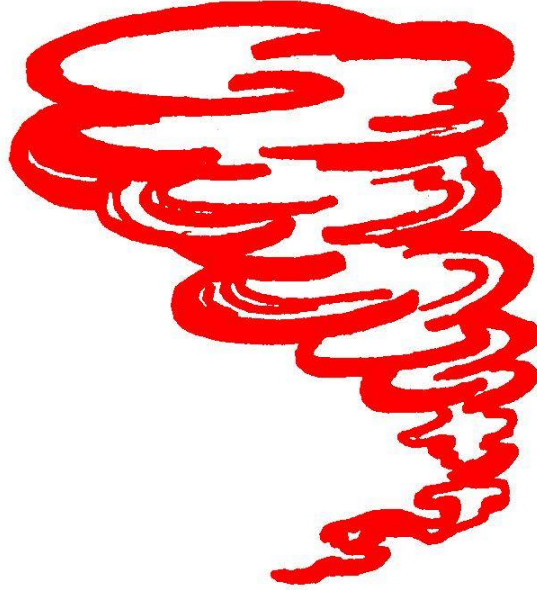


# Archie Elementary School



## 2022-2023

# Student Handbook



**School Colors:**  
Red & White



**Mascot:**  
Whirlwind



**Hashtag:**  
#ArchieStrong



**Address:**  
302 W. State Route A  
Archie, MO 64725



**Web Address:**  
<http://archie.k12.mo.us>



**Facebook:**  
Archie School District  
Archie Parents as Teachers  
Archie PTO



**Phone Number:**  
(816)293-5312



**Fax Number:**  
(816)293-571

## **Archie Elementary**

Welcome to Archie Elementary, home of the Whirlwinds! We are committed to providing quality educational opportunities to all students. This handbook is designed to acquaint both students and parents with the school's practices, procedures, expectations, programs, and services. We hope it will answer questions you have about our school and that you will keep it for future reference.

**OUR MISSION "LEARNING FOR LIFE":** It is the mission of the Archie R-V School District to strive for excellence in instruction, promote optimal student achievement, ensure that every child learns, ensure mastery of essential skills, provide for the development of moral values, assure equal opportunity, develop the skills of citizenship and to implement an educational plan based upon best practices.

**DISTRICT PHILOSOPHY:** To provide students with the essential knowledge, skills, and abilities to enable them to develop into productive workers, responsible consumers, and lifelong learners.

### **THE ARCHIE R-V BOARD, ADMINISTRATORS, AND STAFF BELIEVE THAT:**

- The school should prepare the whole child to become a productive member of society.
- The role of each teacher is to provide opportunities for each student to achieve at the maximum level and to promote, through teaching and example, the principles of the democratic way of life.
- Education is a cooperative process involving home, school, and community.
- Expectations are high for students and staff.
- The foundation of the District's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communications and mathematics.

### **PURPOSE AND OBJECTIVES:**

The Archie R-V School District has these purposes and objectives:

- To develop in each child an understanding and appreciation of the forces and ideals that are basic to the American way of life.
- To develop in all children a sense of their personal opportunities and responsibilities as a member of their family, community, state, nation, and around the world.
- To develop in all children an understanding of the physical, social, and economic world in which they live, and to assist students in adjusting to their surroundings.
- To encourage and stimulate children and youth to think clearly, logically and independently.
- To encourage children and youth to respect integrity of work and deed, and to appreciate the dignity and worth of other individuals and groups.
- To encourage children and youth to have a respect for responsibilities and obligations as citizens along with their rights and privileges.
- To give each child a sound mastery of the tools of learning and communication, such as reading, writing, arithmetic and the use of written and spoken language, to the extent of individual abilities.
- To provide flexibility in the curriculum so that all students may be prepared for effective citizenship and service, whether the child enters a vocation from secondary school or continues in schools of higher learning.
- To encourage each child to develop their full potential so they may acquire a deep sense of personal worth.
- To provide physical education and health services so that every child will have, as far as possible, robust health and the knowledge and desire to safeguard it.
- To prepare children for a well-balanced social life and creative use of their leisure time.
- To encourage good attendance and punctuality as characteristics necessary for their future responsibilities.

## **Archie Elementary**

### **School Climate:**

We want each student at our elementary school to benefit from the educational opportunities that are provided. A positive and orderly school climate is vital to accomplish this goal. A good school climate enables each individual to realize his/her fullest potential.

The school and home share in the overall development of the child. Through cooperative efforts of both home and school, we hope to instill in children an interest in learning, a responsibility for oneself and a respect for the rights and property of others.

A parent is the first and primary educator of a child and is instrumental in developing good behavior and a positive attitude toward school. The school's role is to work closely with parents to further develop behaviors that encourage children to become responsible, respectful and caring individuals.

### **Basic School Rules:**

- Be on time and prepared for class.
- Be respectful and fair to everyone.
- Practice safety.
- Respect property.
- Ask for help when needed.

### **BIST Goals for Life:**

- I CAN make good choices even if I am mad.
- I CAN be okay even if others are not okay.
- I CAN do something even if I do not want to (or if it is too hard).

### **School Song**

(Melody to "Anchors Aweigh")

Hail, hail to Archie High!

Hail, hail to you!

You are the school we love.

To you we will be true, true, true, true.

Through years of work and play,

Courage we'll show.

Hail, hail to Archie High!

We'll cheer for you; we'll fight for you!

Hurrah! Hey!

Red White Fight Fight

Red White Fight Fight

Red White Fight Fight

Fight Fight Fight

**Archie Elementary**

**CALENDAR HIGHLIGHTS  
2022-2023**

August 23 .....	Open House
August 25 .....	First Day of Classes
September 5 .....	Labor Day/No School
October 7 .....	Teacher PD/No School
October 18 .....	End of 1 <sup>st</sup> Quarter
October 25 .....	Student Led Conferences 3:30-7:30 pm
October 27 .....	Student Led Conferences 1-7pm/Student Release at 1:00 pm
October 28 .....	Teacher PD/No School
November 23-27.....	Thanksgiving Break
November 28 .....	Teacher PD/No School
December 16 .....	End of 2 <sup>nd</sup> Quarter/Early Release 1:00 p.m.
December 19-January 2 .....	Winter Break/No School
January 3 .....	Teacher PD/No School
January 16 .....	Martin Luther King, Jr. Day/No School
January 30 .....	Teacher PD/No School
February 20 .....	Presidents' Day/No School
March 3 .....	End of 3 <sup>rd</sup> Quarter
March 6 .....	Student Enrollment Night/MS Showcase Night
March 7 .....	Early Release 1:00pm
March 8-14 .....	Spring Break/No School
March 31 .....	Teacher PD/No School
April 7-10 .....	Easter Break/No School
April 28 .....	No School
May 5 .....	No School
May 12 .....	No School
May 14 .....	Graduation
May 17 .....	Projected Last Day/Student Release at 1:00 pm

Snow Make-Up Days (utilized in sequence)

2/20, 4/21, 4/28, 5/5, 5/12, 5/18 plus additional days as needed

School Board Meetings

7 p.m. in the Library Media Center

8/15, 9/19, 10/17, 11/21, 12/19, 1/17, 2/21, 3/20, 4/17, 5/15, 6/29, 7/17

## Archie Elementary

### Elementary Directory

#### Administrative Office

Dr. Michelle Wityk, Superintendent	Tamara Stroud, Elementary Principal
Lee Harmon, Special Education Director	Miranda Bridges, K-12 Counselor

#### Faculty

Preschool	Kelley Harmon Kara Essenpries
Kindergarten	Mallory Setzer Luke Sibert
First Grade	Becky Petty Colby Sherrell
Second Grade	Kathy Duckworth Beth Shipley
Third Grade	Teresea Jackson Tacey Sturdevant
Fourth Grade	Jamie Lecuru Michelle Mell
Fifth Grade	Morgan Bradley Jennifer Jacobs
Art	Taylor Mooney
Band	Julie Cooper
Librarian	Kendra Parker
Parents as Teachers/Title I	Kristi Reynolds
Physical Education	Patricia Moore
Special Education	Rob Russ
Speech	Lyn Salamone
Title I Reading	Jaimee Cowan
Vocal Music	D'Ann Pennington

## Archie Elementary

### Support Staff

Administrative Assistants	Lori Macrander Samantha Woolery
Bookkeeper	Kim Shaw
Behavior Interventionist	Shelley McCullough
Cashier/Custodian	Tiffany Christiansen
Cooks	Donna Pierce, Manager Jennifer Adkins
Custodians	Becky Christiansen, Daytime Jennifer Adkins Breanna Roberts Clifton Schroder
Head of Maintenance	Johnny Ford
Nurse	Andrea Stottlemire
Preschool Teaching Assistant	Kara Essenpries
Special Education Paraprofessionals	Shanda Collins Lindsey Dykes Marley Kilian Brittany Hoover Sharlene Sears Nikki Tenholder
Superintendent Administrative Assistant	Becky Deardorff
Title I Paraprofessional-Math & ELA	Pamala Heide
Transportation-Apple Bus Manager	Stacie Hopkins

## Archie Elementary

# Daily Procedures

### School Day

- Students are in class learning from 8:10 a.m.-3:28 p.m.
- Students who arrive after 8:15 a.m. will be counted tardy. When a student has been tardy 5 times, the parents will be contacted by the school to discuss an attendance plan.
- No student is to leave school grounds during school hours without permission of the parent and principal.

### Pick-Up and Drop-Off

- For safety reasons, students need to be dropped off or picked up at one of the following locations:
  - Car rider line- enter parking lot off A highway, drop off at north dome doors
  - Crosswalk- students use crosswalk on South Ohio Street
- There will be staff members present to assist with drop off and pick up. Please remain in your vehicle to help keep the line moving.
- Preschool and kindergarten students must have a parent or adult present at the bus stop or to walk the student to/from school.

### Arrival

- Students may enter the building at 7:50 a.m. each school day; there is no supervision for students prior to this time.
- Students have a choice of two locations prior to being dismissed to go to class-
  - The dome sitting with their grade level, or
  - The cafeteria eating breakfast

### Dismissal

- Parents checking their children in or out of school MUST report to the office.
- The office is a busy place at the end of the day; therefore, we ask that any transportation changes be made by **noon** to ensure students and teachers have been notified.
- A note from the parent/guardian is necessary if a child is to change his/her regular routine before or after school.

### Guests/Visitors

Parents and patrons are encouraged to visit school. Instructional time is a priority at Archie Elementary; please call the office at 816-293-5312 to schedule an appointment. Visitors must sign in/out at the office and wear a visitor's badge. If you are bringing treats for your child's class, please make arrangements with the classroom teacher. Treats will be dropped off in the office to avoid classroom disruptions.

## Archie Elementary

### Attendance

Attendance is one of the keys to academic progress. Families can help their child succeed by encouraging his/her attendance except for illness or family emergencies.

- Parents or guardians need to call the school by 9:30 a.m. to report an absence. Reasons for an absence are explanations of an absence not an excuse. Only school authorities may excuse a student's absence.
- When a student returns to school, he/she must bring a note from the parent/guardian to the principal's office if telephone contact was not made the day of the absence.
- Assignments/Instruction Missed
  - Students must request work in an anticipated absence or after returning. Work must be completed and turned into the teacher within two days of their return. Failure to do so may result in lowered grades. It is the parent's responsibility to request work and ensure the student makes it up.
  - Students will receive a zero in every class missed for each day they are absent regardless of the reason for the absence. Once make-up work is received by the teacher (on time), the zero will be removed from the grade book and the proper grade will be given.
  - If make-up work is not received on time, the zero will be averaged with all other grades. In most instances, students receive one day for each day missed to turn in all make-up work, unless special arrangements are made in advance with individual teachers.
  - Open communication and teamwork with the teacher is imperative when students are absent from school.
- Multiple Absences
  - At four absences, the teacher will contact the parent to discuss student progress or lack of progress due to absences.
  - At eight absences, the principal will contact the parent to discuss instructional time that is being missed.
  - At 20 absences (which is one full month of school days), parent(s) must meet with teacher and principal concerning possible retention. A referral to the Division of Family Services or Attendance Court will be made.
  - At 30 days, retention will be seriously considered due to loss of instruction.
- Students that sign out early or do not attend field trips, contests or other school sponsored activities will be counted absent for that time.

### Early Dismissal Due to Weather

In the event that the school district needs to close for any reason, including extreme weather, parents will be notified by:

- **SIS email, SchoolReach, Facebook, Remind, and eNews.**
- Broadcasts will also be made on our local television channels.
- Please inform your students and the office of the proper procedure to follow when there is an early dismissal.



## **Archie Elementary**

### **AMI (Alternative Method of Instruction) Days**

In the event that the school system needs to close, the district may implement the use of an AMI day. AMI stands for Alternative Method of Instruction, which means instruction can take place virtually. Schools are granted a maximum of five days that could be designated as AMI days. We believe that serving our students face-to-face is always the best case scenario; however, these days will be used if necessary.

AMI day expectations for students:

- The classroom teacher will send a Remind indicating the time they will be meeting via Google Meet. Direct instruction will be given for ELA, Math and Science/Social Studies. Lessons will be recorded if the student is unable to get on due to childcare.
- Students are still responsible for attending/watching meets and for completing assignments. Some students will have paper copies to complete and return.
- Make sure you are dressed appropriately and in an appropriate location in your home, such as a kitchen table, desk, or living room couch.
- Turn your camera on and mute your microphone, unless prompted to turn on by your teacher.
- Your teacher will take attendance. You must be present at the Google Meets or watch at a later time.
- Your teacher will provide you with direct instruction of new material, go over previous assignments, etc.
- Google Meet sessions should last anywhere from 15-30 minutes.
- Assignments will be posted to Google Classroom or sent home in your backpack.
- After the Google Meet has ended, your teacher will be available until 1:00 p.m. to answer any questions. Email your teacher to let them know you would like to meet.
- If you are unable to attend the Google Meets due to lack of internet access, it is your responsibility to contact your teachers via email/Remind. You are also expected to complete assignments upon return.

AMI day expectations for teachers:

- An early release schedule will be used to guide the day's instruction.
- Primary (K-2): Teachers will have packets prepared for students in backpacks along with laptops. Login information will be sent home. Teachers will share videos or recordings of instruction to be taught or reviewed. Teachers will be available to answer questions from parents/students.
- Intermediate(3-5): A Google Meet will be scheduled by 10 a.m. in the morning. Record the meet for any student that is unable to attend. Google Meet sessions should last anywhere from 15-30 minutes. ELA, Math and Social Studies/Science will be the areas of focus.
- Note attendance at each Google Meet. You can determine how students/families can verify the meets were watched at a later time. This might just be that the assignment is completed.
- Check in with students and/or parents.

### **Transportation**

Riding the school bus is a privilege extended to students and it can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the immediate authority of the bus driver and must behave in accordance with the school district's rules. Distracting the driver is a very serious hazard to the safe operation of the vehicle. If there are any actions that distract the driver, a student will be removed from the bus for a period of time to be determined by the principal.

# Archie Elementary

## Basic Bus Regulations

- No food, gum, drinks, glass or animals on buses.
- Sit in assigned seats the duration of the bus ride.
- Wait safely at your designated bus stop. (The driver is not required to wait if students are not already at the designated stop.)
- When getting off the bus, wait for the driver to direct you across the road.

## Bus Offenses

- First Offense: Warning (student and principal conference with parent contact.)
- Second Offense: Three days suspension from the bus with parent contact.
- Third Offense: Five days suspension from the bus.
- Each offense after the third will result in additional weeks of suspension from the bus.

*Serious infraction or infractions which breach Missouri Safe Schools Act will result in direct discipline from the school, regardless of the order of offense. If a turnaround is required on patron property, prior permission shall be obtained from the property owner. If the property owner wishes not to allow a turnaround, then those students shall be picked up at the next closest stop.*

## Walkers or Bicyclists

- When walking or riding a bike to school, do not arrive before 7:50 a.m..
- Walk on the left-hand side of the road, facing into oncoming traffic. Walk single file and step off the highway when meeting a vehicle. When crossing A Highway, do so at the crossing protected by the crossing guard.
- Students who ride bicycles to school should ride on the right-hand side of the road, as close to the edge as possible. All bikes should be stored at the bike racks located by the dome north entrance and locked for safety.
- Students living east of the railroad tracks should ride the scheduled bus.

## Archie Elementary

### Lunch

- Meal Prices
  - Student Breakfast: \$1.60
  - Student Lunch: \$2.15
  - Adult Breakfast: \$2.70
  - Adult Lunch: \$3.30
  - Extra Milk: \$.42
- Breakfast and lunch menus are available digitally at <https://archie.nutrislice.com/> or visit [www.archie.k12.mo.us](http://www.archie.k12.mo.us)
- Breakfast is served from 7:50 a.m.-8:10 am.
- See classroom schedule for grade level lunchtime.
- Payment Information
  - Cash or checks for lunch payments should be in an envelope with the student's name and amount on it.
  - Money should be given to the cashier or secretary prior to lunch in order to be added to the account.
  - All money given to the cashier will be applied to the account. No change will be given.
  - Money can be added to your child's account through SIS as well. There is a service charge for using this feature.
  - A free and reduced breakfast and meal program is available for all who qualify. Families who meet Federal guidelines are encouraged to apply. Free and reduced lunch forms can be obtained in either the school office. All paperwork must be completed and approved in order to take part in this program.
  - Any student who owes \$10 or more for lunch charges may be served an alternative lunch or will need to bring lunch from home. Please speak with the principal or counselor if you are undergoing a hardship
  - All charges must be paid in full to attend class field trips and to participate in extra activities.
- Students must remain in their assigned area during lunch.
- A respectful volume should be maintained in the cafeteria as well as keeping the area clean.
- Food and drinks should stay in the cafeteria.
- Elementary students are not allowed to have carbonated beverages in the classroom or cafeteria.
- Grades 3-5 may use a microwave if they can safely manage the task independently. Kindergarten-2nd grade are not permitted to use microwaves.

### Cafeteria Rules

- Remain quiet and orderly while waiting to be served.
- Once seated, remain seated unless permission has been given to leave the seat.
- Focus on eating.
  - If you have concerns about what your child is eating, please contact the teacher.
  - Encourage your child to eat their entire lunch.
- Speak quietly with your neighbors.
- Clean up your lunch area when finished eating.
- Throw away ALL trash in the trashcan before putting your tray away.

## Archie Elementary

- Be considerate of the rights of others by demonstrating appropriate table manners and food etiquette.
- Follow directions given by the adults in charge in a prompt and respectful manner.
- Do not leave the lunchroom with food or drink purchased from the cafeteria.
- There will not be microwaves available to warm up lunches.

### Field Trips

Field trips are valuable instructional opportunities designed to extend learning beyond the classroom setting. Each class will take one field trip during the school year.

- Classroom teachers will determine the number of parents allowed to attend the trip and may vary due to the nature of the field trip and location.
- Room parents/helpers are given the first option to attend. (Join & volunteer through PTO)
- ***Siblings, including preschool aged children, are not allowed to attend the field trip.*** This allows for the parent helpers to focus on the experience of the student.
- We strongly encourage the students to ride the bus to and from the event, again, this is a once a year opportunity with their classmates.
- Parents needing to make other arrangements must contact the teacher and/or principal 48 hours prior to the trip. Students who do not return with the class will be counted absent for the time missed.
- Because field trips are a privilege, students experiencing difficulty with behavioral performances may not be allowed to participate in the field trip.
- ALL school rules apply during field trips.

### Recess

Creating a safe and fun outdoor experience is important to us. The playground rules and expectations will be reviewed with students.

- Students will have outdoor recess when the temperature and/or wind chill are above 20 degrees. Recess will be held inside if the temperature or wind chill is 20 degrees or below.
- Light jackets or sweatshirts are required with temperatures below 50 degrees.
- Coats, gloves and a hat/hood are required at temperatures between 21 and 49 degrees.
  - Write name and or initials on the tags of all outerwear.
  - Send a jacket/coat in your backpack when in doubt.
  - There will be a "Lost and Found" area for items that have been misplaced. If they are not claimed by the end of the quarter, they are donated to a local charity.
- Recess will also be held inside if there is inclement weather.
- Personal property from home should not be brought to school to play with at recess.

### Personal Property/Electronic Devices

Students are reminded that personal property that is not needed for schoolwork should not be brought to school. Students should not bring the following items to school unless they have been given permission by the teacher or administration:

IPads/Tablets/IPods/MP3	Misc.electronics	Skateboards	Laser lights
Playing/Trading cards	Cash	Toys	Games

There are to be no animals at school functions or brought into the school building for Show and Tell due to possible allergies of some students.

## **Archie Elementary**

### **Phone Calls and Cell Phones**

- To prevent classroom disruptions, students or teachers will be called to the telephone only in emergency situations.
- Call before noon to ensure that your child receives any message that they might need.
- Teachers will return calls within 24 hours and will do their best to return calls during plan time or after school.
- Voicemail is available for parents to leave messages for their child's teacher.
- It is imperative that the office has current telephone numbers and emergency contacts on record. Please contact the school ASAP if a number has changed.
- Cell phones are not to be used by students during the school day.
  - If a student's cell phone is seen or heard between the hours of 8:00 a.m. and 3:28 p.m., the phone will be confiscated.
  - The student can pick up the phone at the end of the day.
  - In the event that a student has his/her phone confiscated a second time, the parent must come in and pick up the phone.

### **Grade Cards/Classroom Assignments**

- Report cards will be issued quarterly to the students approximately one week after the end of the second, third and fourth quarters. First quarter report cards will be picked up at conferences.
- Our goal is 100% participation in parent/teacher conferences. Please help us obtain that goal by meeting with your child's teacher.
- Parents are welcome to contact their child's teacher for a conference at any time during the school year.
- Grade cards may not be issued if the student owes any money for lunch charges, fees, library books, etc.
- Attendance is mandatory for band and choir student performances in elementary school. Grades will be lowered for non-attendance, except in cases of excused absences (arranged in advance through the instructor).
- Class assignments will be made in the best interests of all students and in an attempt to keep a balance between classes. The principal has the final authority in scheduling and assigning students.

### **Textbooks and Library Books**

The school furnishes all textbooks and workbooks. Students are expected to take care of their books and will be required to pay replacement costs for lost and damaged books.

Library is one of the elective classes at Archie Elementary. This provides students the time to learn about new authors, find a genre they enjoy, and become familiar with the resources available to them. It is important that students return books so they are able to check out books each week. Students who lose library books must pay the replacement cost, and students will be required to pay for repairs for damaged books. Students who move during the year are responsible for returning library books. Grade cards will be held until fines are paid.

## Archie Elementary

### Student Health

Please ensure that your child observes a regular bedtime, eats a good breakfast and drinks plenty of water. These habits will help your child be healthy and ready to learn.

- Medications
  - If your child needs to take medicine at school, all medications must be in a bottle with the patient's name, doctor's name, medication name, dosage amount and the time of day to be given.
  - A doctor must prescribe all medications, including over the counter medicine.
  - A "Consent of Medication" form may be picked up from the school nurse.
  - If dosages are to be changed, please send a new bottle with correct amount of medicine printed on it. If this is not possible, we will accept a phone call from the doctor's office or a handwritten note signed by the physician.
  - A parent, guardian or other adult must deliver the medication to the school.
- Illness or Injury- If a student has a significant injury or illness, the nurse will notify parents. Students with the following symptoms will be sent home from school and may return to school after 24 hours without a fever (no fever reducing medicine) and/or symptoms:
  - Temperature of 100.4 or above
  - Severe colds, cough, sneezing, skin conditions, or skin lesions
  - Suspicion of contagious disease
  - Vomiting
  - Red or discharging eyes
  - Any condition which endangers the health of another student or staff members
- Head lice
  - In accordance with health guidelines, the district has a "no nit" policy. The district will check on a regular basis for head lice.
  - Parents will be contacted to pick up their child if they are found to have lice.
  - The school nurse must recheck the child before he/she is allowed to return to the classroom.
  - Students are not permitted to ride the bus until the nurse has checked them.
  - Successive cases of head lice (five times) will result in a referral to the Division of Family Services.
- If you have a concern or question about an injury or visits to the nurse, please contact your child's teacher or the nurse.

### Emergency Procedures

- Fire Signal- Intermittent Class Bell
  - Automatic silence-no talking.
  - Students assemble to leave in an orderly manner as determined by practice and drills.
  - Follow the teacher's directions.
- Tornado Signal-Continuous Horn
  - Automatic silence.
  - Students assemble to leave in an orderly manner as determined by practice drills.
  - Follow the teacher's directions.

## Archie Elementary

### Community Connections

- **Parent Teacher Organization (PTO)** is an organization that plans family events throughout the school year, raises money for school projects and helps create family connections. The PTO provides a variety of volunteer opportunities for adults throughout the year. Follow them on Facebook at Archie PTO or watch for fliers to come home. Contact our PTO President, Sarah Sierks, at [sarahjosierks@gmail.com](mailto:sarahjosierks@gmail.com) if you would like more information or would like to serve on the PTO Board.
- **Parents As Teachers (PAT)** is a parent education and family support program that serves families from pregnancy until the child enters kindergarten. PAT holds many events throughout the school year for our little learners and their families. For more information about how the Archie PAT program can benefit you and your child, contact Mrs. Kristi Reynolds at [kreynolds@archie.k12.mo.us](mailto:kreynolds@archie.k12.mo.us).
- **Youth sports** are community led. Enrollment forms/money is often turned in at the school; however we do not manage these teams. Watch for fliers and Facebook posts throughout the year. Football, cheerleading, soccer, basketball, and baseball are the sports available for many students. Here are some of the Facebook connections:
  - Archie Youth Football
  - Archie Youth Cheerleading
  - Archie Youth Volleyball
  - Archie Youth Soccer

ALL HANDBOOK RULES AND PROCEDURES WILL APPLY TO SUMMER SCHOOL UNLESS PARENTS ARE INFORMED OTHERWISE.

### Chromebook Devices

The Archie R-V School District recognizes the role technology plays in the future of today's youth. Along with the regular curriculum, proficiency in current and future technology will give our students the opportunity to stay up to date with techniques and practices that will contribute to our students' continued success.

This document contains the parameters for the 1:1 Chromebook Initiative, the purpose of which is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Archie R-V School District purchases and owns the device and distributes to students to use for educational purposes during the academic year.

Chromebooks will be assigned to students in grades 5-12 at the beginning of each school year. Students must show proficiency on the digital citizenship curriculum requirements and the Chromebook Usage Agreement must be signed by the student and parent annually before a Chromebook will be distributed to the student.

The Archie R-V School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students. Internet access is a privilege, not a right. It is provided to conduct research and to communicate with others. Inappropriate use will result in cancellation of those privileges and may result in additional disciplinary or legal actions.

## Archie Elementary

Users must adhere to District policies, regulations, procedures and other district guidelines. Users must immediately report any security problems, misuse or failure of the District's technology resources to an administrator or teacher.

### Chromebook Handling, Treatment & Usage

#### General Precautions

- The student device is school property and all users will follow the Archie R-V School District technology usage agreement and the Archie R-V Chromebook usage agreement. Students are responsible for the general care of the Chromebook issued by the school.
  - Only use a clean, soft cloth to clean the screen, no cleansers of any type.
  - Cords and cables must be inserted carefully into the student device to prevent damage.
  - Student devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Archie R-V School District.
  - Chromebooks should not be left unsupervised.
  - District labels on the devices may not be removed by the student or any other person.
  - Students should never carry their Chromebook while the screen is open.
  - Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
  - Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
  - Students are responsible for keeping their Chromebook's battery charged for school each day.

#### Care of Device

- Students are responsible for the general care of their District-supplied student device. Student devices that are broken or fail to work properly must inform a teacher, who will then create a ticket for the technology department to evaluate the device. If subjected to rough treatment, severe damage can occur to a device. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - Do not lean on the top of the device when it is shut.
  - Do not place anything near the device that could put pressure on the screen.
  - Clean the device with a soft, dry cloth or anti-static cloth.
  - Do not "bump" the device against walls, floors, etc. as it will eventually break the device.
  - Food and drink is not recommended near your Chromebook.
- To maximize battery life:
  - Turn down volume.
  - Turn down brightness.
  - Exit any applications you are not using.
  - Shut down the device completely when not in use.

#### Using your Device at School

Student devices are intended for use at school each day. In addition to teacher expectations for student device use, school email, school messages, announcements, calendars and schedules will be expected to be accessed using the Chromebook.

#### Digital Citizenship

Archie School District's students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's society. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This acceptable use policy supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Digital Citizenship enables students to effectively build knowledge in how to protect themselves. This will allow our students to function effectively in personal, community, and workplace environments.



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- **Respect Yourself:** Select online names and nicknames that are appropriate. Carefully consider the information and content that you post online.
- **Protect Yourself:** Do not publish personal details, contact details or a schedule of your activities.
- **Respect Others:** Do not use technologies to bully or tease other people. Do not share or use another student's password to log into the network or any software applications.
- **Protect Others:** Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Suitably cite all use of websites, books, media, etc.
- **Protect Intellectual Property:** Request to use the software and media others produce.
- **Act Responsibly:** Follow all Archie R-V School's rules for behavior while using your Chromebook or other technology related pieces of equipment or software.

### Social Media and Online Safety Guidelines for Students:

- All student social media accounts will be PERSONAL accounts. School related pages will be created by school personnel such as an activity sponsor, coach, teacher or administrator.
- Be aware of what is posted online. What a student contributes leaves a digital footprint for all to see. Do not post anything one wouldn't want others (familiar or unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birth dates and pictures. Do not share passwords with anyone besides teachers and parents.
- Stop, Block, and Tell: Don't respond to any cyber-bullying message(s); block the person sending the message(s); tell a trusted adult!
- Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to sources of which one might refer.
- Be aware that pictures may also be protected under copyright law. Get permission to use images.
- Do not misrepresent oneself by using someone else's identity.
- Students who see inappropriate material that makes one feel uncomfortable or is not respectful should report the material to a parent or teacher right away.

### Repair and Replacement Costs

#### Loss, Damage, or Theft

- By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of damage to a borrowed device, the borrower must report the incident to the teacher, who will then inform the technology department personnel or the building administrator within one school day of the occurrence. If user negligence is determined in the device damage, the borrower will be assessed repair or replacement costs.
- Chromebooks Undergoing Repair
  - Loaner Chromebooks may be issued to students who have paid the cost of the repair. They will leave their Chromebook for repair with the office administrative assistants who will facilitate repair through technology department personnel.
  - If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
  - If repair is needed due to a faulty device, the school will provide a loaner Chromebook while repairs are being completed.
  - Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

## Archie Elementary

- Theft/Damage Costs
  - The Archie R-V School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.
  - The Archie R-V School District will assess the Chromebook damage and repair or replace the device based on an evaluation by the technology department personnel. Parents/students will be charged for full replacement cost of a device and/or accessories that have been damaged due to misuse, negligence, abuse, or loss.

### ESTIMATED COST OF REPAIRS

Part/Chromebook Damage	Replacement Fee
Charger/Power Adapter	\$40
Screen	\$100
Keyboard/Mousepad/Palm Rest	\$70
Entire Chromebook	\$300
Other Parts	Determined at time of repair

### Public Notice

**According to the No Child Left Behind Act of 2001 (Public Law 107-110), our District is required to inform you of certain information you have a right to know.**

**Upon your request, our District is required to provide to you, in a timely manner, the following information:**

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

**In addition to the information that parents may request, districts must provide to each individual parent--**

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### Grievance Procedure

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One-Principal or Immediate Supervisor (Informal and Optional-may be bypassed by the grievant)-Employees with a grievance of discrimination on the basis of sex, race, national origin, or disability may first discuss it with their principal or immediate supervisor, with object of resolving the matter

## **Archie Elementary**

informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin, or disability may discuss it with the teacher, counselor, or building administrator involved.

Level Two-Title IX and Section 504 Coordinator(s)-If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### **Notice of Non-Discrimination:**

As per Board of Education policy adopted October 12, 1989, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Archie R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Archie R-V compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Jeff Kramer, Title IX and Section 504 Coordinator, 302 West State Route A, Archie, Missouri, 816-293-5312, who has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **Standard Complaint Resolution Procedure For No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

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

The written, signed complaint must be filed and the resolution pursued in accordance with local District policy: (insert your individual district's policy here such as submitting to the superintendent, board president, etc.) If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

## **Archie Elementary**

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **Community Information**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/ other health impaired, multihandicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, with complaints with the U.S. Department of Education of the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of Schools.

Public Schools in the State of Missouri are required to conduct an annual census on all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District of whose parent/legal guardian resides in the District. This Census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is admitted. 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 your school district.

# Archie Elementary

## Archie R-5 School District Student Discipline Guide for Grades 6-12

Revised June 28, 2010

A Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Archie R-5 Schools. No code can list each and every offense that may result in the use of disciplinary action. Students can, however, expect to be held accountable for any action which disrupts the learning environment or contributes to an unsafe atmosphere in school, on any property of the school, on any school bus going to or returning from school or during any school sponsored activities. Clear expectations, limits and appropriate consequences for the following behaviors are provided to give information and guidance to Archie R-5 students and their parents/guardians.

Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrator or referred to the Superintendent of Schools as the circumstance may warrant in order to maintain general school discipline for the educational benefit of all students. A student's prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. Students who show evidence of being chronic repeat offenders will be subject to more severe disciplinary consequences including out-of-school suspension. First time occurrences of such severity of behaviors involving violence or threats of violence, will be disciplined at the individual discretion of the building and/or district level administrators. Depending on the severity of disciplinary infraction increased disciplinary action may be required.

### **4001: ALCOHOL, DRUGS or NARCOTICS or any substances represented to be controlled or alcoholic**

Under the Influence/Use/Possession/Distribution of Alcohol or Drugs: The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities: 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 and will not be tolerated. Students in violation of this policy will be suspended from attendance at and participation in all extra-curricular activities for up to 180 school days. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

<b>First Offense</b>	4-12th Grade- Up to 180 days OSS <u>or</u> 30 days OSS/ISS + SAR Contract (See Below) and report to Juvenile Authority
<b>Second Offense</b>	4th-12th Grade-Refer to Superintendent for 90-180 days OSS or Expulsion and report to Juvenile Authority
<b>Repeat Offense</b>	Report to Law Enforcement (or Juvenile Authorities per Safe Schools Act)

**(SAR) SUBSTANCE ABUSE REHABILITATION CONTRACT** The SAR contract includes the following stipulations that may be modified by the District as an acceptable alternative to the long-term OSS approach. As a condition of the SAR Contract, the student's attendance record may be reconsidered if the student and legal guardian agree to be responsible for the cost and adherence to the following criteria:

- 1) The student will undergo an independent behavioral or psychological evaluation by a licensed agency to determine the students' extent of addiction. The District will receive a copy of the written independent evaluation.
- 2) The student and parents agree that the student will successfully and fully participate in a licensed drug rehabilitation program and/or participate in the school-based educational program. This treatment will continue until it is agreed by the parents and school officials that the desired behavioral modifications have been achieved.
- 3) A comprehensive drug screen (urinalysis) as determined or approved by the District will be conducted at student expense prior to being admitted back to school on a probationary basis. If the test is negative for drugs the student may return to school and will submit to random drug screening at the discretion of the principal for a period of up to 180 school days.
- 4) Should the student fail to meet the requirements of the SAR Contract, the District will consider all factors involving the disciplinary and rehabilitation process and take the appropriate disciplinary action including the enforcement of the original suspension. ALL Rehab and screening expenses are to be borne by the student's family or legal guardian.

*This policy procedure may be abandoned and/or the length of the suspension may be modified by the principal based upon the individual merits of each student's situation.*

### **4002: ACTIONS THAT COMPROMISE THE SAFETY OF OTHERS: VIOLENT BEHAVIOR/THREATS OF VIOLENCE/TERRORISTIC ACTS/THREATS OF TERRORISTIC ACTS INCLUDING THREATS TO HARM OTHERS OR ONESELF, TO INCLUDE BOMB THREATS:**

<b>Any Offense</b>	Immediate Out-of-School Suspension for up to 180 days OSS or expulsion upon referral to superintendent. Notification to law enforcement. Documentation in student's discipline record.
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## Archie Elementary

### 4003: WEAPON(S) - POSSESSION, USE or ATTEMPTED USE:

Bringing onto the school grounds or property any item that is ordinarily considered to be a weapon such as defined in The Safe Schools Act of 1996, section 571.010, RSMo: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a bladed instrument, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife and others not named. School property includes, but is not limited to district owned buildings, leased or rented facilities; school-sponsored activities; field trips, school vehicles and buses and any school bus stops. This policy is in effect before, during and after school. (This policy shall not be construed to prohibit the Board of Education from allowing a Civil War reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.) *This violation will be reported to the appropriate law enforcement agencies.*

<b>Any Offense</b>	Expulsion or suspension of not less than one year and Contact Law Enforcement
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### 4004: ARSON:

Starting or attempting to start a fire or causing or attempting to cause an explosion

<b>Any Offense</b>	Up to 180 days OSS or expulsion: notification to law enforcement. Documentation in student's discipline record.
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### 4005: FALSE ALARM:

Setting off alarm when there is no cause to do so, including fire alarms, 911 calls, or other acts causing evacuation of the building which could endanger the welfare of others. "Making a false bomb report is a Class D felony and is subject to immediate suspension. This violation will be reported to the appropriate law enforcement agencies.

<b>First Offense</b>	Up to 10 days OSS
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<b>Repeat Offense</b>	Refer to Superintendent for suspension
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### 4006: GANG RELATED ACTIVITIES:

Any activity characteristic of or identified by the individual's admission to gang membership or by the exhibiting of any item of clothing which is common to gang members, the display of mannerisms which identify the individual as a gang member, visible tattoos that indicate gang membership, admitting to detailed knowledge of gang activity, admitting to or being known by a moniker, displaying jewelry or other paraphernalia common to gang members.

<b>First Offense</b>	Parent contact. Removal of gang related items and notify Juv. Law.
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<b>Second Offense</b>	Up to 5 days OSS. Removal of gang related items and notify Juv. Law
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<b>Repeat Offense</b>	Up to 10 days OSS. Removal of gang related items and notify Juv. Law
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### 4007: ASSAULT:

Knowingly causing physical injury to another person; or with criminal negligence, causing physical injury to another person by means of a **deadly weapon**; or **recklessly** engaging in conduct which creates a grave risk of death or serious injury to another person or knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative. The act or acts described above occur on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity. This violation is a **CLASS D FELONY** and will be reported to the appropriate law enforcement agencies.

**\*VERBAL THREAT: A Class C misdemeanor and in addition to school consequences, will be reported to Law Enforcement.**

<b>First Offense</b>	Up to 180 days OSS or expulsion
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<b>Repeat Offense</b>	Refer to Superintendent for expulsion and contact law enforcement.
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### 4008: FIGHTING:

Mutual combat in which both parties have contributed to the conflict by physical action.

<b>First Offense</b>	Up to 3 days OSS
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<b>Second Offense</b>	Up to 5 days OSS
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<b>Repeat Offense</b>	Up to 10 days OSS
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### 4009: POSSESSION OR USE OF DISRUPTIVE/HARMFUL DEVICES OR ITEMS:

(i.e. any propellant or explosive device, firecrackers, water balloons, snowballs, rocks, peashooters, stink bombs, water gun, pocket knife, etc.)

<b>First Offense</b>	Up to 5 days ISS
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<b>Second Offense</b>	Up to 5 days OSS
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<b>Repeat Offense</b>	Up to 10 days OSS
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### 4010: EXTORTION and/or BULLYING:

Threatening or intimidating any student to include such behaviors for the purpose of, or with the intent of obtaining money/anything of value from student. This offense in conjunction with physical force is grounds for immediate OSS. This also refers to any activity that a reasonable person believes could pose a negative impact on the mental or physical health or safety of a student or put the student in adverse situations is prohibited. This includes, but is not limited to hazing, bullying, cyber-bullying, student intimidation, physical violence, taunting, name-calling, put downs, threats, extortion and exclusion from a peer group. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

<b>First Offense</b>	Up to 5 days OSS and restitution
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<b>Second Offense</b>	Up to 10 days OSS and restitution
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<b>Repeat Offense</b>	Refer to Superintendent for Expulsion
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### 4011: SEXUAL HARASSMENT

Inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards, including words, spoken or written, touching, or other physical contact of a sexual nature.

<b>First Offense</b>	Student conference + ISS or 180 days of OSS
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<b>Repeat Offense</b>	1-180 days of OSS, or expulsion
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### 4012: SEXUAL MISCONDUCT:

Engaging in any sexual behavior or sexual acts on school grounds, in or on any property belonging to the school, or on school sponsored trips or activities. This also applies to behavior which subjects another person to sexual contact with or without the person's consent including acts covered by the Safe Schools Act 1-113 1301 & 1298 such as forcible rape (566.030 RSMo), forcible sodomy (566.060 RSMo), sexual assault (566.040 RSMo)

<b>First Offense</b>	Up to 30 days OSS
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<b>Repeat Offense</b>	Refer to Superintendent for expulsion and report to law enforcement
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### POSTURING

The physical and verbal acts that could potentially lead to an altercation

<b>First Offense</b>	Up to 3 days ISS
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<b>Second Offense</b>	Up to 5 days ISS
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<b>Repeat Offense</b>	Up to 5 days OSS
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### 4013: PROFANITY DIRECTED TOWARD A STAFF MEMBER:

<b>First Offense</b>	Up to 5 days OSS
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<b>Second Offense</b>	Up to 10 days OSS
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<b>Repeat Offense</b>	Up to 10 days OSS
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### 4014: DISRESPECT, DEFIANCE or INSUBORDINATION:

Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning. Any threats and/or physical aggression toward a school official will be grounds for expulsion.

<b>First Offense</b>	Up to 5 days ISS
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<b>Second Offense</b>	Up to 10 days ISS
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<b>Repeat Offense</b>	Up to 10 days OSS
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### 4015: LARCENY THEFT:

(Larceny) stealing or attempting to steal private or school property valued at \$750.00 or more.

<b>First Offense</b>	Up to 10 days OSS and refer to law enforcement
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<b>Second Offense</b>	Refer to Superintendent for suspension and refer to law enforcement
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**\*\*Severity of first offense may be referred to the Superintendent for long term suspension/ expulsion**

### 4016: TOBACCO/VAPOR/ELECTRONIC CIGARETTES - USE or POSSESSION:

Including but not limited to cigarettes vapor/electronic, cigars, chewing tobacco, snuff, matches, lighters or similar items. Students are not to use or have possession of tobacco products at school activities or on school property. All tobacco will be confiscated.

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Students in extra-curricular activities may also have additional consequences according the athletic/activities handbook.	
<b>First Offense</b>	Parent Contact and up to 3 days ISS
<b>Second Offense</b>	Parent Contract and up to 5 days ISS
<b>Repeat Offense</b>	Parent Contact and up to 10 days OSS

### 4017: VANDALISM:

Willfully causing substantial damage or attempting to cause substantial damage to any property, real or personal, belonging to school, staff or students. **Institutional (school) vandalism is a Class A misdemeanor and will be referred to Law Enforcement Officials. If damage exceeds \$2,000, the offense is a Class D felony. Both of these classes of offenses will be subject to long-term suspension**

### 3001: DISRUPTIVE SPEECH or CONDUCT:

Conduct or speech, whether verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions; this also includes using obscenity, obscene gestures, swearing, cursing, etc. or words which are spoken solely to harass, bully, intimidate or injure other people, such as defamation of a person's race, religion or ethnic origin. Extreme disruptive behavior can be grounds for immediate OSS at all levels.

<b>First Offense</b>	Up to 5 days ISS
<b>Second Offense</b>	Up to 10 days ISS
<b>Repeat Offense</b>	UP to 10 days OSS

### 3002: FAILURE TO APPEAR FOR AFTER SCHOOL DETENTION:

Students are allowed one reschedule for a missed detention per semester. Reschedules do not carry over if not used in the first semester.

<b>First Offense</b>	1 day ISS
<b>Second Offense</b>	Up to 3 days ISS
<b>Repeat Offense</b>	Up to 5 days ISS

### 3003: PUBLIC DISPLAY OF AFFECTION:

Hugging, kissing or any physical contact which is inappropriate in the school setting.

<b>First Offense</b>	Student Conference/Parent Contact
<b>Second Offense</b>	Up to 3 days ISS
<b>Repeat Offense</b>	Additional ISS

### 3004: FAILURE TO OBSERVE THE CONDITIONS OF IN-SCHOOL SUSPENSION:

Student social privileges are revoked during ISS. Failure to act in a mature manner with respect for self and others will result in removal from ISS.

<b>First Offense</b>	OSS in addition to the original ISS penalty
<b>Second Offense</b>	Original ISS penalty and up to 3 days OSS
<b>Repeat Offense</b>	Up to 5 days OSS or Saturday School

### 3005: BUS MISCONDUCT:

Any offense committed by a student on a district owned or contracted bus which would be punished if the offense had been committed at the student's assigned school. The rules of good bus conduct are the same as expectations for good classroom conduct which include showing respect and obeying reasonable requests from the adult in charge. *Please remember that riding an Archie R-5 bus is a privilege, not a requirement. To ensure good transportation service, students and parents should become familiar with the following safety rules.*

1. Do not extend any part of the body or belongings out of the bus windows.
2. All students are to sit in assigned seats on all regular route buses.
3. Leave the bus windows closed unless permission from the driver has been given to open them.
4. Keep voices at a normal conversational tone. Do not yell or make loud noises that may distract the driver.
5. Report any damage to the driver. Any acts of vandalism will be paid for by the student (s) responsible and may result in other assigned discipline.
  
6. Animals will not be transported on the bus.
7. Food and drink are not appropriate on the bus. Exceptions to this may be made on activity trips.
8. Inappropriate behaviors which will result in disciplinary action include: swearing, persistent refusal to submit to the driver's authority , or possession of tobacco, scuffling or fighting, littering and/or throwing objects from the bus, moving around while the bus in motion, being excessively loud, vandalism to the bus, etc.
9. Once loaded, students are to remain on the buses for the duration of the route and not enter other school buildings.  
Violation of the bus rules and disregard for the driver's authority will be reported to the building principal and may result in the following discipline being assigned.
10. Regulation of electronic devices on buses is regulated at the discretion of individual bus drivers.

<b>First Offense</b>	Warning letter sent home and/or conference with parents
<b>Second Offense</b>	3-day bus suspension
<b>Third Offense</b>	5-day bus suspension



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<b>Fourth Offense</b>	Bus suspension for the remainder of the semester
<b>***Serious violations could result in immediate and long-term suspension regardless of the number of previous violations</b>	

<b>3006: CARELESS DRIVING</b>	
Operating a vehicle on or about the school grounds and/or school property in a manner which would endanger persons or property. **The privilege of operating a vehicle at school also carries with it the responsibility of securing a proper permit, observing speed limits, giving pedestrians walkers and busses the right of way, and entering and exiting through designated areas	
<b>First Offense</b>	Up to 3 days ISS/potential parking restrictions
<b>Second Offense</b>	Up to 5 days ISS/potential parking restrictions
<b>Repeat Offense</b>	Loss of driving privileges

<b>3007: CLOSED CAMPUS POLICY:</b>	
Once students have entered their school, they do not have permission to leave the school campus during school hours unless properly supervised by school personnel.	
<b>First Offense</b>	Up to 5 days ISS
<b>Second Offense</b>	Up to 10 days ISS
<b>Repeat Offense</b>	Up to 10 days OSS

<b>3008: TRUANCY:</b>	
Absence from school or class without the knowledge and/or consent of parent and school officials. This includes being on or off campus, but out of assigned area without permission of school officials or being absent and not having parent contact with the school and office upon returning to school.	
<b>First Offense</b>	Parent contact and 1 day ISS
<b>Second Offense</b>	Parent contact and 3 days ISS
<b>Repeat Offense</b>	ISS/Saturday School

<b>3009: FORGERY/MISREPRESENTATION:</b>	
Misrepresenting parent or guardian with the purpose of excusing from school, class or any other parental consent. This includes all written notes, phone calls, or correspondence. This includes academic dishonesty defined as any form of cheating that is blatant, repeated and serious in offense beyond the realm of the individual teacher's classroom management plan.	
<b>First Offense</b>	Parent Contact and up to 3 days ISS
<b>Second Offense</b>	Up to 5 days ISS
<b>Repeat Offense</b>	Up to 10 days ISS

<b>3010: USE OF A PHONE or ELECTRONIC DEVICE ON SCHOOL PROPERTY:</b>	
During instructional time students are not allowed to use a cell phone, hand-held radio, remote modem devices, audio, video, music or game device or any other handheld communication device on school property during school hours. Teachers may grant approval inside the classroom.	
<b>First Offense</b>	Confiscation and after-school detention
<b>Second Offense</b>	Confiscation and up to 3 days ISS
<b>Repeat Offense</b>	Confiscation and up to 5 days OSS

<b>3011: PETTY THEFT:</b>	
(Petty) stealing or attempting to steal private or school property valued at less than \$750.00	
<b>First Offense</b>	Parent contact, restitution, and up to 10 days ISS
<b>Repeat Offense</b>	Parent contact, restitution, and up to 10 days OSS

<b>3012: COMPUTER / INTERNET / E-MAIL USE</b>	
All Archie R-5 students will be expected to follow the <b>District Acceptable Use policy</b> . The use of computers and computer services is a privilege which may be revoked by teachers, principals and/or district administrators at any time for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages, to include any materials posted on the R-5 District website and anything that would be considered cyber-bullying. All <b>flash drives or other forms of data storage</b> from home must be virus-scanned before they can be loaded onto school computers. Tampering with computer data or theft of computer data may be considered a Class A Misdemeanor or Class D Felony and be prosecuted as such.	
<b>First Offense</b>	Suspension of computer privileges for a period of time determined by the building administrator and up to 10 days ISS
<b>Repeat Offense</b>	ISS and up to loss of privileges for 365 days and up to 10 days OSS