Bell City Elementary School

Student/Parent Handbook

2026-2027

WELCOME

We want this year to be a great experience for each child. We look forward to meeting the educational and social needs of each individual student.

Erin Tompkins
Elementary Principal

MISSION STATEMENT

The mission of Bell City R-II School District is to foster academic excellence, inspire lifelong learning and prepare students for what comes next.

Vision

The vision of Bell City Schools is to form strong, positive relationships and develop a passion for learning, allowing students to achieve their personal best.

Beliefs

The Bell City Schools believe:

- All students and staff are entitled to a safe, responsible, respectful, and engaging learning environment.
- We believe in high expectations and accountability for students and staff.
- Every student has a purpose and can learn.
- Teachers, parents and students are responsible for student achievement.
- Decisions are made based on what's best for all students.
- With a challenging curriculum and effective instruction all students can be prepared for what comes next.

ELEMENTARY SCHEDULE

7:30 a.m.....Cafeteria Opens
7:30 a.m.....Breakfast Served
7:40 - 7:55:..... Morning Recess
7:55 a.m.....First Bell
8:00 a.m.....School Begins
8:00 a.m.....Tardy Bell
10:45 - 11:05.....K-3 Lunch
11:05 - 11:20.....K-3 Lunch Recess
11:05 - 11:25.....4-6 Lunch
11:25 - 11:40.....4-6 Lunch Recess
2:05 p.m.....Afternoon Recess
3:10 p.m.....K-3 Dismissal
3:12 p.m.....4-6 Dismissal

ARRIVAL AT SCHOOL

The cafeteria opens at 7:30 a.m. and breakfast will be served starting at 7:30 a.m. Students are not to arrive at the playground until 7:40 a.m.

LUNCH PRICES:

K -3.....$2.35
4 -6.....$2.45
Breakfast.....$2.05
Reduced Lunch.....$0.40
Reduced Breakfast....$0.30

Students are urged to eat the type "A" lunch, which is a balanced meal served in the cafeteria. All lunch must be eaten in the cafeteria. No sodas or energy drinks are allowed. If special diets are necessary for certain students, contact the principal for individual arrangements to be made.

Children should not arrive at the elementary building before 7:40 a.m. Teachers begin their daily duties at 7:40 a.m. and no supervision is provided before that time.

Students must go to the cafeteria if arriving to school before 7:40 a.m. Students are to remain in the cafeteria until 7:40 a.m. Parents are urged to cooperate with this request. If dropping off at 7:40 students can be dropped off for recess at the Elementary Flag Pole.

VISITORS

All visitors must report to the elementary office. Parents are welcome to come to school, but for the safety of the children, we cannot allow visitors to walk the halls without first reporting to the elementary office.

TELEPHONE / ELECTRONIC DEVICES

Occasionally an emergency arises and a parent will need to give their child important information. You may call the elementary office and we will give your child the message. We ask that you use this service only when it is absolutely necessary.

The school phone is for official school business. Students are not to use the phone for items left behind such as homework, book bags, etc., unless a teacher requests the phone call. Arrangements for after-school activities should be made before coming to school.

Students are not allowed to use cell phones in any capacity during the school day. Students are allowed to bring cellphones to school for after school use ONLY. Students seen or heard with cell phones upon arrival at school until 3:12 in any place on school property will be in violation of the cell phone policy.

Students seen using cell phones for any reason will surrender the phone immediately to the teacher or principal and will be sent to the principal's office.

The following discipline will be administered to students in violation:
-1st Offense Warning
-2nd Offense 1 Day of ISS
-3rd Offense 3 Days of ISS

Additional violations of the cell phone policy may result in additional punishments seen fit by the elementary principal.

No electronic devices such as IPods, MP3 players, Nintendo DS, smartwatches etc. are allowed at school unless the classroom teacher or building principal gives prior permission.

The following discipline will be administered to students in violation:

-1st Offense Warning
-2nd Offense 1 Day of ISS
-3rd Offense 3 Days of ISS

CHANGE OF ADDRESS

If your address or telephone number changes, please call the elementary office and report this change to the school secretary. It is very important that we have your correct telephone number and address in the event your child becomes sick at school.

TEXTBOOKS

Textbooks issued to students are the property of the Bell City R-II Schools. They should be used with care and returned in good condition. PLEASE BE SURE YOUR NAME IS WRITTEN in the book in case it is misplaced. At the end of the semester/school year, it is the student's responsibility to return the book, which was issued, to him/her. A fine will be charged for lost or damaged books.

CHROMEBOOKS AND CHARGERS

Chromebooks and chargers will be assigned to each student. These are the property of the Bell City R-II Schools. They should be used with care and returned in good condition. At the end of the semester/school year, it is the student's responsibility to return the chromebook and charger, which was issued, to him/her. A fine will be charged for lost or damaged Chromebooks or Chargers.

NURSE AND HEALTH SERVICES

Bell City Schools provide the elementary school nurse for the assistance and protection of our student's health. Parents needing to contact the nurse should call 733-4444, ext. 4. Students desiring to see the nurse will be released from a class. Teachers will screen a student's need to go to the nurse. In accidents of a serious nature or other emergencies, the nurse will be summoned to the scene.

If your child is running a fever of 100 or greater (or was the night before) please do not send your child to school. Children should be free of temperature, vomiting, and diarrhea without medication for 24 hours before returning to school. Children who become ill at school are sent to the nurse's office. If their temperature exceeds 100 degrees and/or the nurse decides they are too ill to remain at school, their parents will be called. If the parents cannot be reached, we will call the emergency number listed in the student's file. Please be sure that your child's information is kept up to date, and that it is always possible for us to reach someone who can act in your place. If your child is sent home from school with a rash or pink eye, you must have a note from a physician saying that the child is not contagious before he/she may reenter school.

IMMUNIZATION REQUIREMENTS

No students shall be permitted to attend school without:

1. A current immunization statement on file with the school or,
2. A statement by the local health office or a physician that the required immunizations have been delayed by extreme circumstances, and that the time schedule for immunization has been established, or a written

statement of health, religious, or other objections delivered to the principal.

MEDICATIONS

Tylenol or aspirin will *not* be administered to the students without parents' permission. Forms will be sent home at the beginning of each school year.

If a child is to receive any prescription medications during the school day, the parent or guardian must fill out a School Medication Permission and Instruction form. **Students are not allowed to transport medications to and from school. Parents must bring any medications to the nurse's office.** The medicine to be dispensed will be kept in the nurse's office and dispensed according to the instructions.

CLOSED CAMPUS

With the safety and welfare of students in mind, the Board of Education has closed the campus during the school day. You are not to leave the school campus at any time of the day without special permission from the principal's office.

ENTRANCE AGE

To be admitted to first grade, a child must be six (6) years old before August 1. To be admitted to kindergarten, a child must be five (5) years old before August 1.

SCHOOL CANCELLATION

In the event school is cancelled due to the weather or mechanical failure, an announcement will be made on KFVS-Channel 12 and KDEX radio station. An announcement will also be made on Bell City Social Media Accounts, Facebook or Classroom Dojo

EARLY DISMISSALS

Occasionally school will dismiss early. When these dismissals are planned in advance, we will send notes home informing you of the time of dismissals.

In some cases, usually the result of inclement weather, we may have to dismiss school early without being able to inform you in advance. We strongly encourage you to discuss this with your child and have a plan worked out with your child as to where he/she should go in these instances.

HONOR ROLL

Honor roll will be awarded to students in grades 4-6 each quarter.. To make the honor roll, you must have all A's and B's. Any C's D's or F's automatically disqualify a student from the honor roll.

JR BETA CLUB STANDARDS

Jr. Beta members in the elementary will be students in the 5th and 6th grades. These members will be chosen because of their worthy character, good mentality, creditable achievement, and commendable attitude, and approved by Bell City School. Members may be dropped from membership for moral or disciplinary reasons that are deemed sufficient examples: getting ISS, excessive detentions, etc.

New members will be accepted at the start of the school year. A student must make the honor roll 3 of the 4 quarters in the previous school year. Students cannot have a "C" grade in any subject. Students are not eligible for the honor roll if they have a "C" letter grade. If a member does not make the honor roll a quarter, he/she is placed on probation. If a member does not make the honor roll two consecutive quarters, he/she is inactive. To become active again, a member must make the honor roll two consecutive quarters. Students must be performing and working at or above grade level. In order to attend Jr. BETA conventions students must maintain a 95% attendance rate, excused and unexcused.

Rules for staying in Beta Club:

1. If a member does not make the honor roll **one quarter**, they are placed on probation.

2. If a member does not make the honor roll **two quarters**, they are considered inactive and cannot participate in any Beta activities (meetings/convention, etc).

3. If a member does not make the honor roll **three quarters**, they are no longer eligible for the club.

4. To be active in the club again, a member must make the honor roll **two quarters** in a row and meet the GPA requirements.

5. A member must perform at or above grade level to remain in the club.

6. If a member is put in **lunch detention 2 times in one quarter**, they are placed on probation.

7. If a member is put in **lunch detention 4 times in one quarter**, they are considered inactive and cannot participate in any Beta activities (meetings/convention, etc).

8. If a member is given **In School Suspension (ISS) once in a quarter**, they are considered inactive and cannot participate in any Beta activities (meetings/convention, etc).

9. In order to attend Jr. Beta conventions, students must maintain a 95% attendance rate, excused and unexcused. This is a rule for all clubs.

WINTER AND SPRING CONCERTS

Attendance will be part of your child's grade. Each student is part of a team of musicians so it's important that every member attends. If the absence is excused, students will be given a short assignment to make up any lost points. However, if an absence is deemed unexcused, no points will be awarded or given the chance to be recovered. Emergencies or last minute events will be dealt with on a case-by-case basis. Contact Mr. Davidson for more information.

ACCELERATED READING PROGRAM

Students in Grade K-6 participate in our Accelerated Reading Program. This program is individualized to each student. Upon entering each fall, students are given a test to determine the grade level at which they are reading. However, students can read for fun and are encouraged to read books they enjoy.
Classroom teachers then develop a reading program for each student, which allows students to check out books in their range of reading. A point value is assigned to each book and when a student completes reading the book, a computerized assessment is given.

Goal setting and recognition are important motivators for students. As students achieve points they will be placed into different AR point clubs. These points clubs come with incentives to help motivate. AR will not be a part of a student's academic grade.

BUS RULES

1. The bus driver is authorized to assign seats.
2. Keep head, hands and feet inside the bus.
3. Students who leave school for activities on the bus must return on the bus, unless parents are there to take them home.
4. Student conduct on buses should be the same as for school classrooms.
5. Misconduct on buses will be handled the same as misconduct in the classroom.
6. Pupils must observe directions of the driver when leaving the bus.
7. Pupils may be suspended from the privilege of riding the bus if he/she is involved in misconduct that warrants bus suspension. The period of time will be determined by the school administration. The student will not be excused from attending school, but will have to provide his/her own transportation.
8. Students will not be permitted to off downtown or go to town after riding the bus to school.
9. Keep hands & feet off other students. Avoid all "horse play".
10. Students are not to throw objects in the bus or out the window.
11. Smoking is not permitted on the bus.
12. Only eligible bus riders are permitted to ride the bus.
13. Unnecessary conversation with the driver is prohibited.
14. Pupils must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
15. Any damage to the bus should be reported at once to the driver. If deliberate, mischievous damage is done to the bus, it will be repaired and your parents will have to pay the bill.
16. Eating and drinking are not allowed on the bus.

17. Students should never move from their seat while the bus is in motion.
18. Bus aisles must be kept clear and open.
19. Elementary children should sit toward the front of the bus.
20. Inappropriate language will not be tolerated.

Written permission from a parent must be presented to the principal's office in order for students to get off the bus at a different location, or ride a different bus.

DAMAGE TO SCHOOL PROPERTY

Students are expected to care for and respect all school property. We realize that there are times when school items or property are accidentally damaged. However, any school property or items that are damaged deliberately will be repaired or replaced at the cost of the student's parent/guardian.

ATTENDANCE POLICY

(Enforced on a semester basis)
MISSOURI COMPULSORY LAWS REQUIRE ALL ELEMENTARY PUPILS TO BE IN REGULAR SCHOOL ATTENDANCE.

It is very important that every student learn the value of regular attendance in school. Absences from regular classroom learning experiences disrupt the continuity of the instructional process, not only for the individual student who is absent himself/herself, but for the entire class. The benefit of regular classroom instruction is lost and cannot be entirely regained with each absence. Consequently, most students who miss school frequently experience difficulty in achieving the maximum benefits of schooling. The entire process of education requires regular classroom attendance, participation, and study in order to attain the maximum educational benefits for each child.

There are four types of absences:

1. Excused
2. Unexcused
3. Truancy
4. Suspension

Circumstances do arise when it is necessary for a student to be absent from school. Examples of acceptable excused absences are:

1. Illness
2. Death in family
3. Doctor or dental appointment
4. Appearance in court
5. Quarantine
6. Extenuating circumstances as approved by the elementary school principal

Examples of unexcused absences include but are not limited to:

1. Leaving school without proper clearance from the office
2. Forgery of signature on excuse
3. Excessive tardies or absences as a result of missing the bus
4. Shopping/beauty shop/barber shop/hunting/sporting events
5. Oversleeping
6. Suspension
7. Inclement weather when busses are running

Students are not allowed to attend a school sponsored activity after an absence for the entire day unless prior arrangements have been made with the principal.

When a student must be absent from school, the following procedures must be followed:

1. A phone call from a parent/guardian is expected on the day the absence occurs.
2. A note will be accepted from a parent/guardian on the day the student returns to school.
3. If the parent makes no phone call or a note is not presented by the student by the third day after the absence, the absence will be considered unexcused.
4. Students in K-6 must pick up an admit slip from the elementary office. Excused absences will permit students to make up work missed and receive full credit for it. It is the student's responsibility to make arrangements for make-up work. These arrangements should be made the first day the student returns to school. All make-up work is to be completed within the time designated by the teacher. This make-up work shall be done outside school hours at the discretion of the teacher. Unexcused absences will not permit students to make up work missed.

The parent or guardian will be notified by phone, mail, or classroom dojo of 5 or more unexcused absences from the principal's office. After five unexcused absences per semester the student may serve one day of ISS and each additional day thereafter. A student

who is habitually absent and unexcused from school may be suspended. This will be at the discretion of the principal.

A student who is absent for a part of the day must present a written statement of explanation from the parent/guardian to the principal's office when he/she arrives at school If he/she does not have a note from the parent, we will excuse the student with a phone call from the parent/guardian or the parent/guardian may come directly to the office. This is necessary to account for all students. A student will not be allowed to leave without parental permission.

1. Students will be allowed to miss 6 excused days in a semester.Students are required to bring in a note or a phone call is required within three days of their absence explaining why they were absent. If there is no phone call or note by the third day, the day is unexcused and no credit will be given for his or her work and disciplinary action may occur.
2. At the discretion of the principal, absences may be waived due to extenuating circumstances.
3. A documented excuse consists of a note from a doctor, dentist, nurse, funeral home and a court issued excuse. This list is not all conclusive, but it does <u>not</u> include a note from a parent/guardian.
4. Upon the 7th absence, if a student does not have a documented excuse, the student will be required to serve a day in ISS. Each successive undocumented absence will result in a day of ISS.
5. Students are required to bring documentation within 7 school days of their absences. If no documentation is brought in after the 7th day, those days will be counted against the student's (6) undocumented days for each semester. If documentation for a student's absence(s) are not received by the third day, a reminder letter will be sent home stating when the documentation must be received.
6. A documented excuse presented at the time of the student's return to school will keep the days of absence from counting against the student's six (6) days.
7. A Doctor's note will NOT count as documented if the student DID NOT see the Doctor that day. A note can excuse them if they saw the Doctor and he/she documented them for future dates, (Flu, an illness that contagious, etc.)
8. Students who do not maintain a 95% attendance excused or unexcused will not be allowed to attend extra trips

Truancy will be defined as being absent from school without permission from the principal. A student will not be allowed to make-up work he/she misses while truant from school. A conference with the student and written notification to the parent/guardian will always take place along with disciplinary action. Excessive absenteeism or tardiness will result in action by the Stoddard County Juvenile Office.

Any suspension resulting from attendance problems will require a conference with at least one parent, the student, and the principal before the student is allowed to return to school. In some cases, other school personnel such as the counselor and/or teachers may be asked to attend the conference. Students under suspension may have access to homework assignments if they desire, but they will not receive credit for work missed including tests.

If there are extenuating circumstances causing excessive absences, the principal has the discretionary authority to approve absences beyond the limit. In instances where the principal lacks sufficient information, the parents and student must attend the hearing. Further appeal may be made through the appropriate school channels.

The student who is suspended from school for a disciplinary reason will have the number of days charged against the total of six (6) days provided in this policy. If, however, the student is suspended for any number of days which causes him/her to reach nine (9) days, he/she may receive approval from the principal for an extension and be permitted to attend classes on a day-to-day basis.

Students who are absent from school on the day of a social activity, athletic contest, or any other school sponsored activity will not be allowed to participate or attend that activity during that day or evening unless prior arrangements have been made with the principal.

Attendance is the responsibility of the student and parent. The school's responsibility is to keep parents informed and help to work out any problems the students may have with regular school attendance. School sponsored activities will not count against attendance percentages.

TARDIES

Students are to be counted tardy if they are not in their classroom when the second bell rings at 8:00 a.m. Students will be counted tardy until 8:30 a.m. If a student checks in after 8:30 a.m. they will be counted absent from 8:31 a.m. until the time of checking in. On the 3rd tardy of each quarter, a student will serve 1 lunch detention day. Each successive tardy thereafter will result in an ISS.

FIELD TRIPS

Each class will take field trips periodically. Field trips are an important part of the student's curriculum. Field trips are a privilege, not a requirement, and are provided as an opportunity to enrich students' school experience. When attending a field trip, students are representing Bell City, and it is expected that they demonstrate respectful, responsible, and safe behavior at all times. Participation in field trips is based on the school's confidence that students can meet these expectations.

Students must be academically and behaviorally eligible to attend field trips. Any student with missing assignments in the gradebook on the day of the field trip will not be permitted to attend and will remain at school to complete their work. In addition, students who do not consistently demonstrate respectful behavior may be excluded from participating in field trips.

Students will be expected to attend field trips unless there is an excused reason from the elementary principal. Excused reasons would include: doctor or dental appointments, death in family, illness or other extenuating circumstances. Students will be expected to ride the bus for a scheduled field trip. Students may not ride with parents to the destination and parents shall not attend field trips unless invited by the classroom teacher.

Students must have a 95% attendance rate at the time of the field trip in order to participate in the field trip. If a student does not possess a 95% attendance rate then the student will have to stay at school and not participate in the field trip.

GRADING SYSTEM

The following grading system will be used:

Letter	Percentages
A	96-100
A-	90-95
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

A modified grading scale will be used only for IEP students when necessary. A pass/fail grading scale can also be used when specified in the students' IEP.

PROMOTION OF STUDENTS

Promotion from one grade to the next shall be made annually at the close of the school year. Each teacher will recommend to the administration, the pupils be promoted or retained.

REPORTING TO PARENTS

Progress reports are sent home at mid-quarter and report cards are sent to the parents at the end of each quarter. Parent Teacher conferences are held for the first quarter and third quarter. School personnel are available to parents at scheduled times and through appointments. Informal notes, telephone calls and sending samples of pupil's work are other methods used for notifying parents of student progress. Weekly letters from teachers will be sent home with students with assignments and activities for that week.

Classroom Dojo is another form of communication from teachers to parents and vice versa. At the beginning of the year the classroom teachers will send home a code for guardians to sign up for the Classroom Dojo Application. In this application, teachers will be posting important information and pictures of learning activities taken place in the classroom.

READING POLICIES

Missouri Statute Section 167.645, RSMo (SB 681) requires school districts to conduct a foundational reading assessment as well as a dyslexia screener annually. The Missouri Department of Elementary and Secondary Education (DESE) has approved Renaissance STAR as a Missouri Foundational Reading Assessment and dyslexia screening tool.

Missouri's Foundational Reading Assessment helps identify students who may have some reading difficulties. Students are assessed in the areas of phonemic awareness, phonics, vocabulary, fluency, and comprehension using the STAR Assessment. The results of the assessment will help identify students who are in need of a Reading Success Plan (RSP)

If students are identified as at risk or having substantial reading deficits, a Reading Success Plan will be created to identify areas to improve in. This is a detailed plan on how we will support students in the area of reading in the classroom and/or reading intervention groups. Once identified, teachers and reading interventionists can provide instructional support targeted to student needs, monitor student progress, and adjust instruction as needed.

DRESS CODE

As a student at Bell City Schools, students are expected to take pride in their personal appearance and grooming in a manner that reflects positively upon themselves, their families, the school, and the community.

Students are expected to follow the following dress and grooming guidelines:

- Clothing, hats, buttons, badges, and other items may not advertise products, substances, or activities that are inappropriate for students.
- Clothing or accessories displaying words, images, or expressions that are offensive, vulgar, contain inappropriate double meanings, or are otherwise considered to be in poor taste are not permitted.
- Hats, caps, hoods, and other headgear may not be worn inside school buildings during school hours unless permission is granted by a teacher or administrator.
- Clothing must be appropriate for the weather and suitable for the school environment.
- Shorts and shirts must provide adequate coverage and be appropriate for school.
- Clothing must fully cover the midriff and undergarments. Transparent or see-through clothing is not permitted.
- Spaghetti-strap tops, tube tops, and tops that expose bra straps are not permitted.
- Undergarments must be appropriately covered by outer clothing at all times.
- Clothing, hairstyles, symbols, emblems, or accessories that are associated with gangs or gang activity are not permitted.
- Chains may not be worn as part of clothing or attached to clothing.
- Earrings and studs may be worn only on the ears. Visible body piercings or jewelry worn on other parts of the body are not permitted.
- Hair should be clean, neat, and maintained in a manner that does not substantially interfere with the learning environment.
- Dress and grooming expectations apply during the regular school day as well as school-sponsored activities and events.

Dress Code Violations

If a student's clothing or grooming does not meet these guidelines, the student will be asked to correct the concern. When possible, the school may provide an appropriate alternative. If the student does not have a change of clothing available, a parent or guardian may be contacted to provide appropriate clothing.

The goal of these guidelines is to maintain a safe, respectful, and distraction-free learning environment while allowing students reasonable opportunities to express their individual style within appropriate school expectations.

RELEASE OF CHILDREN DURING THE SCHOOL DAY

Safety is a top priority at Bell City Schools. Children are not permitted to leave school by themselves any time during the day. It is required that parents requesting the release of a child for dental and doctor appointments or emergencies come in person to the office to sign the child out. This protects you and your child as well as the school. Children will be released only to the custody of a parent or someone designated as an emergency contact on the Authorization Release Form. Any person who will be picking up your child from school must be listed on this form. This form may be updated at any time by coming to the office to add or delete from the pickup release form. If you have any questions or concerns, please contact Mrs. Tompkins at the Elementary School office.

HOMEWORK

Homework is a necessary and constructive part of learning, which prepares students for class and reinforces and enriches the regular classroom activities. Homework contributes to improved study skills, self discipline and time management.

The amount and type of homework will vary. The teacher in the classroom is the most qualified person to determine what homework is necessary for learning.

If a homework assignment is late: a) the first day 11% will be deducted b) the second day 22% will be deducted c) the third day 33% will be deducted d) after the third day, no grade will be given.

After being absent from school, a student should complete missed homework assignments within the time designated by the teacher. Student's work is due **three days** from the day they return to school, Saturday and Sunday count as **one day** of the three days, teachers may use discretion if a student misses more than three days for serious illness etc. If work is not completed by the time allotted

then that student will receive zeros for all work not turned in. In the case of planned absences, it is the student's responsibility to inquire in advance about his/her assignments within the time designated by the teacher.

Motivation and support of parents are the most important factors in determining how well a child will do in school. The successful students all seem to have parents whose attitudes show they care about their children's homework.

DISCIPLINE

Discipline is used to maintain a safe and orderly learning environment for all students. The classroom teacher is responsible for enforcing daily rules and monitoring student behavior. Students may be sent to the principal at any time during the school day, primarily when misbehavior continues after teacher reprimand.

Corporal punishment is defined as a paddling given by a teacher or the administrator. Corporal punishment is only administered in the presence of another certified staff member.

Students that are suspended from school may not attend any extra-curricular activity until the suspension time has been served.

Listed are examples of student misbehavior prohibited at school with optional disciplinary procedures, which may be used by staff.

Level 1:

- Talking without permission
- Coming to class unprepared (Without pencil or supplies)
- Excessive tardiness
- Leaving seat without permission
- Running in classroom or buildings
- Minor vandalism

Disciplinary actions taken by the teacher/principal

- Teacher reprimand
- Conference with student
- Note or phone call to parents
- Denial of privileges (recess, etc.. .)
- Referral to counselor or at-risk teacher
- In School Suspension (ISS)
- Corporal punishment

Level 2:

- Cheating
- Refusing to do assigned tasks
- Pushing, shoving, etc. . . .
- Inappropriate language or gestures
- Lying

Disciplinary actions taken by the teacher/principal

- Teacher reprimand
- Conference with parent/student
- Denial of privileges
- Referral to principal
- In School Suspension (ISS)
- Corporal punishment
- Out of School Suspension

Level 3:

- Stealing
- Insubordination to staff or personnel
- Truancy (absence without permission)
- Fighting
- Destruction of school property
- Bullying, including cyber bullying

Disciplinary actions taken by the teacher/principal

- Parent/student conference with principal
- In School Suspension (ISS)
- Out of School Suspension
- Referral to juvenile authorities
- Corporal punishment

Level 4:

- Assaulting school personnel
- Possession/Use of controlled substances
- Possession/Use of weapons
- Sexual harassment
- Indecent exposure
- Defacing/destruction of property over $50 in damage
- False alarms/tampering with emergency equipment, setting off false alarms/making false reports

Disciplinary actions taken by the teacher/principal

- Conference with parent/student
- Conference with juvenile authorities
- Out of School Suspension 1-180 days
- Corporal Punishment
- Expulsion

Multiple occurrences in one level may result in expulsion from school.

The building principal and/or teacher will resolve any behaviors that require immediate disciplinary action. The superintendent and the Board of Education will review discipline annually.

PLAYGROUND RULES

1. Students are not to go in the ditch or street without permission.
2. Students should not have any food products on the playground.
3. Wrestling, fighting, or rough playing are not permitted.
4. Cheerleading and gymnastics will be allowed, but no pyramid building or riding on shoulders will be permitted.

5. No baseballs are allowed. Throwing a football will be allowed.
6. Students are not to jump from any playground equipment. This includes benches, tables, swings, and climbing equipment.
7. Students should not stand on tables and benches.
8. No climbing on the swing set for any reason. Swings will not be adjusted by being thrown.
9. Students should immediately line up when the bell rings.
10. No rock throwing.
11. Students will use the slide only in a seated position going down one at a time.
12. Students are not allowed to use any electronic devices.

COLD WEATHER RECESS

Every effort will be made to take students outside. Students will stay inside if the temperature **feels like 29 degrees or below.** We will accept notes from parents on a daily basis to keep their child inside because of a recent illness. After 3 consecutive notes to stay inside when the weather permits outside recess, a doctor's excuse will be necessary.

DANGEROUS WEAPONS IN THE SCHOOL

Any person utilizing a school facility is not to carry, conceal, or directly or indirectly sell, deliver or loan any kind of firearm, firearm silencer, concealable firearm, gas gun, machine gun, rifle, shotgun, spring gun, blackjack, explosive weapon, knife, knuckles, projectile weapon or switchblade knife or other similar deadly weapons in school buildings or on or about the school district's grounds. Violations of this provision will be referred to the appropriate legal authorities. In addition, any student who brings a firearm to school will be suspended and/or expelled from school for a period of not less than one year. The district's chief administering officer may modify the suspension and/or expulsion on a case by case basis.

STUDENT DISCIPLINE CODE OF CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in our school. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school.

Standards of student conduct are established by the Bell City R-II Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of teachers, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to schoolmates, to refrain from the use of profane or improper language and to refrain from the use of tobacco and alcoholic beverages while on school premises or under school supervision.

The Board of Education believes that every pupil in school is entitled to the opportunity of attending school and of receiving an education without fear of harm or injury to person or property. Persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, to interfere with the educational process, will be answerable to any and all acceptable school disciplinary measures and/or legal measures.

The principal is responsible for the development of rules and regulations regarding student conduct needed to maintain behavior in school. The principal may suspend a student up to ten school days for violation of these regulations. The principal may also internally suspend a student. In internal suspension, the student will work on assignments or read but will not be allowed to sleep.

Any student who is suspended externally will not be allowed to attend or participate in extracurricular activities the night of the suspension. Students may also be suspended from after school activities if they do not observe the rules of that activity. All suspensions will be reported to parents and the superintendent immediately.

Teachers have the authority to make and enforce necessary rules for the internal governance of their classroom, subject to the endorsement of the principal. The Board of Education expects each teacher to establish and maintain discipline and satisfactory standards of conduct in the classroom.

Corporal punishment is not prohibited, but will be used when there is reason to believe it will be helpful in maintaining order and developing the child's power of self-control. It will be administered in private. There will be another adult in attendance. If the student is female, one adult will be female. It will not be excessive. It will not be administered in anger. A record of this action will be filed in the principal's office giving details, student's name and witness. If a parent refuses corporal punishment for their child, and the principal feels it is appropriate, the student will receive an out-of-school suspension.

The principal may suspend a student for a period up to ten days. The superintendent may suspend a student more than ten days but not more than ninety days. The Board of Education may expel a student.

All students enrolled in the school are subject to these rules including the handicapped and special students unless otherwise stated in their Individual Education Plan. These rules and consequences are intended to positively develop the student's ability for self-discipline.

TITLE IX GRIEVANCE

(Sexual Harassment)

The Bell City Board of Education is committed to maintaining a work environment for its students that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the Bell City School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX as
follows: A verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment provided under Title IX.

GRIEVANCE PROCEDURE

Level 1: A student who believes that he/she has been subjected to sexual harassment is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment, then the grievant should go to level 2.

Level 2: If the complaint or issue is not resolved at Level 1 or if the grievant chooses to skip Level 1, the grievant may file a signed, written grievance stating: 1) the nature of the grievance: 2) the remedy requested: 3) the date the grievance was submitted. The level written grievance should be filed with the Title IX Coordinator within (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

Board Regulation 2130

NON-DISCRIMINATORY EMPLOYMENT

As per Board of Education policy adopted March 8, 1999, applicants for admission and employment, students, parents. Employees, sources of referral of applicants for admission and employment, and professional organizations holding collective bargaining or professional agreements with the Bell City Board of Education are hereby notified that any person applying for admittance is the basis of their merits and qualifications and the needs of the school system. In each instance the Superintendent and others playing a role in the selection shall seek to hire the best qualified person for the position.

No person shall on the basis of gender, race, religion, national origin, marital status, age or disability that will not impair performance be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment for recruitment, consideration, or selection, therefore, whether full-time or part-time, certificated or uncertificated, under any educational program or activity operated by the Bell City School District.

Board Regulation 4120

Any person having inquiries concerning Bell City R-II District compliance with the regulations implementing Title VI and Title IX is directed to
contact the Superintendent of Bell City School District who acts as the district Title IX Coordinator. Contact can be made by mail at 25254 Walnut Street, Bell City, MO 63735 or phone 573-733-4444.

Any person having inquiries regarding compliance with Section 504 regulations implementing Section 504 is directed to contact Matt Asher, Section 504 Coordinator, 25254 Walnut Street, Bell City, MO 63735; 573-733-4444.

These employees have been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Matthew Asher, Superintendent of Schools