



**STUDENT
HANDBOOK
2017 - 2018**

Dear Parents:

Welcome to Sunrise R-IX School District. We are pleased that you will become a part of our excellent school. You will find friendly, dedicated, highly trained teachers to guide and help you. We take great pride in your children, our students, the staff, the curriculum, and facilities.

You are encouraged to work with us to improve our school. Take the opportunity to be active in the Parent Teachers Organization (P.T.O.) and all school functions. The P.T.O. officers have committed themselves to "I'll do my part" and stand ready for others to accept the same responsibility. Our students, staff, and P.T.O. have worked to establish pride in our school and all that this pride can mean to each child. We move forward in the same spirit.

We are here to serve you and meet student needs. We solicit your help, your constructive criticism, your suggestions, and your compliments as you communicate and participate in the improvement of our schools.

The year ahead will be a busy one, filled with educational opportunities for your child. Please join us in an educational partnership with your child's academic needs in mind. We encourage you to get acquainted with your child's teacher early and maintain frequent communication with school throughout the year. Good communication makes the parent, teacher and student relationship a success.

We are looking forward to a good year together. If at any time we can be of assistance, please call.

Sincerely,

Armand Spurgin
Superintendent

BOARD OF EDUCATION

President	Dr. Amber Henry
Vice President	Ms. Susan Dennis
Secretary/Treasurer	Mrs.Rebecca Hooper
Director	Mr. Andy Coleman
Director	Mrs. Terri Klaus
Director	Mr. David Sebastian
Director	Mr. Joe Williams

Board meetings are held on the third Tuesday of every month at 7:00 p.m. in the school library.

NOTE:

The public is welcome to attend any Board meeting. A written notice must be submitted to the Superintendent's office in order to address the Board. This notice must be received by the Superintendent's office at least five (5) days prior to the scheduled meeting. This will allow time for your name to be placed on the Board's agenda.

Administration
Armand Spurgin
Angelina Rowden
Maria Williams
David Brosch
Susi Edgar
DeeDee Perren & Lisa Bone
Lillie Porterfield

Educational Staff
Yvonne Perry & Katie Brown
Sammie Gillam
Laurie Witz & Kelly Drummond
Elaine Adams & Tracey Richmond
Jennifer Combs & Gina Klaus
Angela Hutson & Ilene Mehler
Sandy Jaco
Jennifer Mordecai
Brittany Healy
Jerry Willette
Alyssa Peanick
Kevin Crowder
Tim Kasmarzik
Katy Weible
Maria Williams
Rebecca Cash
Lyn Williams
Robin Bess
Jessica Nilsen
Lindsey Davis
Elizabeth Isaacson
Shelly Crader
Tracy Brosch
Sherry Brewen
Lisa Bone
Denise Guzman
Leslie Sample
Diane St. John

Support Staff
Christina Campbell
Dennis Murphy
Joe Heuer
Tracy Carr
Bus Driver
Karren Davis
Deborah Middleton
Bill Rawson
Nathan Mattingly
Necati Unal
Brenda Gibson
Janice Pinson
Becky Mattingly

Superintendent
Principal
Special Services Director
Technology Director
Administrative Assistant
Administrative Assistant
Finance

Full Day Preschool
Half Day Preschool
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
K-5 Special Education
Middle School Math
Middle School Social Studies
Middle School English Language Arts
Middle School Science
Counselor
Special Education
Speech Pathologist
Title I Reading Teacher
Title I Math Teacher / Athletic Director
Art
Music/Band/Choir
Physical Education/Health
Librarian
4-5 Writing/1-8 Gifted/Enrichment/~~STEM~~
7-8 Technology/Family and Consumer Sciences
ISS/Permanent Substitute
Paraprofessional
Paraprofessional
Paraprofessional

Registered Nurse
Bus Driver/Mechanic/Maintenance
Bus Driver
Bus Driver
Bus Driver
Bus Driver
Bus Driver/Paraprofessional
Head Custodian
Custodian
Custodian
Custodian/Cook
Cook
Head Cook

MISSION

Inspiring and Educating students in a safe and challenging learning environment.

BELIEF STATEMENT

We Believe:

- Every student can learn.
- Education is a shared responsibility among school, home, and the community.
- Education is a positive, lifelong learning experience.
- Education will evolve with technology.

STUDENT'S RIGHTS AND RESPONSIBILITIES

The Board of Education of the Sunrise R-IX School District believes that all district and homeless students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among the student's rights and responsibilities are the following:

- The right to a free, appropriate public education; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil rights: including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injure his right.
- The right to privacy; which insures privacy, in respect to the student's school records.

HOMEWORK

By helping a child with homework you show children that you value learning. Although parents should never do homework for their children, overseeing it demonstrates your support.

Parents should:

- Set up a regular time and place for homework. If the children are just beginning school and do not have homework assignments, set aside at least 10 minutes each day to read and discuss what happened in class.
- Be sure that your children understand their homework assignments. Go over the directions with them to determine whether they are following them correctly.
- Make comments about your child's improvement; PRAISE your children for a job well done.
- Contact the teacher if you don't understand your children's assignments or if there is a particular problem. Send the teacher notes about homework difficulties or about problems your children have at school.

PARENT-TEACHER CONFERENCES

If at any time you feel a conference is necessary with the teacher, don't hesitate to call. Parent input is encouraged and appreciated. There will be two district parent/teacher conference days scheduled during the school year.

PARENT-TEACHER ORGANIZATION

The Sunrise R-IX P.T.O. consists of parents and teachers working together in the education of Sunrise children. P.T.O. offers the service of keeping parents informed on educational concerns while promoting the welfare of the children. Meetings are scheduled for the first Tuesday of the month beginning in September at 6:30 P.M. All parents are encouraged to attend.

SCHOOL VISITORS

Parents are welcome in each of their child's classrooms. If a parent would like to visit a classroom, it is requested that arrangements be made with the classroom teacher and principal preceding their arrival. ALL VISITORS ARE TO

REPORT TO THE OFFICE, SIGN IN AND OBTAIN A VISITOR'S PASS. Students are requested not to ask for permission for people to visit the school during the school day.
STUDENT AND PARENT COMPLAINTS –NCLB COMPLAINT PROCEDURES

**Sunrise R-IX School District
Parental Involvement/Title I Complaints/Concerns**

A complaint/concern is a signed written statement that includes allegations or concerns applicable to the Title I Educational Program (District Level) and information that supports the complaint/concern.

Note: Any parent, teacher, or other concerned individual(s) or organization may file a complaint. For a complete copy of No Child Left Behind Written Complaint and Appeal Procedures, please visit the Sunrise R-IX School website at <http://www.sunrise-r9.org/>. Or contact civilrights@dese.mo.gov. A copy of the complaint procedures is also located in the student handbook.

Procedures:

1. Written complaints may be given to the District Title I Coordinator or Principal.
2. Your signature is required.
3. The written complaint will then be delivered to the Superintendent's office by the Title I Coordinator or Principal.
4. Upon receipt of the written complaint, the Title I Coordinator and a Principal will investigate the complaint in a timely manner consulting with the LEA Superintendent if necessary.
5. Within a timely manner, a resolution and written decision acknowledging receipt of the complaint/concern will be rendered by the LEA. (Title I Coordinator/designee)
6. If you have additional concerns or there is no resolution to your complaint/concern, please contact the Department of Elementary and Secondary Education.

Contact:

Principal: 636-586-6660

Title Coordinator: 636-586-6660

4485 Sunrise School Road

Desoto, Missouri 63020

Department of Elementary and Secondary Education

Office of the General Counsel, Coordinator – Civil Rights Compliance, Department of Elementary and Secondary Education, Jefferson State Office Building, 6th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480

telephone number 573-526-4757 or TTY (800) 735-2966;

email civilrights@dese.mo.gov.

SCHOOL CLOSINGS AND/OR EMERGENCY DISMISSALS

Whenever there appears to be a doubt as to whether school will be in session due to severe weather conditions, announcements will be made using our School Reach System. This system uses phone numbers that parents provide to notify families of any changes in school hours. Please be sure that the school office has current, correct numbers for this purpose. Contact the office as changes are needed. In addition, closings are announced on the stations listed below:

- KTVI Channel 2 News - St. Louis TV Station
- KMOV Channel 4 News - St. Louis TV Station
- KSDK Channel 5 News – St. Louis TV Station
- KJFF – 1400 AM – Jefferson County Radio Station

- KTJJ – 98.5 FM – Jefferson County Radio
- KMOX – 1120 AM – St. Louis Radio Station
- MKS Broadcasting – 1240 AM/104.3 FM – St. Louis Radio Station

If school must be closed during the school day the stations listed above will also be notified. Should school be dismissed early for threatening weather, students can be released to parents or designated persons such as a baby-sitter, as indicated by information on file with the school, or they will use normal school transportation home. As you are aware our district is comprised of numerous back roads and areas that can be difficult for our school buses to negotiate.

SPECIAL SERVICES AND PROGRAMS

QUALIFYING AND LEARNING DISABILITIES

Special Education Services are provided at the Sunrise R-IX School District or the De Soto School District, for any child that has special needs. The groups are kept small and instruction is individualized.

SPEECH THERAPY/HEARING

The Sunrise R-IX School District staff includes a fully certified speech therapist qualified to diagnose and treat speech impediments of all types. Each year, an individualized educational program (IEP) is developed for each child in the program that is designed to help correct his/her speech disorder. During the year the IEP is followed and progress is noted. Parents are notified quarterly as to the student's progress and needs for the future.

PARENTS AS TEACHERS PROGRAM

The Parents as Teachers Program is a state-funded service offered in every school district as of 1985. This program offers practical information and guidance to parents who have children from birth to the age of 5 years. This home/school partnership increases parent's knowledge and skills in fostering their child's development and identifies potential handicaps of children before they start school. Also Parents as Teachers offers periodic screenings, home visits, and group meetings for the parents.

Parents wishing to inquire about this program should contact Linda Bollinger at 636-586-1008.

COMPLIANCE NOTICES

Title I:

Title I" is short for the "Title I, Part A of the Elementary and Secondary Education Act of 1965, reauthorized by the No Child Left Behind Act of 2001." Title I is the nation's largest federal assistance program for schools.

The purpose of Title I is to ensure that all children regardless of race/ethnicity or socioeconomic status have a fair, equal, and significant opportunity to obtain a high-quality education and to reach high academic standards of achievement on state assessments/tests. Title I serves millions of elementary and secondary students in school each year through either school wide or targeted assistance programs. Sunrise R-9 is a school wide Title I district.

Homeless Act:

The McKinney-Vento Assistance Act, part of the NCLB Act of 2001, guarantees homeless children and youth in education equal rights to what they would receive if not homeless.

Title IX: Equal Opportunity Employer:

This is to notify the public, employees and students that the Sunrise School District is an equal opportunity employer and is in compliance with Public Law 92-318, Title IX. Sunrise School District does not discriminate on the basis of race, color, religion, sex, national origin, or disability in its educational programs, activities or employment.

Section 504:

The Sunrise School District does not discriminate against individuals covered under Section 504 of the Rehabilitation Act of 1973. No qualified disabled person shall, on the basis of the handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any educational program or activity which receives or benefits from federal financial assistance. The nondiscrimination requirement of Section 504 includes both physical accessibility and program accessibility.

Questions, complaints, or requests for additional information regarding Section 504 may be forwarded to the Section 504 Compliance Coordinator: Krista Merseal, Sunrise School District, 4485 Sunrise School Road, DeSoto, MO 63020.

1990 Civil Rights Law: Americans with Disabilities Act (ADA)

Sunrise School District will provide equal access to its educational facilities and program for individuals: 1) with records of having physical or mental impairments which substantially limit one or more major life activities; and 2) to individuals who are regarded as having such impairment, whether they have the impairment or not. A free and appropriate education in the least restrictive environment will be available to all children with disabilities.

Grievance Procedure:

A grievance procedure has been adopted by the Sunrise School District to expedite prompt and equitable resolution of any complaint. Any student, parent, or employee alleging non-compliance with any part of Title IX, Section 504, or ADA should file a written complaint with Krista Merseal, Special Services Coordinator, 4485 Sunrise School Road, De Soto, MO 63020

Notification of Rights under FERPA for Elementary and Secondary Schools:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents of eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified by the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibility. Upon request, the school discloses education records without consent to officials of another district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

PUBLIC NOTICE

CHILD FIND:

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of

having a disability and in need of special education even though they are advancing from grade to grade. The Sunrise R-IX School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a development delay.

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

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

The Sunrise R-IX School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the principal's office during the hours of 7:30 AM – 3:30 PM, M-F.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child, parent/legal guardian's name & address, birthdate and age of the child, the child's disability, and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Superintendent's Office, Sunrise R-IX School, 4485 Sunrise School Road, DeSoto MO 63020, phone 636-586-6660.

This notice will be provided in native languages as appropriate.

THE SCHOOL DAY

STUDENT ARRIVAL TIME

The school day begins at 8:10 a.m. and ends at 3:15pm. Students should not arrive at Sunrise R-IX School District any earlier than 7:45 a.m. each day. There are no teachers on duty to supervise your child prior to that time. Parents must not leave children unattended at school prior to 7:45 a.m. Students should plan to arrive at school prior to 8:10 a.m. so as not to be tardy. Upon arriving, students should report to the cafeteria if they are eating breakfast or to the gymnasium until dismissal at 8:00 a.m. Only students participating in supervised after school activities are to remain on school grounds after 3:15 p.m.

If students are wishing to attend tutoring from a teacher before 8:10 a.m., they must obtain a note from the tutoring teacher the day before in order to have permission to leave the cafeteria or gymnasium.

BELL SCHEDULE

Bells ring at:

8:05am	5 minute warning bell
8:10am	Students in Classroom (School Day Begins)
10:55am -11:20am	K-2 Lunch Period
11:15 am -11:50 am	Preschool Lunch
11:30am -11:55am	3-5 Lunch Period
12:13pm -12:33pm	6-8 Lunch Period
3:15pm	Dismissal of riders and pick-ups

MIDDLE SCHOOL BELL SCHEDULE

8:10am -9:00am	1 st Period
9:04am-9:54am	2 nd Period
9:58am-10:48am	3 rd Period
10:52am-11:42am	4 th Period
11:46am-12:09pm	5 th DRAGON TIME
12:13pm-12:33pm	Lunch
12:37pm-1:27pm	6 th Period
1:31pm-2:21pm	7 th Period
2:25pm-3:15pm	8 th Period

ATTENDANCE POLICIES

Students are expected to be in school, on time, every day. It is understood that emergencies, illness and other factors may prevent perfect attendance; however, poor attendance and excessive tardiness directly contribute to poor performance of students. Excessive absences, without proper medical documentation, may cause school officials to contact the Division of Family Services or the Division of Juvenile Justice for intervention and investigation of the situation, and follow through with discipline.

RATIONALE

School personnel and parents must work together to ensure that children receive the best education possible and develop good habits that will help them to become productive citizens. Good attendance at school is a vital component of a child's educational experience. If the child is not at school it is doubtful that he/she will achieve to his/her fullest potential. Sunrise R-IX students are expected to be in school and on time every day.

It is understandable that circumstances will occur which prevent perfect attendance. Those include illness and unavoidable events that are no fault of the child. Parents are responsible for student attendance and encouraged not to plan family vacations during times that children are scheduled to be in school. They are also urged to schedule routine medical appointments, such as physicals and orthodontist visits, outside of school time.

Parents should make extra efforts to see that their children are in school on time. Students that come to school late are put into a difficult situation. The child misses the beginning of class and it is embarrassing to the child because of the disruption it causes to the classroom. Students who are often tardy to school are also developing a habit that will hamper their ability to function successfully and is unacceptable in the work force.

Due to the importance of good and timely student attendance certain procedures have been established in an effort to promote the same.

PERFECT ATTENDANCE

To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school everyday school is in session, and miss no more than three hours total absences for the entire school year. (Attendance is kept hourly) Students on field trips or other school-sponsored trips shall be counted as present in school.

ABSENCES

An absence for any reason will be counted as an absence. To determine if the absence was excused or unexcused students must turn in doctors' notes on the day the student returns to school. Students will be excused the amount of time noted on the doctor's note. Parents are expected to make the office aware of why students are missing school as soon as possible, as this would be considered pertinent information if needed during the appeals process. If contact is not made, a student may be deemed truant. Students and parents should be aware that any absence deemed as truancy will count toward the total absences.

All absences in a semester will be entered as excused or unexcused. Excused absences are defined as absences due to extenuating circumstances beyond the student's control that can be verified with written documentation. Examples of acceptable documentation are doctor's notes verifying the student is under a doctor's care or absent due to a doctor's appointment, a dentist note to verify a dental appointment that cannot be scheduled outside the school day, and/or written verification of absence due to a death in the family. For the first six absences during a semester students may make up missed work for credit. After the sixth absence in a semester, students and parent/guardian will meet with the Attendance Committee to evaluate the reasons for all absences. The committee's purpose is to provide support for parents/student to improve attendance.

- Fifth-Eighth grade students that miss over 6 days in a semester that are not documented by a doctor's note, will be required to make up these hours during a Saturday School.

The attendance office will make every effort to notify parents when a student has missed (3) days (by letter and /or other communication) and five days (by letter and /or other communication). It is the parent's responsibility to make school officials aware of the student's absences as they occur. Students who are absent from school for a period of more than eight (8) days per semester without acceptable documentation will result in contact of the County Juvenile Office and/or the Children's Division of Family Services.

Each year it is suggested that students are too sick to attend school; yet not sick enough to go to the doctor and students should not be penalized in such cases. The six (6) days are designed for such situations. Students should not use any of the days unless absolutely necessary. If problems should arise later in the semester, enough days will be saved to cover the situation. In most cases where complaints are received about unfairness of the policy, the student involved has not made wise use of days early in the semester, missing school for frivolous reasons, when he/she could have attended classes.

TRUANCY

Truancy is defined as:

1. Absence from school without parental permission
2. Leaving school without following proper checkout procedures
3. Absent from class without permission, but still remaining on campus
4. Absent from where the student is supposed to be/designated location

It is important that students understand that the six days of absence are not to be construed as an approved six days to skip classes, but rather they are to be used only for the following:

- A. PERSONAL ILLNESS
- B. PROFESSIONAL APPOINTMENTS THAT CANNOT BE SCHEDULED OUTSIDE OF THE SCHOOL DAY
- C. OTHER SERIOUS PERSONAL OR FAMILY PROBLEMS

ABSENCES AND SCHOOL ACTIVITIES

Students who are absent from school for a full day may not attend school activities or functions, including athletic and music events, until they return to class after their absence. However, if a student attends a half-day, (8:10am-11:30am or 11:30am- 3:10pm), they may participate in all extracurricular activities. The principal will determine whether exceptions should be made.

MAKE-UP WORK

When a student returns to school after an absence he/she is expected to make up all schoolwork missed.

Requests for homework to be picked up or sent home the day of the absence should be placed before noon. For each day missed the student will be given that same number of days to make up the assignment missed while absent. Full credit should be given for properly executed make-up work following an absence. The student must assume the responsibility and effort for making up work.

When a student returns to school after an excused absence he/she should have the opportunity to make up all schoolwork missed. The child should not be denied an education due to uncontrollable factors.

- Requests for homework should be placed before noon.
- For each day missed the student will be given that same number of days to make up the assignment missed while absent.

- Full credit should be given for properly completed make-up work following an excused absence. The student must assume the responsibility and effort for making up work.
- Students receiving Out of School Suspension (OSS) will be expected to make up work and take tests missed. Work will be checked for accuracy and returned to the student. Credit will be given for work and tests that are completed for the first offense. Subsequent offenses will result in no credit received.

TARDINESS

Tardiness is the act of arriving late or delayed beyond the expected or proper time for school or class. Tardiness will be counted as a discipline issue. A student who arrives tardy to school with no parental explanation for the tardiness may result with the student being charged with truancy. A student who comes to class late without proper authorization is to be assessed a tardy.

LEAVING SCHOOL/CLASS EARLY

If parents wish their child to leave school early, a written request and/or phone call should be made to the office before the time the student is to leave school. The child's legal parent or guardian must accompany a student who leaves school grounds before school dismisses. Should there be unusual circumstances prohibiting the parent or guardian from accompanying the student, arrangements must be made through the office before the student will be allowed to leave with any other individual. Leaving school early will also count towards the total number of days a student is absent.

Under NO circumstances should a student leave the school grounds without permission from the school office or a teacher. The student must sign out in the Principal's office and be accompanied by a properly identified adult or the student will be subject to disciplinary action.

A change to your child's afternoon ride directive for that day must be called in by 2:30 p.m. This will ensure safety and understanding for the student, their family and the teachers.

Parents are reminded that the school day consists of 7 hours and it should be stressed that the student should be present to obtain the maximum benefit from school.

Permission to leave classes may be granted by the teacher in charge, who issues a hall pass or signs the student's planner. The student should always carry a pass/planner when he/she is not in an assigned class.

WITHDRAWALS

If a student must withdraw from school they should report this to the office prior to the beginning of their last day. A form must be filled out and signed by each teacher. This form must be completed in order to clear each student's record.

EMERGENCY DRILLS

Fire, earthquake, intruder and tornado drills are held at regular intervals and are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be located. Specific information for emergency drills (fire, tornado, earthquake, bomb, intruder, etc.) is located in each of the rooms. Emergency drills are practiced and students are taught proper procedures. It is essential that everyone obey orders promptly when the first signal is given.

GENERAL INFORMATION

VISITORS TO SCHOOL

Parents are welcome in their children's classrooms. If a parent would like to visit a classroom, it is requested that arrangements be made with the classroom teacher or principal preceding their arrival. **ALL VISITORS ARE TO REPORT TO THE OFFICE AND OBTAIN A VISITOR'S PASS FIRST.**

TEXTBOOKS

The Sunrise School District furnishes textbooks and materials at no charge. However, the student will be held responsible for the loss or damage to textbooks issued to them.

SCHOOL SUPPLIES

School supplies, such as paper and pencils, may be purchased with sunny stamps at the Sunny Store. Items may be purchased every morning before 8:10 a.m. and periodically at lunch. Please make sure to replenish your student's supplies each quarter.

LIBRARY

The librarian is available to teach students library skills and to assist with research. Library skills are taught beginning in kindergarten. The library skills instructional program brings students to the mastery of skills they need to conduct library research at their particular grade level. Students develop an excitement for reading and learn to use the library independently. The school library is a place for cooperation and respect and offers a setting for the development of interpersonal skills. Students are encouraged to use the library. Regular books may be checked out for a two week period of time; however, there are special rules for reference books and magazines. A fine is charged for overdue, lost, or damaged books.

HOT SHEETS (Grades 6-8 only)

Homework On Time Sheets is a program designed to promote student accountability with homework. The goal is to improve student learning by reducing the number of missing assignments and failing grades. Any student, who fails to complete a homework assignment during one of their seven classes, will be issued a HOT Sheet. A HOT Sheet form is signed and filled out by the student indicating the missing assignment. This form goes to the Dragon Time teacher and is also tracked, using a carbon copy form. Once the assignment has been completed, it is returned to the course teacher to be graded for partial credit: 1 day late will have a maximum score of 75%, 2 days late will have a maximum score of 50%, and assignments turned in after 2 days but before the mid-term will result in a maximum score of 10%. HOT Sheets are tracked per semester; 4 =student phone call home, 8=5 Lunch Detentions and parent called, 12=Saturday School.

LOCKERS (Grades 6-8 only)

Students are assigned a locker during open house. Students will not be permitted to occupy lockers unless they have been assigned to that locker, students are not allowed to share lockers. Lockers should be kept clean and free of waste paper. Do not place books or other materials on top of lockers. Items found on top of the lockers will be picked up. Close locker doors without slamming them. (HANDS AND NOT FEET should be used for this purpose.)

LOST AND FOUND

Items that are lost should be reported to the office and items that are found should be taken to the office. A Lost and Found box will be located in the music hallway. This box will be sent to donation at the end of each month.

PERSONAL DEVICES

4th-8th Graders should not have devices out during school hours (students should turn off/silent and leave in locker). If a staff member sees a device, the device will be confiscated and given to administration. The teacher will not search the device. Administration will search the device if it is believed the phone has possible pictures or information related to illegal or inappropriate conduct. Personal Devices should not be used to contact home, only school phones - this is for the safety of students and understanding of the staff.

SCHOOL TELEPHONES

School telephones are business phones and are not to be used by students except in emergencies or official school business. Students will not be called to the telephone unless it is an emergency. Students are not allowed to call or text a parent or anyone during the school day. Please conduct all student communication, during the school day, through the school phone 636-586-6660.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, expensive jewelry, cameras or other valuables to school. If you wear glasses or watches, keep track of them at all times. Students, on school trips or at school functions, are responsible for their personal property. The school takes no responsibility for personal property. Fidget spinners should be used for their intended medical purpose, a tool for focus. Fidget spinners should remain in backpacks if not used for an educational purpose as deemed by the classroom teacher.

EIGHTH GRADE VALEDICTORIAN AND SALUTATORIAN

The eighth grade valedictorian and salutatorian will be chosen on their grades for the junior high years, whether they were all at Sunrise or combined with grades at Sunrise R-IX and another school district. All grades, core and elective, will be averaged for grades seven and eight. The student with the highest average for those years will be the valedictorian. The student with the second highest grade average will be the salutatorian.

EXTRACURRICULAR ACTIVITIES

CLASSROOM HOLIDAY PARTIES

Students in grades kindergarten through fifth enjoy parties for Halloween, Christmas, and Valentine's Day. Grades K-2 also have an Easter Egg Hunt. Please contact the classroom teacher to help with classroom parties. All classroom treats must be store bought and sealed in the original container.

OTHER ACTIVITIES

The following sports will abide by the Athletic Handbook and Policies for athletes.

Fall Sports

Football – Boys and Girls 8th grade – coop with De Soto Junior High

Volleyball- Girls grades 6-8

Cheerleading- Girls grades 6-8

Cross country- Boys and Girls 8th grade – coop with De Soto Junior High

Winter Sports

Basketball- Boys and Girls grades 6-8

Cheerleading- Girls grades 6-8

Spring Sports

Track and Field – Boys and Girls 8th grade– coop with De Soto Junior High

All –year activities

Scouting- Boy Scouts and Girl Scouts available to students

Student Council- Grades 6, 7, 8

FCCLA- Family, Career and Community Leaders of America – 6th-8th grades

Junior National Honor's Society- 7th and 8th grades

Academic Teams

Lego League- 6-8 grades

Quiz Bowl- 6, 7-8 grades

Graduation- Sunrise honors Kindergarten and 8th grade graduates with graduation ceremonies at the end of the year.

Dances- Dances are held periodically for grades 6-8

FIELD TRIPS

Special field trips are a part of the regular school day and students are expected to attend. Absences on these days will be counted as excused or unexcused. Extenuating circumstances must be addressed by the administration. Refer to the district Field Trip policy for further information.

Classroom teachers will ask for volunteer parents to attend certain field trips to help supervise the students.

Parents will be assigned a group of students they will be responsible for at all times. It is suggested that parents who attend field trips consider the location before bringing younger siblings. Smoking is not permitted on field trips. Students who are being taken on an educational field trip outside the school grounds must have a written permission form from a parent or guardian. The Superintendent of Schools must approve overnight co-educational trips. School Board Policy 1425 states that all volunteers must undergo a background check before attending field trips.

Volunteers for field trips will be assigned as follows:

- Teachers and principal will decide how many parent chaperones are needed based on student numbers and location of field trip.

- Teachers will contact parents to ask for help

- If the parent agrees to help, they will then be required to get a background check and fingerprint. This cost is \$44.80. The school will reimburse only the parents that are asked to help by the teacher, and then after the chaperone duties have been fulfilled. Background check information will be given to the parents at the time they

are contacted by the teacher. Parents who are not asked to chaperone by the teacher may still go on the field trip. Any person who is not a district staff member, on duty, may not ride the bus due to insurance liability.

CAFETERIA POLICY

Sunrise collects for the food program in the cafeteria each morning before school. Students may pay for their meals either with cash or check. Checks should be issued to Sunrise School. Students will not be able to cash checks issued for meals. If students forget their lunch money, they will not be permitted to charge. They will be provided with an alternative lunch, usually a sandwich.

Student costs per meal are as below:

Student Full Price Breakfast	1.30
Adult Breakfast	1.20
Reduced Breakfast	.30
Student Full Price Lunch	1.90
Reduced Lunch	.40
Extra Milk	.30
Adult lunch	2.85

All lunches are to be eaten in the cafeteria. This includes those students who bring lunches from home. Soda and energy drinks should not be part of a student lunch. **NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA, NO SHARING FOOD, NO SWAPPING, OR GIVING AWAY FOOD.** All students will be expected to demonstrate good manners and courteous eating habits. Loud talking, pushing and improper conduct will not be allowed. The cafeteria and its cleanliness are everyone's responsibility. Each student should take pride in keeping the cafeteria clean.

Sunrise School observes a closed lunch period. Students are not permitted off the school grounds during lunch period.

STUDENT BEHAVIOR RULES:

1. Be silent when the lights are turned off.
2. Remain seated unless putting up tray or discarding trash, unless given permission by the duty teacher.
3. Wait until kitchen staff is in position before putting up tray.
4. All students must have a lunch, either from home or school.
5. Keep hands and feet to self.

CAFETERIA FINANCIAL ASSISTANCE

Our school cafeteria, operating under federal law, provides free or reduced cost lunches for those whose income meets appropriate guidelines. Applications have to be made for financial assistance. If approved, according to the guidelines, the lunch procedure is taken care of in a way so as to avoid embarrassment to the child. The application for free and reduced cost meals is available in the superintendent's office.

GRADING POLICIES

Students will be evaluated in a continuing process that is fair, impartial, and consistent with the objectives of each subject area. The following grading system will be used in all classes:

Grade	Percentage
A	95-100
A-	90-94
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	59-0

4.0 Grade scale

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

HONOR ROLL

An A/B Academic Honor Roll shall be completed and published for each of the four quarters of the school year. In order for a student to qualify, he/she must achieve no grade lower than a B-. (Minimum of 5 grades). (All courses shall have equal value for honor roll purposes.)

PRINCIPAL'S AWARD

The Principal's Award is given out quarterly to students who achieve no grade lower than an A- in all subject areas. (Minimum of 5 grades)

BEHAVIOR/SOCIAL SKILLS

In accordance with the concept of PBS, the following changes are adopted to the grading of student conduct:

Behavior/Social Skills

- E Excellent conduct
- S Satisfactory conduct
- I Improvement needed
- U Unsatisfactory conduct

Citizenship/Work Habits

- 1 Outstanding
- 2 Acceptable
- 3 Needs Improvement

PROGRESS REPORTS

Each student will be issued a progress report at the middle of each quarter. Parents are required to sign and return these reports.

REPORT CARDS

Report cards will be issued at the end of each quarter and require a parent signature. The card contains a record of your scholastic achievement, noteworthy characteristics, and school attendance. In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent-teacher conferences are used frequently. School personnel are available to parents at all times to help interpret and report a child's progress. The use of informal notes, telephone calls, and sending samples of pupil's work are other methods that will be used. Quarterly report cards include objective based grades in addition to letter grades. The purpose of objective based grades is to report home on specific skills that students are being taught and should master by the end of the grade level. These skills are graded on a three tiered scale: Secure

(green bar), Developing (yellow bar), or Beginning (blue bar). It is ideal that students are SECURE in all areas by the end of the school year. Parents can use this list of objectives to help support students throughout the school year and practice work at home. Please contact your classroom teacher in regards to understanding this document.

PROMOTION AND RETENTION OF STUDENTS (Regulation 2520)

A student's achievement of the minimum basic skills specified in the Sunrise R-IX School District curriculum and the completion of all academic requirements for the grade level to which he/she is assigned and his/her readiness for work at the next grade level shall be required before he/she is promoted to the higher grade level.

Those students who have not mastered the appropriate basic skills for the grade level will be retained unless they are enrolled in a Special Education Program or they have deficiencies requiring other considerations. In such cases the student may be assigned rather than promoted to the next grade level.

No child shall be considered for retention unless his cumulative grade for the current school year indicates weakness in mastery of the basic skills. The only exception pertains to students in fourth grade who are reading below the third grade level, as per Senate Bill 319, which was enacted by the Missouri legislature in 2002. This law stipulates that students cannot be promoted to the fifth grade if they are reading below the third grade level.

The superintendent and/or the principal shall direct and aid the teachers in the evaluation and review of grade assignments in order to insure uniformity of evaluation standards. The superintendent shall make the final decision on promotion or retention in accordance with this policy and administrative rules and procedures developed by the superintendent of schools and approved by the Board of Education.

PROMOTION AND RETENTION OF STUDENTS KINDERGARTEN THROUGH SECOND GRADE

A student's achievement of the minimum basic skills specified in the Sunrise R-IX District curriculum and the completion of all academic requirements for the grade level to which he/she is assigned.

Promotion to the next grade in Kindergarten through second grade will be based on the cumulative grades during the school year in the core reading series, teacher recommendation and the supported findings of the Developmental Reading Assessment.

In grades Kindergarten through second grade our researched based reading program mandates that all students need to be successful in the five major components of reading, which are:

- Phonics
- Phonemic awareness
- Vocabulary
- Fluency
- Comprehension

All students scoring below a C- in reading at the end of the first semester will be administered the Developmental Reading Assessment (DRA) by the kindergarten through second grade Title I Reading Teacher. Students must score above the following minimum reading levels to be promoted to the next grade; Kindergarten—DRA level 3; first grade—DRA level 12; second grade—DRA level 24.

PROMOTION AND RETENTION OF 3RD THROUGH 7TH GRADES

Students, grades 3-7, who acquire three concerns based on the following criteria will be considered for retention and/or academic probation.

- Mastery of 80% of the reading, communication arts and math objectives as determined by the student's performance based on teacher assessment. Student's failure to master the expected level indicates a concern.
- Report card grades. Three semesters "F's" indicates a concern.
- Attendance. An accumulation of 16 days of absentees or 96 hours of tardiness and/or absentees per school year indicates a concern.

- **Teacher recommendation.** Teachers will use professional judgment to determine the student's attempt to master academics. Student's failure to meet the expected performance levels indicates a concern.
- **Assessments.** Student's performance on achievement tests will be considered, when available. A concern is noted if the student's overall proficiency in one or more subject is:
 - less than a National Percentile Rank of 40, and/or
 - less than 40% on correct responses.

PROMOTION REQUIREMENTS OF 8TH GRADERS

Sunrise R-IX School District has certain requirements for students promoting to the ninth grade. If a student does not fulfill these requirements, he/she may be retained and would repeat the eighth grade.

In order to be promoted to the ninth grade, a student must not have more than one "F", during semester grades in the core courses (math, science, social studies, ELA) during his/her 8th grade year. Requirements for transfer students who do not attend the entire school year will be handled on an individual basis.

A student will be required to attend summer school, if they earn 2 or more F's at semester grades, 2/8 core courses (English Language Arts, Math, Science, Social Studies). The student must make up one course that received a F grade. If the student passes the summer school course with credit, then they will be promoted to ninth grade. If the student does not pass the summer school course, they will be retained in eighth grade.

Students may not walk in 8th grade graduation if they earn 3 F's out of 8 semester core courses. If a student earns 2 F's and is enrolled in the proper summer school course, then the student may walk in 8th grade graduation, but will not receive their diploma until passing the summer school course.

TIMELINE:

At the beginning of each school year, the 8th Grade Promotion Requirements will be communicated with parents. After first quarter grades in October, students in danger of earning a F will be notified of the 8th Grade Promotion Requirements.

In January, the principal will notify parents of students that have received a F as a semester grade on their grade report and arrange for a parent conference.

In early spring, the counselor will inform students at risk of failing or retention, explain high school enrollment options, and communicate other information about the move to high school.

Students officially identified as Special Education students may have differentiated promotion requirements.

District administration and the counselor, with the collaboration of the classroom teacher, meet quarterly to discuss possible retention. This information is communicated with the parent and student involved.

HEALTH POLICIES

ADMINISTERING MEDICINE TO STUDENTS

It is generally recognized that some students may require medication (prescription and non-prescription) for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. While parents carry the primary responsibility for their children's health, they may need to delegate some of the responsibility to school personnel who may or may not be health professionals.

The administration of medication to children during school hours is discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When medicine is to be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy or must be in the manufacturer's original container. In addition, written instructions signed by the parent/guardian and/or physician will be required and will include: the child's name, name of medication, dosage, time of administration, and date.

The administration of medicine to a student, when all of the above conditions have been met, shall be limited to the school nurse or other designated school district personnel. If a student must use cough drops at school he must have a note signed by the parent/guardian. Parents should be aware of the possibility of aspiration and choking with cough drops.

ILLNESS

If a child becomes ill at school, parents or a person designated by the parents will be called and asked to make arrangements for the care of the sick child. If the child is picked up from school by the parent, the parent must check the student out of school at the office. Any child, who has symptoms of illness such as fever, vomiting, etc., should not be sent to school.

INJURIES AT SCHOOL

The school attempts to provide an environment in which the child will be safe from accident and injuries. If a minor injury occurs, first aid will be administered. If the injury is serious, the school will notify the parent or someone designated by the parent. The parent or designated person will be asked to assume responsibility for securing further treatment for the injured child.

STUDENT ACCIDENT INSURANCE

The Sunrise R-IX School District strongly recommends that each student be covered by individual student accident insurance. Insurance with an outside agency is made available on a voluntary basis through the school. This insurance is at the pupil's expense at the beginning of the school year.

Sunrise R-IX School District assumes no responsibility for doctor bills incurred by injury or sickness while a child is in school attendance or at sporting events.

STUDENT IMMUNIZATIONS

To meet state requirements all students enrolled in the Sunrise R-IX School must be appropriately immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, varicella, hepatitis B, and meningococcal. or have exemptions signed by a physician or a parent/guardian.

Students cannot attend school unless they are in compliance with the immunization requirements. Failure to comply will result in the student's exclusion from school.

COMMUNICABLE DISEASES POLICY

Children with contagious or infectious diseases will be excluded from school for the period of time that they are liable to transmit the disease to others. The administration may require an examination by a physician to determine the diseased condition and the liability of transmitting the disease. The period of exclusion for contagious or infectious disease will be as follows:

- Chicken Pox: Until all blisters have dried into scabs.
- Conjunctivitis (Pink Eye): Until appropriate treatment has been initiated or discharge from eyes has stopped.
Children may return 24 hours after the start of antibiotic treatment.
- Diphtheria: Until two consecutive negative cultures each from nose and throat, taken not less than 24 hours apart, are secured after cessation of therapy.
- German Measles (Rubella): Until 7 days after the rash appears, unvaccinated students and staff excluded for at least 3 weeks after the onset of rash in last reported person.
- Hepatitis, Infectious (Epidemic Jaundice): Recommended for the first week of illness.
- Impetigo Contagiosa: Until 24 hours after treatment has been initiated.
- Measles: Until 4 days after the rash appears, unvaccinated students and staff excluded for at least 2 weeks after the onset of rash in last reported person who developed measles.
- Mumps: Until 5 days after swelling begins unvaccinated students and staff excluded, if 2 or more cases of mumps occur excluded for 26 days after onset of parotid gland swelling in last person with mumps.
- Pediculosis Capitis (Head lice): Until 1st treatment is completed and no live lice are seen.
- Pertussis (Whooping Cough): Until 5 days after appropriate antibiotic treatment begins, if untreated exclude for 21 days after onset of cough.
- Ringworm: Until treatment has been started or if unable to cover until 24 hours after treatment has started, no gym or other close contact activities until 72 hours after treatment has begun or the lesion can be completely covered.
- Scabies (Itch): Until 24 hours after treatment begins.

- Streptococcal Sore Throat and Scarlet Fever: Until 24 hours after antibiotics treatment.

The above information is from the Prevention and Control of Communicable Diseases, Department of Social Services, Missouri Division of Health, Jefferson City, Missouri.

General Guidelines for Sending an Ill Child Home

If your child has a specific physical problem, such as hearing, sight, speech, allergy, asthma, etc., please inform the Health Room and your child’s teacher(s) in writing at the beginning of the school year or when the problem is discovered. These problems should also be noted on the Emergency Medical Consent form that should be on file in the Health Room. No child should be sent to school and no child will be allowed to remain at school with the following:

- Fever of 100.0 F or greater
- Bacterial infections, such as impetigo, strep throat, or ear infections, unless the child has undergone 24 – 48 hours of treatment and has a doctor’s permission to return to school
- Unidentified skin rash that has not been evaluated by a physician
- Presence of live head lice or nits in the hair
- Sore throat with fever or difficulty swallowing
- Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- Vomiting at school or stomach cramping with history of vomiting in prior 24 hours
- Diarrhea
- Mouth sores with inability to control saliva
- Chicken pox or other communicable diseases (see specific disease guidelines for school attendance restrictions)

Any child that the staff is concerned about medically, the nurse or aide will call to consult parent/guardian.

Guidelines for When An Ill Child Can Return to School

- No fever for 24 hours
- No vomiting for 24 hours
- No diarrhea for 24 hours
- 24 hours without medication to reduce the fever.
- Has received 24 – 48 hours of antibiotic treatment of bacterial type infections and permission for a physician to return to school
- No live lice in the hair or discretion of school registered nurse

Cough drops will not be supplied by the school. Students may bring cough drops from home with a note from a parent/guardian indicating when they should be given. Cough drops must be stored in the Health Room and be dispensed by school personnel.

THE SUNRISE R-IX HEAD LICE/MITES POLICY

Adopted June 2006

In view of the previous information provided, Sunrise R-IX School has adopted the following policy for any student in our district found to have head lice. We strongly feel Sunrise has a responsibility to our students and you as parents have the responsibility to your children. For that reason we have divided our policy into two categories, School Responsibility and Parent Responsibility. These Responsibilities are listed as follows:

SCHOOL RESPONSIBILITY

1. Sometime during the first 6 weeks of the school year all students will be checked for head lice.
2. Any student found to have head lice will be excluded from school until properly treated.
3. At the time a case is found, all siblings or other students living in the same household will be checked. It is recommended that the entire household be treated that day.
4. When a case is found, that student’s entire classroom will be checked. Any close contacts will also be checked.
5. When a case is found, a parent will be notified immediately and will be expected to pick up the child. If the school is unable to contact anyone, the child will be placed in a non-contact setting. If a parent

- refuses to pick up the child or refuses to make arrangements for the child to be picked up, the Division of Family Services will be notified.
6. Students with head lice will be excluded from the bus until proper treatment and the school nurse has cleared the child.
 7. If a teacher observes a student doing excessive head scratching or if a student complains of head itching, that student will be sent to the school nurse to be checked.
 8. Students who have been excluded because of head lice (along with siblings) will be rechecked with a reasonable time after returning to school to make sure re-infestation has not occurred.
 9. If a child has not been properly treated in three school days, his/her name will be turned over to the health department and the Division of Family Services for review.
 10. Any student returning to school after head lice has been found must be accompanied by a parent or an adult. At that time the school nurse must check them. If the problem is resolved, the student will be given a pass to return to class. Teachers will not allow students in their class without this pass. If the problem is unresolved, the student will be sent back home at that time for further treatment. If more than one family member has been involved, only students who still show signs of head lice will be sent back home.
 11. This policy will be sent home with each student at the beginning of the school year. A copy will be given to a parent when they are asked to pick up their child up because of head lice. Parents are encouraged to call or stop by and ask questions of our school personnel. They will be happy to help or try to alleviate this problem. Please remember it is NOT the responsibility of the school personnel to remove nits.

PARENT RESPONSIBILITY

1. Students may not return to school with live lice in their hair.
2. Students will be excluded from the bus until live lice have been removed.
3. *A parent or an adult must accompany students* when returning to school. The student must be seen by the office personnel or school nurse and be given a pass before returning to class.
4. Apply a shampoo prescribed by your doctor or bought at nearly any drug store. Treat your whole family with the shampoo. Consult your doctor before treating children below the age of one.
5. Put on clean clothes after hair is washed.
6. Repeat treatment as indicated on directions. (Usually 7 to 10 days.)
7. Machine wash all washable clothing and bed linens with hot water and detergent, drying them with high heat for at least 20 minutes.
8. Dry clean all clothing not washable.
9. Soak combs and brushes and similar items in the louse shampoo for one hour or soak in water heated to 150 degrees for 5 to 10 minutes (heat may damage some of these items).
10. Vacuum all rugs, chairs and couches, and use spray recommended by pharmacists. Wash all vinyl chairs with disinfectant soap.
11. Check your child's hair *every day*.

Any child that the staff is concerned about medically, the nurse or aide will call to consult parent/guardian.

PBS – POSITIVE BEHAVIOR SUPPORT

The Sunrise R-IX School District's purpose is to prepare and inspire all students to be responsible, safe and contributing members of society with integrity and enthusiasm.

It is the hope of the school board, administration, and teachers that our students will always follow the established code of conduct. It is our belief that all Sunrise R-IX students are capable of conducting themselves in a manner established by the PBS program.

Cooperative discipline does not mean punishment. With this discipline plan, the stress is placed on:

1. Positive choice rather than negative consequences.
2. Choosing responsible action.
3. Accepting the consequences of choices and trying to correct any negative outcomes.

Students of Sunrise R-IX are capable, contributing and connected. They will continue to grow and mature. They will become assets to the community as they enter adulthood. We believe that all of our students will succeed in this lifelong process.

No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a specific penalty.

SCHOOL CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure behavior based on respect and consideration for the rights of others. Students have the right to know the rules and regulations, which govern their conduct while at school. Any restrictions on student behavior must be concerned with speech, attitude, or action, which disrupts the work of the school or interferes with the rights of other students.

Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

1. I will act responsibly and accept consequences for my actions.
 - A. Do as directed by teachers.
 - B. Bring back signed papers.
 - C. Accept my mistakes and those of others.
 - D. Avoid wandering halls and loitering in bathrooms.
 - E. Exhibit proper behavior in all places-i.e. cafeteria, library, hallways
2. I will come to school prepared for learning
 - A. Homework completed.
 - B. Have all supplies.
 - C. Paying attention.
 - D. Ready to learn.
3. I will respect the property of self, school and others.
 - A. Not physically damage school property.
 - B. Not damage others' property.
 - C. Not steal.
 - D. Take care of school materials given to me.
 - E. Not physically injure others.
 - F. Keep hands, feet and other objects to myself.
 - G. Clean up spilled food in cafeteria.
4. I will display a positive attitude and cooperate with others.
 - A. Report problems to teachers.
 - B. Avoid confrontations with other students.
 - C. Practice self-control in regards to my emotions.
 - D. Avoid making excuses- accept consequences of my behavior.
 - E. Be willing to cooperate when directed by teachers.
5. I will treat everyone with courtesy and respect.
 - A. Avoid abusive language.
 - B. Treat others as I would want to be treated.
 - C. Avoid aggressive behavior, i.e. fighting.
 - D. Avoid insulting others.
 - E. Avoid talking behind people's backs.
 - F. Keep hands off other people.
 - G. Listen and learn in class (show the teacher the courtesy of listening to his/her lesson).
 - H. Show respect at all times for authority (all school personnel).

These are general concepts. Students' behavior and teacher response depend on setting and situation. Therefore not specifically stated certain behavior can go against the code of conduct. As a result, the student needs to accept the consequences of his/her actions.

SAFE SCHOOLS ACT

Under new state regulations, at age 12, the juvenile court can certify a child as an adult for a serious offense. In addition, the Superintendent may now suspend students up to 180 days instead of the past regulation of 90 days. Because of the new Federal Safe Schools Act, any student caught with any type of firearm will be suspended for one year. Under certain circumstances the superintendent has the capability of altering that suspension. Parents or guardians will be notified of the offenses. The sheriff's department and juvenile officer will be contacted in accordance with the Safe Schools Act.

OUT OF SCHOOL SUSPENSION

Students serving an out of school suspension will not be allowed on school property during school hours and after school activities. They are expected to complete work missed during the suspension. Credit is only given for the 1st suspension.

SCHOOL RULES

Student Dress Code

Good taste indicates appropriate school type dress and grooming for students. It shall be the policy of Sunrise R-IX Board of Education to adopt a dress policy considering appropriate recommendation from students, faculty, and administration. Students should be neat in dress with attention given to personal grooming and with the philosophy of building personal pride and a desirable image of our schools. The safety of students is also to be considered. Although the list given below details items that are not allowed, the teachers and the administration reserve the right to determine that other items not listed here are causing interference to the educational process and shall not be allowed.

DRESS CODE RESTRICTIONS

A. Items that are not allowed:

1. Hats, do-rags, wave caps, sunglasses, handkerchief head scarves, fabric headbands or other headgear. Exceptions will be made for medical or religious reasons and special days (i.e., hat day).
2. Bare midriffs. The midsection must be covered.
3. Halter tops, strapless tops, backless tops and tops with revealing necklines (cleavage), spaghetti straps. Tank tops may be worn if the sleeve openings do not sag below the armpit and undergarments are covered.
4. Short dresses, short skirts, short shorts. The preceding shall be deemed appropriate if the hemline reaches the end of the fingertips or longer when arms are fully extended.
5. Clothing or jewelry with inappropriate language, phrases, pictures, slogans or sexual innuendos. This includes anything that demeans race, religion or national origin.
6. Clothing apparel and accessories should not have any reference to drugs, alcohol, tobacco or writing of a suggestive nature.
7. Jewelry, chains, or tattoos that are distracting or dangerous.
8. Visible undergarments (except t-shirts).
9. Garments made of see-through or new materials that allow undergarments to be seen.

B. Additional Dress Code Restrictions:

1. Slits in dresses and skirts are inappropriate if the top of the slit is above the end of the fingertips when the arms are fully extended.
2. Sleeves or sleeve openings shall not sag below the armpit.
3. Holes in jeans, pants, or any other article of clothing shall not extend higher than the end of the fingertips when the arms are fully extended.
4. Shoes, sandals, etc. shall always be worn in the building (NO house shoes). Students must have appropriate shoes on the playground when playing kickball, basketball or climbing on playground equipment. Some additional rules on footwear may apply in certain classes (i.e., PE.).
5. Clothing must be worn according to the original design of the garment. For example: pants are to be worn at the waist-not sagging, etc. When the weather dictates, shorts may be worn, however, good taste and common sense must be applied: tight fitting shorts should not be worn.
6. No student will be allowed to attend school or a school function with hair that is a class distraction.

ARTICLES NOT TO BE TAKEN TO SCHOOL

- All pets/animals on the playground or in the building are a potential danger and must not come onto school grounds without special permission from the principal.
- Knives and other sharp objects, guns (including toy guns), lighters, bullets, baseballs, etc., are hazardous to students and not allowed.
- Money in large amounts should not be sent to school. Please send only what a child needs for the day, since the risk of loss is present.
- Toys: They distract a child from the school tasks he is expected to accomplish.
- Skateboards and pogo balls are both potentially hazardous and have no place at school.
- I-pods, and other electronic devices are valuable items and risk being stolen or broken at school, but recognize that these items may enrich daily instruction- please speak with your classroom teacher before bringing.
- Students will not be allowed to possess or chew gum at school except under special conditions as approved by the principal.

Efforts will be made to recover lost items; however, the school will not be responsible for the loss.

PLAYGROUND RULES

Students should use the following rules and guidelines while on the playground areas:

- Students should not eat candy or any other food items on the playground, except in designated areas at designated times.
- Students should not throw any objects on the playground other than playground balls.
- Students are to walk to and from the playground and remain in line. Do not line up early unless requested to do so by the duty teacher.
- Students should use caution when running on the playground. Be aware of other students around you and avoid running into other students.
- Students should stay away from the parked cars when playing on the paved areas.
- Students are not to jump off of the swing, swing standing up, twist swings, or stand directly in front of or directly behind the swings.
- Students are not to stand or squat when going down the slide. There should be only one child at a time on the slide.
- Students are not allowed to play in the weeds, bushes, trees or the ditches.
- There are to be only five students at a time on the top of the monkey bars/jungle gym.
- Students are not to stand up on the jungle gym. If they hang by their legs, they are to hang only as high as the third bar in height.
- Students should not tackle, pile or push each other while at recess.

BUS SAFETY RULES

The students should observe the following rules and regulations while riding and waiting for the school bus:

- The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. Students talking back to the driver or being disobedient to the driver will be disciplined.
- Students must be on time; the bus cannot wait beyond its regular scheduled stop time for those who are tardy.
- Students should never stand in the roadway while waiting for the bus. Students should watch for cars while waiting for the bus. Students should watch for cars while crossing the road to get to the bus stop.
- Unnecessary conversation with the driver is prohibited.
- Classroom rules of conduct are to be observed by students while riding in the bus, except for ordinary conversation.
- The use of tobacco products is not permitted on the bus.
- Students must not throw waste paper or rubbish on the floor of the bus. Students should not throw paper wads, gum or any other objects at anyone on the bus.
- Students must not at any time extend arms or head out of the bus window.
- Students must not attempt to get on or off of the bus; or move about within the bus while it is in motion.
- Students must observe directions of the driver when leaving the bus.
- Any damage to the bus should be reported at once to the driver.
- The driver will seat any student wherever he wants that student to be seated. No seats on any bus may be held or reserved.

- In boarding the buses at school, students will get in line on the sidewalk or at other loading places. Pushing and shoving to get in front of other students will not be allowed.
- Students who continually cause problems on the bus may be suspended from riding the bus.
- No objects of any kind are to be thrown out of bus windows.
- No animals are allowed on the bus.

DISCIPLINE PROCEDURES

These policies and procedures apply to all Sunrise students. Application of these policies and procedures will vary due to age, grade level and severity of the behavior. This will be taken into consideration for all offenses and the administration will determine severity of consequences based upon the specific situation. The rules and following procedures apply at all times that students are under the supervision/direction of school personnel. Examples are bus, field trips, and athletic events. Student athletes must also abide by the Student Athletic Handbook for discipline procedures.

ALCOHOL AND DRUG USE

The use, sale, transfer, possession, or being under the influence of alcoholic beverages, ecigs or controlled substances on any school property, or any school-owned vehicle or off school property at any school sponsored or school approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district is prohibited.

Any individual who is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district provides age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. Such programs shall:

1. Address the legal, social and health consequences of drug and alcohol use.
2. Provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

A student suspected of being impaired by drugs or alcohol, or having possession of drugs or drug paraphernalia or alcohol, will be isolated from the rest of the student body and the parents will be notified to come and pick them up. If the parents cannot be found, local law enforcement will be contacted to locate the parents or guardian.

Minimum: Parent notification and 3 days Out of School Suspension

Maximum: Parent notification and 10 days OSS with a referral to the superintendent and law enforcement.

If a student is caught with drugs or alcohol in their possession. This offense will result in the following.

Minimum: Parent notification and up to 10 days OSS with a referral to the superintendent and law officials.

Maximum: Hearing before school board to determine expulsion or placement in an alternative school.

Distribution of or sale of illicit drugs/prescription drugs or other substances.

1st offense: Parent notification, police notification, 10 days of OSS and recommendation to superintendent for further disciplinary action.

2nd offense: Parent notification, police notification, up to 10 days OSS and a board hearing for expulsion.

ARSON –Intentionally causing or attempting to cause a fire or explosion.

ISS or up to 10 days OSS and parent notification; law enforcement officials notified. Possible further action by Superintendent (up to 180 days OSS, or expulsion by Board of Education).

ASSAULT ON SCHOOL EMPLOYEES AND/OR STUDENTS

Unintentionally or intentionally attempting to cause injury to another by verbally or physically placing him/her in reasonable apprehension of imminent physical injury.

Minimum: 1-5 days of Out of School suspension; referral to superintendent, notification to law enforcement.

Maximum: Up to 10 days OSS with a referral to the superintendent and board of education for disciplinary action due to the extent of the harm: notification to law enforcement.

BULLYING OR DEMEANING BEHAVIOR

The Sunrise R-IX School district prohibits bullying on school property, at any school function, and on a school bus. Any substantial interference with the educational process or disruption of school operations is the definition of "bullying". "Cyberbullying" is defined as transmitting a bullying communication including, but not limited to, a message, text, sound, or image by means of an electronic device.

A district employee or volunteer must report any instance of bullying of which they have first-hand knowledge or reasonable cause to believe occurred. This must be documented on an ODR (staff member) and through communication with the principal or school counselor. Teachers may investigate if the act of bullying occurred, and then the principal/counselor will investigate further. No student will be labeled/called a "bully" by a staff member, this will be left to the district administration/counselor to confirm. If an incident is confirmed as bullying, the district discipline "Bullying or Demeaning Behavior" will be followed. Reprisal or retaliation against a person reporting an act of bullying is prohibited and the consequences and action for a person who engages in reprisal or retaliation will have the same discipline as noted in the handbook under "Bullying or Demeaning Behavior".

This policy is communicated with all stakeholders and students of the Sunrise R-IX School. Sunrise R-IX School prohibits cyberbullying that originates on a school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources. The district has jurisdiction to prohibit cyberbullying that originates off the school's campus if it was reasonably foreseeable that the electronic communication would reach the school's campus or there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so. The district considers the nature of the offense, the age of the student, and for a first-time/minor or repeat offender of cyberbullying offense when administering discipline.

Intentional intimidation or infliction of physical, emotional, or mental harm with pattern of harassment, including substantial interference with the educational process or disruption of school operations. This includes teasing, taunting, coercing, cyber bullying, electronic bullying, etc. on school property, at any school function, or on a school bus.

1st offense: 1-30 days OSS; in addition counseling/education sessions/prohibit school activities and events

2nd offense: 180 days OSS to expulsion

BUS OFFENSES – Any misbehavior on a school bus not covered by any of the other definitions listed.

1st offense – Alternative option deemed necessary by principal (assigned seating, child restraint belt) or Up to 3 days of bus suspension

2nd offense – Up to 5 days of bus suspension

3rd offense – Up to 10 days of bus suspension

4th offense – Suspended from bus for rest of semester

CHEATING OR PLAGIARISM –

1st offense: minimum of ISS and zero on assignment

2nd offense 3 days of ISS and zero on assignment; Saturday school

COMPUTER MISUSE – Sharing of confidential passwords; deleting, examining, copying or modifying files of other users; deliberate damage/disruption of the computer system; using the computer for vulgar or profane purposes; copying system files or copyrighted material; use of system to connect to other systems except authorized internet connections; customization of stations; using outside disks or installing programs not provided by the district; working off task during class/school (searching off topic, gaming, emailing, etc).

Minimum: Loss of computer usage to ISS

If damage occurs - full restitution will be made. Additional disciplinary action may be determined in line with existing school rules regarding inappropriate behavior and inappropriate language or behavior.

Maximum: Loss of computer usage long-term and long term suspension

DISRESPECT TO STAFF OR STUDENTS

Students are expected to conduct themselves in a civilized and respectful manner to all faculty/staff members and to each other. Disrespectful language or actions to a staff member or student that could be perceived as a threat to the physical or mental well-being of a staff member, student, or his/her family will result in the following.

Minimum: ISS

Maximum: Up to 10 days OSS

DISRUPTIVE BEHAVIOR

This is behavior prejudicial to good order and discipline in the school. This includes classroom, halls, lunchroom, restrooms, and on buses.

1st offense – 2 days of detention

2nd offense – 3 days of ISS; Saturday school

3rd offense – 5 days of ISS; Saturday school

DRESS CODE VIOLATIONS - A student who wears inappropriate clothing or accessories to school and violates the dress code shall be subject to the following:

1st violation: The teacher shall ask the student to either replace or cover the inappropriate clothing.

2nd (and further) violations: The teacher shall send the student to the administration where it will be treated as insubordination and be subject to the district's discipline policy.

ELECTRONIC COMMUNICATION DEVICES- USE OF DURING SCHOOL HOURS

Electronic devices are cell phones, pagers, MP3 players, I-pods, smart watches, etc. Talking on, texting, taking photos and using wifi on electronic devices is not permissible unless an instructor has given permission for a class project. Otherwise, cell phones should be turned off and kept out of sight (including smart watches synced to cell phones). Students should contact home from the school office (phone, email , etc.) not their personal devices. If a student does contact home from their device without the permission of administration, the student will have discipline.

1st offense: Lunch Detention

2nd offense: up to 3 days of ISS

3rd offense: loss of device on school grounds

EXTORTION

Extortion, theft, possession, or sale of property belonging to a student, school employee, or the school district.

1st offense: up to 3 days of OSS

2nd offense: up to 5 days of OSS

3rd offense: up to 10 days of OSS

FALSE ALARM

The crime of making a false bomb report is a class D felony.

1st offense: Parent notification, police notification, 10 days OSS, and a board hearing for expulsion.

Subsequent offenses: Referred to superintendent and school board for further action.

FIGHTING

Mutual combat in which both parties contributed to the conflict either verbally or through physical action.

Treated as Assault and subject to the district's discipline policy.

FIREWORKS

Possession or discharge of fireworks.

1st offense: up to 5 days OSS.

Subsequent offenses: up to 10 days OSS.

FORGERY – Imitating the signature or work of others with intent to deceive.

1st offense – 1 day of ISS

2nd offense – 3 days of ISS

3rd offense – 5 days of ISS

GANGS

Gangs or related gang activity. Zero tolerance policy.

1st offense: up to 10 days OSS and recommendation for further discipline.

HORSEPLAY – Inappropriate rough or dangerous acts which disrupts the educational process and/or places students in danger and/or defaces or damages personal or school property.

1st offense – Detention –1-3 day ISS

2nd offense – up to 5 days of ISS

3rd offense - OSS

INSUBORDINATION

Implied intention not to comply with school rules or reasonable requests of school officials/instructors. This includes requests to do assigned work in class.

1st offense: ISS

Subsequent offenses: Up to 10 days OSS. Recommendation to superintendent for 20 additional days of suspension.

SATURDAY SCHOOL ATTENDANCE

Students who are assigned Saturday School and are absent from two scheduled assignments.

Consequence: OSS

ISS-REFUSAL TO SERVE / WORK WHEN ASSIGNED - Students who are off task and not following ISS rules.

OSS and student agrees to serve assigned ISS.

ISS-INAPPROPRIATE BEHAVIOR OR REFUSAL TO WORK

OSS-number of days to be determined by principal

MISBEHAVIOR IN THE CLASSROOM, HALLS, RESTROOMS, OR SCHOOL

Minimum: Up to 3 days ISS

Maximum; Up to 3 days OSS and a conference with parents.

PRESCRIPTION MEDICATION

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

1st offense: 3 days OSS

2nd offense: 10-30 days OSS

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

1st offense: 180 days OSS or expulsion

PROFANITY OR UNDESIRABLE LANGUAGE

Use of words which describe sexual contact, portraying sex in a manner offensive to community standards, and that do not have serious literary, artistic, political or scientific value. Words which are spoken to harass or injure other people, such as threats of violence, defamation of a person's race, religion or ethnic origin, conduct of speech, be it verbal, written or symbolic which materially and substantially disrupts classroom work, school activities, school functions or simple talking in class when told not to do so.

Minimum: Up to 3 days ISS

Maximum: 3-10 days OSS

PUBLIC DISPLAYS OF AFFECTION

Displays of undue affection between students during the school day or at a school sponsored activity such as embracing or kissing will not be tolerated. School is not the proper time and place for these practices.

1st offense: ISS

2nd offense: 2 days ISS

3rd offense: 3 days ISS -OSS

SEXUAL HARASSMENT OF STUDENTS OR STAFF POLICY 2610

Sexual harassment of students of either sex by employees or other students of the opposite sex is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by a student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course or study or other school-related activities;
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating intimidating, hostile or offensive educational environment.

Sexual harassment of a student by an employee or another student may include, but is not limited to, such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written verbal or through physical gestures; and physical contact such as patting or pinching. Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

Students who believe they have been the victim of or have witnessed sexual harassment should report the incident to any teacher, guidance counselor, or school administrator. There will be no adverse action taken against the person for making a complaint of sexual harassment who honestly believes sexual harassment has occurred, is occurring, or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal and harassment such as expulsion, suspension, termination, change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall participate in such an investigation. If the superintendent is the subject of sexual harassment, an investigation will be conducted by the Board president. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complaint or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints.

Sexual Harassment will be dealt with in the following manner:

- Physical touching of another student/staff in the area of the breasts, buttocks, or genitals
1st offense: Minimum of 10-180 days OSS
- Use of sexually intimidating language, objects or pictures.
1st offense: ISS
Subsequent offenses: Up to 10 days OSS
- Indecent Exposure
1st offense OSS
Subsequent offenses: Up to 10 days OSS with recommendation for long term suspension or expulsion
- Electronic exchange of sexually discussion, pictures, objects, etc
1st offense: OSS

TARDIES – Arriving late or delayed beyond the expected or proper time for school or class (per semester).

#3 tardy – 1 detention

#5 tardy – 3 detentions

#7 tardy – 5 detentions

#10 tardy and tardy after – 1 day ISS

THEFT

Extortion, theft, possession, or sale of property belonging to a student, school employee, or the school district.

Minimum: Property or property value will be restored; ISS

Maximum: Up to 10 days OSS, suspension, restitution, or replacement of property as well as referred to the superintendent, board of education and law enforcement officials.

TOBACCO

Students with possession or use of any tobacco products (including ecigs, lighter) on school property or at any school function or activity will be subject to the following:

1st offense: ISS

Subsequent offenses: up to 3 days OSS

TRIFLING- refusing to participate in classroom activities such as read, take notes, or do assigned written in-class work; refuses to listen; wastes time.

1st offense – 2 detentions

2nd offense – 2 days of ISS; Saturday school

TRUANCY

Absent or tardy from class or classes without authorization. This includes purposefully not attending a class period and hiding, roaming, etc around school or off campus.

1st offense: 3 days ISS

Subsequent offenses: 5 days ISS and referral to juvenile or family services authorities

UNPREPARED FOR CLASS

Arriving to class without needed supplies such as but not limited to, paper, pencil, book, planner, binder, etc.

1st offense – Student will be sent to their locker to retrieve items and receive a tardy. If the student does not have the items, he/she will receive an “unprepared”.

Subsequent offense - upon receiving a fourth “unprepared” in a semester, the student will be referred to the office. The first time in a semester the student will call home and receive lunch detention, subsequent referrals will be treated as insubordination and subject to the district’s discipline policy.

WEAPONS

Students are forbidden to bring onto the school grounds an item that is ordinarily considered to be a weapon; including but not limited to knives, guns, chains, metal knuckles, fireworks, explosives, potato guns, straight razors, clubs, or any item which is designed or used to cause physical harm.

1st offense: Minimum of one-year suspension

2nd offense: One year suspension or expulsion.

WILLFUL DAMAGE TO SCHOOL, STAFF OR STUDENT PROPERTY

Minimum: ISS -Up to 5 days OSS and repair or replacement of property as well as referral to the superintendent, board of education and law enforcement officials.