the all clear bell. **IF YOU SEE A TORNADO COMING, DON'T WAIT FOR THE BELL.**

EARTHQUAKE - There will not be an alarm since there are no early warnings for earthquakes. Earthquake drills will be held periodically to show students the proper "drop and cover" procedures. As soon as the ground starts shaking, students should immediately drop to the floor and cover their head. Take cover under desks, tables, next to interior walls, etc. Turn away from windows and stay down until the ground stops shaking then evacuate according to the fire drill procedure.

••• HEALTH SERVICES •••

A nurse is available and will be on call when an emergency arises. The principal or approved representatives will make the request for her services.

It is recommended that all children have a physical examination before school begins. All physical examinations should be made early enough so that the doctor's recommendations may be carried out and the child may enter school in good health.

During the school year vision, hearing, height, weight, blood pressure and dental screenings will be provided. Parents will be notified by the school nurse if corrective measures might be necessary.

School Health Records

School health records are an important part of your child's permanent records. Informing the school when your child has had a serious accident, illness, operation, or contagious disease can help meet any serious physical or emotional needs after returning to school.

Immunizations

The Public School Laws for Missouri state that every pupil must furnish a record of all immunizations (shots) the child has received before school begins. Children whose immunizations are not completed will be prohibited from enrolling in or attending school at North Pemiscot. All students in kindergarten must present documentation of month, day and year of each immunization. The following schedule contains the immunization schedule recommended by the Missouri Department of Health.

1. DTP/ DT/ Td: Four (4) doses are required, last dose on or after fourth (4th) birthday. Pertussis is required for all students six (6) years of age and younger. Maximum Doses: six (6).
2. Polio: Three (3) doses are required, last dose on or after fourth (4th) birthday. Maximum Doses: four (4).
3. Measles: Two (2) doses are required on or after first (1st) birthday. At least twenty-eight (28) days must separate the two doses.
4. Mumps: One (1) dose is required on or after first (1st) birthday.
5. Rubella: One (1) dose is required on or after first (1st) birthday.
6. Hepatitis B: Three (3) doses are required.
7. Varicella vaccine: Two (2) doses required for grades K-4 & 1 dose required for grades 5-9
9. Tdap is required for 8-12 grades

To remain in school, students currently enrolled must receive immunizations as soon as they become due.

Health Problems

Often when a child shows signs of fever, sore throat, cough and nasal discharge, it may be the incubation period (beginning) of a contagious disease. The following Missouri State Board of Health chart indicates how long a child must remain out of school after the disease has been diagnosed by your doctor.

Condition/Incubation Period

Chicken Pox 14-21 days

Rubella Measles (German or 3 day)

- 7-21 days

Mumps 12-28 days

Rubella Measles (Red Measles)

Homebound

1 week or until sores all reach healed scab stage

4 days after rash disappears

9 days and until swelling is gone

7 days and rash disappears

• 10-15 days	
Scarlet Fever-Scarlatina 2-7 days	7 days or 3 days with penicillin treatment
Scabies-itch	After rash is gone with treatment
Ringworm 10-14 days	After adequate and continuous care and release by physician
Lice	After proof of adequate treatment and nits are not present
Impetigo	After proof of adequate treatment or after disappearance of scabs

Symptoms to Watch For - Out of consideration for your child, the teachers, and other children keep your child home if he/she has had any of the following symptoms during the night or before coming to school:

- | | |
|--|---------------------------|
| 1. temperature above 99 degrees | 6. rash or severe itching |
| 2. persistent cough | 7. sore throat |
| 3. earache | 8. dizziness |
| 4. vomiting | |
| 5. headache with blurred vision or any of the above symptoms | |

Children should be symptom-free 24 hours before returning to school. Please clean and cover all open sores at home.

Medication Procedures - As required by state regulations, the following medication policy will be enforced. Taking medicine at school should be kept to a minimum. When at all possible, arrange times for taking medicine before and after school. When your child **has** to take medicine at school for a few days, the dosage should be brought to school **by the parent** in a prescription bottle (an extra school size bottle is available from the druggist). Students are not allowed to bring any type of medication on the bus. Parents are responsible for completing a medication request form available from the school nurse.

Emergencies - In case of an accident or illness that the teacher feels is of a serious nature, the nurse should be called.

Suitable first aid supplies are provided in each building for minor cuts and bruises. In all cases of acute illness or serious injury the principal will be notified. Parents will then be contacted, if possible, and the proper course of action agreed upon. For this reason current phone numbers at home or places of employment for both parents are very important. The telephone numbers of each child's doctor and dentist are necessary in case of an emergency when a family member cannot be reached and immediate instructions are needed. Treatment cannot be given by a physician without parents' presence and parents' written consent. Also, parents need to provide the school with several emergency telephone numbers of relatives or friends who will assume temporary responsibility for the child until they can be reached. No seriously ill or injured child will be sent home alone. Please inform the school immediately if these emergency numbers change.

The school nurse cannot assume the responsibility for any emergency treatment beyond first aid. The nurse is not permitted to diagnose and cannot be expected to treat an illness or

injury which occurred away from school. A child who is ill, especially one who has a fever, severe cold, vomiting or diarrhea, should be kept at home.

If your child becomes ill at school, your child should tell the teacher, who may send the child to the school nurse. We will call you if there is an illness or injury that requires treatment or if we feel your child should go home. Please don't tell your child to call if he/ she feels sick.

••• TOYS, CAMERAS, RADIOS, MP3 PLAYERS, IPODS, ETC •••

Students are not allowed to bring toys to school. Teachers will not be responsible for lost or damaged items. Because of distraction and violation of other people's rights, cell phones, cameras of any kind, radios, mp3 players, iPods, tape players, digital watches (ex: Apple Watch, etc.) and CD's (including walkman stereos) are not allowed at school or on buses.

••• PERSONAL PROPERTY •••

The North Pemiscot School District will not be responsible for any personal property left on the school premises or school bus at any time.

••• GUM, CANDY, FOOD, AND DRINKS •••

Because of damage to desks, tables, chairs, floors, and clothing, students are not allowed to chew gum or eat candy in any buildings or school buses. Food and drinks are not allowed in any buildings or school buses except under the supervision of a teacher.

••• INTERNET SAFETY POLICY •••

INTRODUCTION

It is the policy of the North Pemiscot School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act {Pub. L. No. 106-554 and 47 USC 254 (h)}.

DEFINITIONS

Key terms are as defined in the Children's Internet Protection Act.

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the North Pemiscot School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

SUPERVISION AND MONITORING

It shall be the responsibility of all members of the North Pemiscot School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology measures shall be the responsibility of School Principals or designated representatives.

ADOPTION

The Board of North Pemiscot School District adopted this Internet Safety Policy at public meeting, following normal public notice, on June 18, 2013.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUALACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

••• INTERNET POLICY AND USAGE ••• AGREEMENT CONTRACT

I, _____, agree to follow all guidelines adopted by the Board of Education when using the Computers in the Classroom, Library, and Computer Labs in the North Pemiscot School District.

1. I will only use the computers for the purposes intended, and will not add or delete programs from the hard drive while using the computers. All computers are to be used in a responsible, efficient, ethical, and legal manner. Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user.
2. Computers are used to support learning and to enhance instruction. The Internet offers vast, diverse and unique resources to both students and teachers. I understand that the use of the **Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.**

Inappropriate uses include but are not limited to:

- using the network to access a file that contains pornographic pictures/material
- using the network to send/receive E-mail that are racist, sexist and/or contain obscenities
- using the network to send / receive inflammatory messages
- using profanity, obscenity or other language which may be offensive to another user using the network for financial gain, for commercial activity or for any illegal activity

Responsible users:

- use the Internet to research assigned classroom projects
- use the Internet to research approved personal projects
- may NOT violate the rules of common sense and etiquette
- may NOT send any inappropriate E-mail messages
- may NOT use impolite or abusive language
- may NOT send anonymous E-mail messages of any kind
- may NOT send chain letters or spam any letter
- may NOT use the Internet to take part in any Chat rooms
- may NOT use the Internet for any illegal purpose
- may NOT change any computer files that do not belong to the user
- may NOT send or get copyrighted materials without permission
- may NOT download an extremely large file without permission
- may NOT give their name, address or phone number on the Internet

3. Users must not give their password to anyone. Users must use their own account or user directories. Users may not access any other user's account or directory.

If the user is not sure how to do something on the computer, ask a teacher or the technology coordinator. The system operators will have access to all user accounts and directories. Attempts to login to the system as any other user or as supervisor will result in cancellation of user privileges.

At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The School District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district. If any user violates the provisions of this contract, access to the information service may be denied and the user may be subject to disciplinary action.

**NORTH PEMISCOT
ELEMENTARY SCHOOL**



DISCIPLINE GUIDE BOOK

Revised: June 2023

Home of the Mustangs

••• DISCIPLINE GUIDE •••

Instruction time is valuable to all students. **We will not tolerate any student interrupting the teaching-learning process.** All students are expected to behave appropriately, not only while in the classroom, but at any time they are on school property, including the school bus.

Students benefit most when the school and parents work together as a team in all areas of the student’s education. The principal and teachers will be in close contact with parents regarding student behavior.

This is only a guide and in certain cases can be adjusted by the school administration or the North Pemiscot Board of Education to better resolve the situation. For example, a fourth or fifth offense discipline may be assigned for a first offense if the administration feels it is necessary. **The choice of punishment is the decision of the teacher, administrator or school board; not the student.** In many instances parents will be contacted by the teacher and /or principal and informed of their child’s behavior. Persistent offenders, students that consistently disrupt classes or interrupt the educational process, can be placed on school probation in which case they cannot attend any extra-curricular activities and all behavior will be referred to the principal.

FORMS OF DISCIPLINE

TEACHERS	PRINCIPAL	SCHOOL BOARD
1. Warning / Conference	1. Warning / Conference	1. Warning / Conference
2. Extra Assignments	2. Corporal Punishment	2. Suspension
3. Refer to Principal	3. Noon Detention	3. Expulsion
4. Noon Detention	4. Monday School	
5. Notify Parents	5. Notify Parents	
	6. In School/Out of School Suspension	
	7. Recommend Expulsion to Superintendent/School Board	

MONDAY SCHOOL RULES

1. Students must report to the high school with books and materials at 8:00 am. **Teachers will make additional assignments in math, science, social studies and English.**
2. Students must remain until 12:00 noon. They will be given a five-minute break at 10:00 am.
3. A faculty member or administrator will supervise students.
4. Students are responsible for their transportation to and from school.
5. Conduct deemed unacceptable by the detention supervisor or **failure to make suitable progress on assignments will result in additional Monday Schools and/or alternative forms of discipline.**
6. **Failure to appear for an assigned Monday School:**
First Offense – one day in-school suspension and the assigned Monday School will still have to be made up.
Second Offense – three days in-school suspension and the assigned Monday School will still have to be made up.
Third Offense – three days out-of-school suspension
7. A form will be sent home to be signed by the parents and student. It must be returned to the principal the next day.

CORPORAL PUNISHMENT

Corporal punishment, as a measure of correction or for maintaining discipline and order in the schools, is permitted in the state of Missouri. However, it shall be used only when other means of discipline have failed; and then only in reasonable form. If found necessary, it should be administered by an administrator in the presence of another certified employee and never in the presence of other students.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The principal shall document each case of corporal punishment. The documentation shall include the student's name, date and time of punishment, number of swats administered, name of certified witness, and signature of person administering the swats.

A staff member may, however, use reasonable physical force against a student without advance notice if it is essential for self-defense, the preservation of order, or for the protection of other persons or property of the school district.

REFUSING PUNISHMENT

North Pemiscot students are not allowed the choice of suspension in lieu of receiving corporal punishment or any other type of punishment prescribed by the faculty. If a student refuses a determined punishment they will not be allowed to return to school until the parents have a conference with the principal and the student agrees to accept the previously assigned punishment.

SUSPENSION

A student may be suspended from school by the principal for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed 180 school days. If the parents cannot be reached to pick up the student, the student must be accompanied home by a school official. A letter stating the reason for suspension will be sent to the parents and the superintendent on the day of the suspension. The student shall not be re-admitted to classes until a conference with the parents has been held by the principal.

Any student in the North Pemiscot School System that engages in an activity which disrupts the educational program of the school shall be subject to immediate suspension.

Days of suspension will not be counted toward the attendance policy, however, work during the assigned suspension **may not be made up and no credit will be given for work done during the suspension.**

EXPULSION

The North Pemiscot School Board may expel a student from the North Pemiscot School system permanently for misconduct when other forms of discipline have failed. In general, the act of expulsion may be taken in the following circumstances:

1. Continued disobedience.
2. Open and persistent defiance of teachers.
3. Habitual profanity or vulgarity.
4. Acts that interfere with the private life of school employees.
5. Failure to comply with established rules and regulations.

DUE PROCESS

Students' rights in school discipline matters are governed by state and federal law. By state statute, students are guaranteed certain rights prior to a disciplinary suspension. Section 167.171, RSMo. provides for the following rights:

- (1) The right to oral or written notice of charges.
- (2) If the charges are denied, the right to an oral or written explanation of the facts supporting the charges.
- (3) The right to present the student's own version of the incident.
- (4) If the suspension is to last more than ten days, the right to a hearing before the board, to call witnesses, to present evidence, and the right to counsel.
- (5) The right to reinstatement pending a board hearing unless, in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process.

••• BEHAVIOR GUIDELINES •••

The faculty and staff of North Pemiscot Elementary School take pride in creating and maintaining a school environment which contributes to academic and social growth. To accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. As responsible young people, students are to behave in a way that is acceptable to everyone concerned – other students, teachers, administrators, and society. All students are under the authority of principals, teachers, and bus drivers on school buses.

Threats

The faculty and staff at Ross Elementary take safety seriously. In an effort to ensure that our students are safe, any threat made to cause bodily injury or harm to any student or staff member will be taken seriously. The following is a guideline. The seriousness and extent of the threat may result in an immediate long term suspension or expulsion. All threats will be investigated and reported to the proper authorities.

Threat to do bodily harm:

First Offense – 5 days suspension.

Second Offense – 10 days suspension.

Third Offense – Long-term suspension or expulsion.

Loss of Life Threat:

Any threat in which loss of life is expressed or implied will be immediately reported to law enforcement, who may participate in the investigation of the threat. A loss of life threat will result in long-term suspension or expulsion.

Classroom Rules

The classroom teacher has the authority to make and enforce reasonable class rules. Classroom rules and regulations are consistent with the school's goals and objectives. Specific information regarding classroom rules will be sent home during the first two weeks of school. The following are basic classroom rules:

- Always walk in the halls, in lines, and traveling to and from the bus and cafeteria.
- Use soft voices in the classroom, hall, restrooms and cafeteria.
- Raise hand and wait to be called on before talking.
- Do not fight.
- Keep hands and feet to yourself.
- Use proper respect for adults.
- Always follow the teacher's directions.
- Do not use foul language.
- Respect the rights and property of others.
- Be truthful.
- Do not bring toys to school.
- No playing or loitering in the restrooms.
- Return materials to proper storage space.
- No name calling.
- No littering — help keep the room clean.

Cafeteria Rules

Students must remain orderly in the cafeteria. Excessive noise and other disturbances will result in disciplinary action. Students should enter the cafeteria in a single-file line, get their tray and all items necessary for lunch (silverware, napkin, straw, milk), sit at the table assigned and eat lunch. When students are dismissed by the duty teacher, they should pick up all trash and deposit it in the trash barrels provided. Students should remain in their seats at all times unless instructed by teachers to prepare to leave the cafeteria.

Recess Rules

Recess and playground time are very important for social and physical growth. We need your assistance and support from home to make playground rules work.

- Use playground equipment as it was intended to be used:
 - SWINGS: Sit-do not stand, only one student per swing.
 - SLIDES: Only one child at a time, do not walk up slide. Sit down, legs forward.
 - TEETER-TOTTER: One student per end, do not stand up or walk on teeter-totter.
- Students should not:
 - play tackle football, do karate kicks or other forms of karate, fight, hit, kick, or otherwise harm others, should not wrestle or throw students to the ground, leave the playground without permission, throw objects such as rocks, sand, snowballs, etc., argue with the duty teacher.
- Students should:

- enjoy recess, play with whiffle balls, Nerf balls, basketballs, play in designated area, line-up immediately when signaled, enter the building quietly.

Forms of Discipline

All school districts have been mandated to have a discipline policy. The following pages contain the discipline guide which has been approved by the North Pemiscot Board of Education. Violation of school rules will result in the following discipline tools being used: conference/warning, loss of privileges, write-offs, loss of recess, lunch detention, corporal punishment, Saturday School, ISS (in school suspension), suspension or expulsion.

ABSENTEEISM (EXCESSIVE)

Follow Current Board Policy- includes letter, phone call or parent conference.

ACTS OF VIOLENCE (SUICIDAL ATTEMPTS OR ACTS TOWARDS ANOTHER)

- 1st Offense** – Contact parents and Juvenile Office
- 2nd Offense** – Contact parents and Juvenile Office
- 3rd Offense** – Contact parents and Juvenile Office
- 4th Offense** – Contact parents and Juvenile Office
- 5th Offense** – Contact parents and Juvenile Office

ALCOHOL AND DRUG (USAGE OR POSSESSION)

- 1st Offense** – See Page 30
- 2nd Offense**
- 3rd Offense**
- 4th Offense**
- 5th Offense**

BULLYING

- 1st Offense** – Conference with teacher/principal and parent contacted.
- 2nd Offense** – Saturday School or In-school suspension, contact authorities
- 3rd Offense** – Out-of-school suspension, contact authorities
- 4th Offense** – Out-of-school suspension or expulsion, contact authorities

BUS MISBEHAVIOR (MINOR)

- 1st Offense** – Conference/Warning
- 2nd Offense** – Lunch detention
- 3rd Offense** – Corporal punishment
- 4th Offense** – Bus removal 5 days
- 5th Offense** – Bus removal 10 days

BUS MISBEHAVIOR (MAJOR)

- 1st Offense** – Corporal punishment or conference/warning
- 2nd Offense** – Bus removal 5 days
- 3rd Offense** – Bus removal 10 days
- 4th Offense** – Bus removal for remainder of year

CELL PHONES, MP3s, DIGITAL CAMERAS, ETC.

- 1st Offense** – See Page 16
- 2nd Offense**
- 3rd Offense**
- 4th Offense**
- 5th Offense**

CHEATING, LYING, ETC.

- 1st Offense** – Disciplined by the teacher
- 2nd Offense** – Lunch detention
- 3rd Offense** – Corporal punishment
- 4th Offense** – Corporal punishment
- 5th Offense** – Suspension 5 days

CONTROLLED SUBSTANCE

Confiscate items and/or notify officers of the law when appropriate.

DESTRUCTION OF PROPERTY (ACCIDENTAL)

- 1st Offense** – Conference/Warning and restitution
- 2nd Offense** – Lunch detention and restitution
- 3rd Offense** – Corporal punishment and restitution
- 4th Offense** – 1 day Saturday school/ISS and restitution
- 5th Offense** – 2 days Saturday school/ISS and restitution

DESTRUCTION OF PROPERTY (INTENTIONAL)

- 1st Offense** – Corporal punishment and restitution
- 2nd Offense** – 1 day Saturday school/ISS and restitution
- 3rd Offense** – 2 days Saturday school/ISS and restitution
- 4th Offense** – Suspension 5 days and restitution
- 5th Offense** – Suspension 10 days and restitution

DISOBEDIENT (FAILURE TO OBEY TEACHER, FAILURE TO DO CLASSWORK, ETC.)

- 1st Offense** – Disciplined by the teacher
- 2nd Offense** – Lunch detention
- 3rd Offense** – Corporal punishment
- 4th Offense** – Corporal punishment
- 5th Offense** – Suspension 2 days

DISRESPECT TO SCHOOL EMPLOYEE

- 1st Offense** – Disciplined by the teacher
- 2nd Offense** – Lunch detention
- 3rd Offense** – ISS/Corporal punishment

4th Offense – ISS/Corporal punishment

5th Offense – 3 days OSS

DISRUPTING CLASS

1st Offense – Disciplined by the teacher

2nd Offense – Lunch detention

3rd Offense – ISS/Corporal punishment

4th Offense – ISS/Corporal punishment

5th Offense – OSS 2 days

EATING, DRINKING, CHEWING GUM

1st Offense – Disciplined by the teacher

2nd Offense – Disciplined by the teacher

3rd Offense – Lunch detention

4th Offense – Corporal punishment

5th Offense – ISS

EXTRA-CURRICULAR ACTIVITY MISBEHAVIOR

1st Offense – Corporal punishment

2nd Offense – Corporal punishment

3rd Offense – ISS

4th Offense – Bar attendance from all extra-curricular activities

FIGHTING

1st Offense – ISS 3 days and/or Corporal punishment

2nd Offense – ISS and/or Corporal punishment

3rd Offense – Saturday school 1 day or 2 days ISS

4th Offense – Saturday school 2 days or 3 days ISS

5th Offense – 5 days out of school suspension

***Any student that incites a fight will receive the same discipline as the students fighting. ***

FIREWORKS – POSSESSION OR USE OF

1st Offense – Corporal punishment

2nd Offense – Suspension 5 days

3rd Offense – Suspension 10 days

4th Offense – Recommend suspension for remainder of year

HALLWAY, RESTROOM, CAFETERIA & PLAYGROUND MISCONDUCT

1st Offense – Disciplined by the teacher

2nd Offense – Noon detention or corporal punishment

3rd Offense – ISS or corporal punishment

4th Offense – 2 days Saturday school or ISS

5th Offense – 3 days ISS

HARASSMENT, EXTORTION, THREATS (Excluding threats to kill)

1st Offense – Corporal punishment

- 2nd Offense** – Saturday school 1 day or ISS
- 3rd Offense** – Saturday school 2 days or ISS
- 4th Offense** – In-school suspension 3 days
- 5th Offense** – Out-of-school suspension 3 days

HITTING/ASSAULTING ANOTHER STUDENT

- 1st Offense** – Conference/ISS/Corporal Punishment
- 2nd Offense** – ISS/Corporal Punishment
- 3rd Offense** – ISS
- 4th Offense** – OSS
- 5th Offense** – OSS

IMPROPER DRESS

- 1st Offense** – Conference/Warning and send home to change
- 2nd Offense** – Corporal punishment
- 3rd Offense** – Corporal punishment
- 4th Offense** – 1 day ISS
- 5th Offense** – 2 days ISS

INAPPROPRIATE LANGUAGE & GESTURES

- 1st Offense** – Conference/Warning
- 2nd Offense** – Lunch detention
- 3rd Offense** – Corporal punishment
- 4th Offense** – Saturday school 1 day or ISS
- 5th Offense** – In-school suspension 2 days

MISBEHAVIOR DURING AN ASSEMBLY OR WHEN GUESTS ARE PRESENT

- 1st Offense** – Corporal punishment/lunch detention/ISS
- 2nd Offense** – Corporal punishment
- 3rd Offense** – ISS and ban from all assemblies
- 4th Offense** – 1 day OSS
- 5th Offense** – 3 days OSS

NOT DOING HOMEWORK/REFUSING TO WORK

- 1st Offense** – Disciplined by the teacher
- 2nd Offense** – Conference/warning/lunch detention
- 3rd Offense** – Corporal punishment/ISS
- 4th Offense** – Corporal punishment/ISS
- 5th Offense** – ISS/Saturday school

PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE

Recommend expulsion and notify legal authorities

PHYSICAL ASSAULT ON A STUDENT

- 1st Offense** – 5 days OSS; notify legal authorities
- 2nd Offense** – Recommend expulsion and notify legal authorities

PHYSICAL ASSAULT WITH A WEAPON

Recommend expulsion

PUBLIC DISPLAY OF AFFECTION

- 1st Offense** – Conference/Warning
- 2nd Offense** – Corporal punishment
- 3rd Offense** – Corporal punishment
- 4th Offense** – Suspension 3 days
- 5th Offense** – Suspension 5 days

SEXUAL HARASSMENT

- 1st Offense** – OSS 5 days; notify proper authorities
- 2nd Offense** – OSS 10 days; notify proper authorities
- 3rd Offense** – Recommend expulsion and notify proper authorities

STEALING (Officers of the law may be called.)

- 1st Offense** – Corporal punishment
- 2nd Offense** – 3 days ISS
- 3rd Offense** – 3 days OSS
- 4th Offense** – 5 days OSS
- 5th Offense** – Recommend suspension for remainder of year

TARDY TO SCHOOL

- 1st Offense** – Report to principal and warning
- 2nd Offense** – Noon detention, corporal punishment, or Saturday school 1 day
- 3rd Offense** – 1 day Saturday school or ISS
- 4th Offense** – 2 days Saturday school or ISS
- 5th Offense** – 3 days ISS

TEXTBOOK ABUSE

- 1st Offense** – Disciplined by teacher
- 2nd Offense** – Noon detention, corporal punishment, or Saturday school 1 day
- 3rd Offense** – Saturday school 1 or 2 days
- 4th Offense** – ISS 3 days
- 5th Offense** – ISS 5 days

TOBACCO – USE OR POSSESSION OF ANY FORM, INCLUDING VAPING, JULING, ETC.

- 1st Offense** – Corporal punishment
- 2nd Offense** – Suspension 5 days
- 3rd Offense** – Suspension 10 days
- 4th Offense** – Recommend suspension for remainder of year

VERBAL ASSAULT ON A STUDENT

1st Offense – Conference/Warning/Lunch detention

2nd Offense – Corporal Punishment

3rd Offense – ISS 3 days

4th Offense – OSS 3 days

5th Offense – OSS 5 days

WEAPONS OR DANGEROUS ITEMS (INTENT TO USE)

Notify authorities and recommend expulsion.

WEAPONS OR DANGEROUS ITEMS (POSSESSION)

1st Offense – Suspension 5 days

2nd Offense – Recommend expulsion

••• STUDENT TRANSPORTATION •••

Field Trips: Students will be supervised by school faculty. Parents may be asked to help supervise.

Bus Routes: Bus routes are laid out in such a manner as to best serve the majority of the students in the transportation area. Routes will be established on public all-weather roads and may be changed at any time if there is a shift in the resident location of pupils or as road conditions warrant.

Bus Rules: Listed below are the school bus rules. The safety of students on the school buses may very well depend on their observance of these rules. Therefore, the school solicits parental support in its bus safety efforts.

NOTE: RIDING A BUS IS A PRIVILEGE NOT A RIGHT. FAILURE TO FOLLOW THESE REGULATIONS MAY RESULT IN FORFEITURE OF TRANSPORTATION PRIVILEGES.

1. The driver is in charge of the pupils and the bus. He/she may assign seats to students. Students must obey the driver promptly and cheerfully.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should stand back about 10 feet from where the bus will stop and wait until the bus door is opened before moving any closer. While waiting for the bus, students should remain in a safe place and not play on or near the highway.
4. Students should walk at least 10 feet in front of the bus when crossing the road. Never walk behind the bus.
5. Students are expected to conduct themselves in a manner that will not distract the driver or disturb other riders. No “horseplay” will be permitted.
6. Students should keep hands, feet, elbows, knees, books, and other objects to themselves. They also must not at any time extend arms, hands, legs, heads, or bodies out of bus windows.
7. Students should not change seats while the bus is in motion. They should also keep the aisle of the bus clear at all times.

8. Students are not to tamper with any safety devices such as door latches or fire extinguishers.
9. No objects are to be thrown on or from the bus. Students are responsible for helping to keep the bus clean. Any damage to a bus must be paid for by the student responsible for the damage.
10. The driver will not discharge riders at places other than the regular bus stop near home, or at school, unless by proper authorization from parent or building principal.

••• PERSONAL SEARCH •••

If search of a student's personal belongings is deemed necessary, the student shall be asked to voluntarily present articles for inspection, empty pockets, remove shoes, etc. If a student refuses to voluntarily present personal articles for inspection the parents will be notified immediately. Legal authorities will also be notified if necessary.

Strip searches are prohibited. If there is reason to suspect a more in-depth search is necessary the parents will be notified and the student will be turned over to the proper authorities for further investigation.

If any questionable items or controlled substances are found, the parents and legal authorities will be notified immediately. Search and seizure relates not only to controlled items such as drugs and alcohol but also to other items such as weapons that could be dangerous.

This policy exists to protect the students of North Pemiscot and to maintain proper behavior at school and school activities. Parents are encouraged to cooperate with school officials concerning these matters as the administration does not arbitrarily single out anyone without just cause. This policy is intended to be helpful to parents as they will be notified if a student is involved in questionable activities.

••• DRUGS OR ALCOHOL •••

Any student who uses, possesses, has ingested, has under his/her control, sells, manufactures, administers, dispenses or distributes any alcohol, intoxicating liquor, controlled substance, counterfeit or imitation drug, and/or any drug paraphernalia while on school district property or participating in or present at a school-related activity shall be suspended immediately. After an administrative investigation the student will be subject to the following disciplinary action:

First offense

- (1) Ten day suspension (May be reduced to five days if the parents arrange for counseling through an appropriate agency and bring documentation of this to school and meet with the administration.)
- (2) Parents and student will be required to meet with the board at its next regularly scheduled meeting to discuss the matter.
- (3) The student will be placed on probation for the remainder of their enrollment at North Pemiscot
and/or
- (4) Recommendation to the board for expulsion.
and/or
- (5) Legal authorities notified and charges filed.

Second offense

- (1) Suspension until the next regularly scheduled board meeting at which time the student will be suspended from 10 - 180 days or expelled permanently from the North Pemiscot school system.
- (2) The parents will be notified at the time of the offense and they have the right to attend the meeting and present any information they desire.
- (3) Legal authorities will also be notified.

••• WEAPONS •••

In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

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

- (1) A firearm as defined in 18 U.S.C. 921.
- (2) Any device defined in 571.010, RSMo, including but not limited to a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, or switchblade knife.
- (3) Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in 571.010, RSMo. on school property or at any school activity will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case by case basis upon recommendation by the superintendent to the board of education. Students that use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

••• ACTS OF VIOLENCE •••

The Safe Schools Act of 1996 requires school administrators to report acts of school violence to teachers and other school district employees with a need to know. Acts of violence shall include but not be limited to the exertion of physical force by a student with the intent to do serious bodily harm to another person, including a school bus in service on behalf of the district or while involved in school activities. Another would include any child contemplating or making suicidal attempts. In both cases the Pemiscot County Juvenile Office has to be contacted and informed of such actions.

NOTES
