

# SCHOOL LOCATION AND INFORMATION

Location: 402 North Ward  
Craig, MO 64437

School Colors: Blue & Gold  
School Emblem: Hornet

Phone: (660) 683-5431 Elementary & High School Office  
(660) 683-5351 Office of Superintendent  
(660) 683-5769 Fax

School Hours: 8:20 a.m. - 3:25 p.m.

School Closing: Any time school is canceled due to **adverse weather**, an announcement of such action will be made on the following radio stations: KFEQ 68 AM, Q Country 92.7 FM, KMA 960 AM, and KJO 105 FM. KQ2 television station will also be notified. Also, a text message service from Northwest Missouri Cellular will be available with this information for individuals who sign up for the program.

Before and After School: Non-bus students should not arrive at school **before 8:00 a.m.** Circumstances that result in regular early arrival of a non-bus student will need to be explained to the principal. Parents will be contacted and assistance requested if a student chronically arrives early. Meal service begins at 8:00 a.m. Students arriving by bus may enter the building to deposit books, etc. in their classroom, but should then proceed immediately to the supervised area. **After school all students who are not supervised by a staff member should leave the school premises.**

## CRAIG R-III STUDENT CITIZENSHIP CODE

- \*A good student is punctual. He/she reports to class and all other school activities on time.
- \*A good student is tolerant of other students regardless of race or religion.
- \*A good student is industrious. He/she realizes that few students are perfect, but he/she does his/her best on all assignments.
- \*A good student displays good sportsmanship in all school activities.
- \*A good student is courteous at all times.
- \*A good student is reliable. He/she brings adequate materials and supplies to class each day.
- \*A good student shows respect for authority.
- \*A good student is honest.
- \*A good student is clean in mind and body.
- \*A good student is neat in his/her appearance.
- \*A good student has an open mind for new ideas.
- \*A good student displays proper conduct at all times.
- \*A good student participates in class discussion and other school activities.
- \*A good student respects school property and the property of others.
- \*A good student is consistent. He/she does not change his/her standards to satisfy the crowd.
- \*A good student realizes that his /her right stop where another person's right begins.
- \*A good student is loyal to self, his/her fellow student, his/her school, and his/her country.

## **Vision Statement:** Paving the Path to Success

**Mission Statement:** The mission of the Craig R-III School District is to offer a wide range of educational opportunities in a safe environment which will allow students to master academic skills and become life-long learners and responsible, respectful citizens.

### **BOARD OF EDUCATION**

Rebecca Monroe .....	President
Rob Liles .....	Vice-President
Mindi Voltmer .....	Secretary
Nici Hinrichs .....	Treasurer
Keith Knaak .....	Member
Mark Faller .....	Member
Michael Peters .....	Member
Samantha Grist .....	Member

### **ADMINISTRATION**

Mike Leach .....	Superintendent
Jennifer Dyer.....	Principal

### **FACULTY**

Connie Robinson.....	Special Services/Speech
Dillon Lowrey .....	Physical Education
Eric Dyer .....	Business
Heather McCoy .....	Language Arts
Kristine Price .....	Art
Lani Clayton.....	Counselor/Spanish
Ralph Ball .....	Ag Science
Samantha Burton.....	Music/Library
Taylor Standerford .....	Math
Terri Jackson .....	Science
Troy Kull.....	Social Studies

### **OFFICE PERSONEL**

Mindi Voltmer .....	Superintendent's Secretary
Debbie Kent .....	Principal's Secretary

### **STAFF**

Cindy Klaas.....	Health Services
Kathy Leach .....	Parents as Teachers
Kay Smith .....	Food Service Manager
Pam Haer.....	Food Service

## CHAIN OF COMMAND

As in any system, it is important that all parts function together to make the system run efficiently. As a school system, we need to be sure that we communicate with all parts of the system and that we are aware of how each of the sub-systems work together to make up the entire system. One of the most important parts of a system is to know where to go to get your questions answered or your complaint heard. In any situation, always go to the source first. That might be a teacher. If you are not satisfied with the response at this level, or if you do not receive a response, you need to go to the principal of that person. If you have communicated with the principal and you are still not satisfied, it is time to move up the communication chain. The next person you would contact would be the superintendent. If you are still not satisfied with the answer you receive from the superintendent or if your complaint has not been resolved, you would then request to meet with the board of education. We have a process in place that allows all community members to have access to the board, either in a public session or an executive session.

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*The following sections are entered in alphabetical order.*  
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## ACCIDENTS

Every accident that occurs in relation to the school must be reported immediately to the person in charge.

## ACTIVITY FEE - J.H. & H.S.

**Each student is to pay a \$20 activity fee.** This fee is due by **September 5th** and will pay for the following: computer usage, lab materials, Ag shop usage, locker use, eligibility to participate in extra-curricular activities, and trips.

## ATTENDANCE/ABSENCES

Regular attendance is one of the most important ways in which students show interest in their school work, and is essential to proper achievement in school. While students should not come to school when genuinely ill, parents should be able to judge when illness is serious enough to warrant absence or is a risk to other students.

Please make use of the included school calendar when scheduling appointments. Early dismissals, late starts, and vacation days should be considered first when setting appointments for your child.

Attendance on contest days - Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission has been given by the principal and/or superintendent for the student to be absent. Attendance on the day preceding a non-school day activity will determine eligibility for that practice or performance. Students consistently tardy or absent after a student activity will be considered for disciplinary review by the administration.

Absence due to school related activity - It shall be the responsibility of the student to acquire assignments that will be made in their absence prior to departing on the school sponsored activity. The second day following the final day of the activity all work will be due.

- ❖ *Semester Tests* - All 7-12 students will be required to take semester tests in each class. The semester test shall count 5% of the student's semester grade.
- ❖ Attendance and participation are part of a successful learning experience, so students with more than five (5) excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Semester Excused Absences	Semester Grade Reduction	Semester Unexcused Absences	Semester Grade Reduction
6	2%	1	4%
7	4%	2	8%
8	8%	3	16%
9	16%	4	32%
10	32%	5+	50%
11+	50%		

This academic penalty represents the participation portion of the student's grade in the class he/she is absent and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with seven (7) excused absences and two (2) unexcused absence would be penalized– twelve (12) percent. Unexcused absences will not count in the excused total, so a student with Four (4) excused absences and one (1) unexcused absence would only receive a 4% penalty.

Any consequence may be waived by the building principal if the absences were caused by a specific event or long-term illness. These may include verified excused absences. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

**The following steps should be followed when a student is absent.**

1. Parents or guardians are to call the school the morning of the absence (call before 9:00 am) or prior to the absence. Parents can send a note to school with a related student giving name, date, and days of absence, and reason for absence on the morning of the absence or the school day immediately following the absence.
2. Parents or guardians need to notify the office by 9:00am if they would like the student's makeup work collected. It can be picked up after 3:00 pm that same day.
3. The office will inform the staff if the student's absence is excused or unexcused.

Any student may reduce accrued absences by attending makeup study. Make up study consist of attending - one Saturday School Detention (8am – 12 pm) scheduled by the building principal during non-instructional hours. The student must notify the building principal that he or she wishes to makeup attendance days, and the building principal will provide the student information on the next available session. Saturday school will be scheduled one Saturday each month throughout the school year as needed. If a Saturday school is skipped students will lose one (1) of their three (3) days allowed. Makeup sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than three (3) absences by attending makeup session.

The district will contact the Juvenile office or the local prosecutor after the 8<sup>th</sup> absence.

Guidelines are as followed:

- A letter will be sent home to parents after 5 absences have been accrued.

- After the 8<sup>th</sup> absence deemed either: excused, excused verified or unexcused during a semester the juvenile office will be contacted.
- After the 6<sup>th</sup> tardy to first hour class for each semester will result in the juvenile office being contacted.

Excused Absences are classified as follows:

- Personal illness or injury of the student or serious illness, injury, or death of a family member; Any such absence must be reported to the office prior to the absence (if applicable), with a phone call on the morning of the absence, or by note from the parent/guardian on the day of or the next day following the absence.
- Medical appointments, with written appointment confirmation by medical provider.
- Religious observances, with written excuse from parent and verified by administration.
- Court or legal appointments that cannot be scheduled outside attendance hours verified with official paperwork from the courts or appropriate legal representatives.
- College Visits (2 for Seniors) per year and prearranged through guidance office. Verification is needed from college)
- Out of school suspension. (will not count towards excused or unexcused absence total)
- Absences approved in advance with documentation requested by the principal.

Excused Absences: Students will be given one day to make up work for each day they are absent.

Example: If you are excused on Monday, your work is due on Wednesday, unless other arrangements were made with the teacher. When an assignment was given prior to an absence, it is due when the teacher has assigned it on the original due date. Example: If a teacher assigned homework that was due the next day, and the student was absent, it is due upon return. An extra day will not be given. If this procedure is not followed, a zero will be given for all class work due the day of the absence.

Unexcused Absences: An unexcused absence will result in a grade no higher than 50% in all daily assignments due or completed during the absence. Tests that are missed during an unexcused absence may be made up and will result in a grade no higher than 50%. Examples of unexcused absences are: hunting, prom dress shopping, etc.

Pre-planned Absences: Out of town trips (family or school) should be approved in advance to eliminate any misunderstandings. A student will have all academic work completed on the second day she/he returns from the absence (unless prior arrangements have been made in advance or by teacher discretion).

**Students who receive a failing grade due to excessive absence may appeal their case to the board of education for final consideration.**

### **BOARD OF EDUCATION**

The Craig R-III Board of Education meets on the third Monday of each month. Meetings are held in the office of the superintendent's secretary. All official business of the board is transacted in open session, and minutes are recorded and available to the public.

## **BUS REGULATIONS**

**If students are not riding the bus in the morning or in the evening they must contact Richard Corbin and the Apple Bus Barn. The phone number is 660-442-5111 or Richard's cell number is 660-924-1483.**

The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Pupils should remain seated in a forward position while the bus is moving. Pupils must not at any time extend arms or head out of the bus window. The noise level should be maintained at ordinary conversation levels. Pupils should maintain good conduct. No tobacco products are allowed on the bus. Profanity and vulgar language will not be tolerated. Glass containers are not permitted on the bus. Pets and animals may not be transported on the bus. Eating and drinking is not allowed on the bus.

The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from the parent, superintendent, or the principal of the school. Any damage to a bus by a student must be paid for by the student responsible for the damage. Riding the bus is a **PRIVILEGE** that may be removed.

Drivers will take responsibility for the discipline on their bus. Ongoing or serious incidents will result in the student being referred to the principal or superintendent and the issuance of BUS CONDUCT REPORT.

- ❖ 1st Report - Principal/Student Conference
- ❖ 2nd Report - Principal/Student/Parent Conference
- ❖ 3rd Report - Administrative conference which may result in suspension of riding privileges up to 5 days
- ❖ 4th Report - Administrative conference which may result in suspension of riding privileges up to 10 days
- ❖ 5th Report - Administrative conference which may result in suspension of riding privileges up to 30 days
- ❖ 6th Report - Administrative conference which may result in loss of transportation privileges for the remainder of the school year

Parents, please stress to your children the importance of following all bus rules. Rules are made solely for the safety and protection of the students.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Damage of a malicious nature will be considered and treated as a very serious offense. Suspensions and/or expulsions will be considered in all cases of damage to grounds or facilities.

## **CARS**

Students are permitted to park on school premises as a matter of privilege not right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile may be searched if an administrator has a reasonable suspicion to believe that there is evidence of a violation of school policy contained inside the vehicle. All students entering or leaving the school parking lot must be seated inside vehicles and use seat belts.

All students are to park in the lot in the front or the north side of the building. Students will lose driving privileges for a specified number of days if their vehicle is driven in a careless manner on school premises or while entering or leaving school premises.

### **CELL PHONES/PAGERS**

Student cell phones **are to be turned off and kept in student's pockets and not taken out** during class time for personal use. Any cell phone that disturbs class may be taken by school personnel.

- ❖ First Offense: phone will be confiscated for the class and the student will receive a warning.
- ❖ Second Offense: phone will be confiscated and a parent must pick up the phone after school.
- ❖ Subsequent and consistent Student Use Offense: further punishment will be determined by the administrator.
- ❖ **Student may use phone during lunch and in between classes. This privilege can be taken away by administrator at any time during the school year.**
- ❖ Teachers may request to have students put phones in a designated area during class time.

### **CHANGES IN CLASSES**

9-12 students may take a number of electives in addition to the courses required to graduate. Changes in classes must be initiated during the first 3 days of the class. Drop/adds after the first three days will only be allowed with permission from administration for incidents of serious concern only. Drop/add forms must be picked up from the counselor and must be signed by all teachers concerned, the counselor, and the principal.

### **BUILDING VISITATION**

Visitors are to report to one of the offices when entering the building. School personnel will summon students. Parents picking up their child at the end of the school day are asked to wait by the entrance. (Students are often distracted by unnecessary hall traffic before the end of the school day.)

### **VISITORS**

In order for a student to bring a visitor to school the following conditions must be met: the visitor is approved by the principal the day before; reports to the principal's office to check in, abides by all the rules, and may visit only one day.

### **COMPUTER USAGE**

Each year all students of Craig R-III are required to have their parent/guardian read and sign a user agreement before they are permitted to log on the computer network. Students and parents must agree to accept the liability of any intentional damage of hardware/software or unacceptable accessing of unauthorized materials on the Internet before the students may use the network system. This is to protect the students in school from unlawful usage that might result in the loss of our on-line internet service through MORENET and to protect the system from deliberate sabotage. A complete copy of Craig R-III's internet acceptable use policy is available in the administration office for review.

## CREDITS / GRADUATION REQUIREMENTS

Seniors need 28 credits to meet the requirements for graduation. In addition to the program of study for graduation, a student must pass proficiency exams on the Missouri and the United States Constitutions to qualify for graduation from the district. Graduation requirements for the Craig R-III High School are listed in the following table.

DEPARTMENT	GRADUATION REQUIREMENT
Language Arts	4 units - to be enrolled in a L.A. class 9 <sup>th</sup> , 10 <sup>th</sup> , & 11 <sup>th</sup> grade years
Social Studies	3 units - U.S. Const. required in 8 <sup>th</sup> grade, MO Const. required in 9 <sup>th</sup> grade
Mathematics	3 units - to be enrolled in a math course for 3 years
Science	3 units - to be enrolled in a science course for 3 years
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit - ½ unit required 9 <sup>th</sup> grade year
Health	½ unit - required 9 <sup>th</sup> grade year
Electives	11 ½
Advanced Electives	
Foreign Language	
Totals	28 units

Credits needed to be classified for a specific grade level are as follow:

Freshman	0 - 7 credits	Sophomore	7.5 - 14 credits
Junior	14.5 - 21 credits	Senior	21.5 credits

Students are expected to carry a minimum of seven credit classes each semester.

The sequence of classes may be altered if it is in the best interest of a student. A parental conference would be required. Administrative decision would determine if a student could alter the class sequence.

One unit of correspondence credit may be applied toward the 28 units of required credit.

*Dual Credit* - These courses are available to juniors and seniors in good academic standing. Students earn college credit and high school credit simultaneously. Course fees are the responsibility of the student. A \$70 reimbursement will be made by the school at the end of the course semester as long as the student has a grade of a "C" or higher.

A grade point average of 3.0 (on a 4.0 scale) in math, science, social studies and language arts is required. The student must also score above the national average on the SAT or ACT.

*Early Graduation* - The student who accumulates the requisite number of credits (required and elective) to graduate at the end of the 7<sup>th</sup> semester will be allowed to do so provided the student:

1. Takes application to the board of education prior to the semester at which graduation will occur.
2. Agrees to forego enrollment in the school district.



The student who graduates early will not be allowed to attend prom unless accompanied by a qualified student, will not attend the senior trip, and will not be allowed to participate in graduation ceremonies.

### **CONFERENCES WITH TEACHERS**

Conferences will be held at the end of the 1st quarter.

Parents are encouraged to contact their child's teacher at any time to arrange an appointment for an additional conference. This may be done by note or by calling the school office.

Appointments are necessary as teachers are not permitted to confer with parents during times they are responsible for working with children.

### **DISCIPLINE**

There are standards of conduct that all students are expected to support as guidelines for school behavior. They are:

- ❖ Be respectful
- ❖ Be courteous
- ❖ Be prepared
- ❖ Treat others as you wish to be treated
- ❖ Try your best at all times

The classrooms develop specific rules that are based on these standards of conduct. The teacher is expected to maintain classroom discipline. The assistance of the principal may be requested by the teacher at which time a student/principal conference will be held. The principal will determine appropriate discipline measures.

Fighting, talking back to a staff member, disrespectful conduct, profanity, and vandalism may result in an in school suspension, an after school detention period.

Discipline of students with disabilities - The obligation and the responsibility to attend school regularly and to comply with the district's discipline policies applies to all students. When appropriate, the district may discipline a student with a disability who has not complied with the district's discipline policies in a manner that is consistent with the district's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed for more than 10 school days. If a student with a disability is removed for less than 10 cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

School Detention - A detention will be held when necessary. Prior to a student's detention the parents will be notified so that the parent can make transportation arrangements. The following rules govern the period:

1. Student is to report to the assigned detention area as designated.
2. No sleeping.
3. Students will be supervised by an assigned faculty member.
4. Any student who is assigned detention will have two opportunities to fulfill the obligation after which a suspension will be enforced.

5. Student involvement with extra-curricular activities will not be given special consideration.

*In School Suspension* - Students may lose the privilege of the regular school day. Students serving time will be assigned to a specific location within the building. Leaving this area without permission will result in an out of school suspension. Behavior while serving ISS will be the same as expected for class time. Students will receive a grade worth up to 75% for work completed during the day.

*Out of School Suspension* - Students receiving an out of school suspension will receive no credit all academic work will count as a zero.

*Comprehensive Discipline Policy* - As a result of the Safe Schools Act each school district in the state of Missouri has a board adopted comprehensive discipline policy. These procedures are in place for discipline problems that exceed typical classroom discipline issues. It is the purpose of this code to list certain offenses that will result in the imposition of a specific penalty. The entire policy is an attachment to this handbook.

## **DRESS**

*(It will be up to the discretion of the principal or superintendent to determine if the student is appropriately dressed.)*

- Clothing, hair, and cleanliness are important factors in personal appearance. School dress should not be extreme, create distractions, or cause bad publicity for the school.
- The wearing of apparel that is backless and/or exposes the midriff is prohibited. This includes, but is not limited to; halter tops, crop tops, spaghetti straps, and other such related clothing.
- All shirts must have sleeves and completely cover the shoulders. All shirts must have manufactured hemmed sleeves. This is for boy and girls.
- Students wearing shirts and shorts that are considered inappropriate will be given appropriate attire to wear for that school day
- Shorts/skirts/dresses should be 3 inches above the knee or longer. (The exception will be school activity uniforms on the day of the contest or event)
- No distressed or ripped jean/pants with exposed skin above the knee will be allowed.
- No metal nor other adornments on clothing (such as chains), that could even possibly damage equipment or furniture will be allowed. This includes wallet chains, pliers, and any other objects causing damage to school property.
- No see through clothing that will expose tank-tops, undergarments, or any other type of apparel already listed above.
- Head coverings like hats, sunglasses, and bandanas, cannot be worn in the building except on special occasions.
- In addition, clothing that refers to alcohol, tobacco, drugs, has improper design, vulgarity, abusive or suggestive wording is prohibited.
- Sponsors/coaches may set specific codes of apparel for their activities.

Graduation - 8<sup>th</sup> grade students: The young men should wear slacks and a collared shirt. The young ladies should wear clothing that would be considered “Sunday” wear. Backless dresses would not be considered appropriate. Prom-type dresses are not considered to be appropriate. Appropriate shoes for both boys and girls would be those that **are not** tennis shoes, cowboy boots or flip-flops. Seniors: The young men will at a minimum wear slacks and a collared shirt. The shirt should have a pressed collar. A tie is encouraged. Tennis shoes and flip-flops **are not** acceptable footwear. The young ladies will need

to wear a dress and appropriate shoes. A high neckline should be avoided, as the girls' gowns have a collar.

### **EMERGENCY DRILLS AND PLANS**

The school has pre-determined procedures for evacuating the building in the event of a fire or getting children to the safest areas in the building in the event of a tornado warning. The school also has earthquake drills and lockdown procedures in place. Drills to practice these procedures are held at specified intervals. A board adopted crisis plan is in place that will allow the staff to take charge during a crisis situation.

### **SAFE SCHOOLS ACT**

In accordance with the 1996 Safe Schools Act certain offenses must be reported to legal authorities and could include up to a 365 day expulsion from school. Students who have been charged or convicted of these same offenses could be expelled from school as well. The offenses include:

- |   |   |
|---|---|
| *Possession of a weapon                 | *Sale or distribution of drugs                    |
| *Willfully inflicting injury on another | *1 <sup>st</sup> or 2 <sup>nd</sup> degree murder |
| *1 <sup>st</sup> degree assault         | *Forcible rape or sodomy                          |
| *1 <sup>st</sup> degree robbery         | *Distribution of drugs to minor                   |
| *1 <sup>st</sup> degree arson           | *Class A felony kidnapping                        |

The Safe Schools Act requires school principals to report incidents of third-degree assaults that have occurred on school property, a school bus, or during a school activity to the superintendent and the local law enforcement agency. As required by Section 167.117, Revised Statutes of Missouri, an interagency agreement exists between the Craig School District and the Holt County Sheriff's Office for the purpose of defining and establishing guidelines for school principals in reporting incidents that may constitute third-degree assault for investigation by law enforcement. As described in RSMo575.070, a person commits assault in the third degree if that person...

1. Attempts to cause or recklessly causes physical injury to another person.
2. With gross negligence, causes physical injury to another person by means of a deadly weapon.
3. Purposely places another person in apprehension of immediate physical injury.
4. Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the functions of any part of the body, of another person.
5. Knowingly causes physical contact with another person knowing that the other person will regard the contact as offensive or provocative.

Students shall be suspended for acts of physical aggression that fall under the guidelines of the Safe School Acts Statute.

### **SEMINAR**

Seminar for grades 7-12 will take place every day from (3:03-3:25) during the regular school day:

### **STUDENT EXPECTATIONS**

- Seminar is a time for students to work and get academic help.
- Three teachers are available for help, but all general questions should be directed to the teacher leader.
- 3:20 – HS athletes dismissed early for practice regardless of grades.

- 2:10 – JH athletes dismissed for practice – D/F does not go to practice.
- All students must have all material before reporting. If a student needs to go get materials, a tardy will be issued. No questions asked.
- Students need to be working the entire time. If not, the student can be reading (not on the computer).
- No bathroom breaks – it's only 20 minutes. Ask before the tardy bell.
- Music is allowed with headphones only. If an issue arises, this privilege can be revoked.
- No food or drink other than that allowed by the handbook. No food or drink at all near computers.
- Computers are only to be used for educational purposes.
- If a student wishes to see another teacher, he/she needs to bring a pass from that teacher.

### **FAMILY ACTIVITY PASSES (MOUND CITY SPORTING EVENTS)**

The cost for athletic passes at Mound City for the 2016-17 school year are as follows:

- Athletic pass for students \$30
- Athletic pass for adults \$40
- Athletic pass for family of 4 or more \$100

Contact the Mound City School to purchase the above passes at (660) 442-5429

### **SENIOR TRIP**

All seniors graduating in May are eligible to participate in a class trip. Requirements include:

1. All outstanding school debts paid in full
2. Actively participating in all senior class fundraisers
3. Attending the Craig Alumni Banquet following graduation

### **GRADE REPORTS**

Quarterly reports will be provided at the end of the nine-week reporting period. Parent-teacher conferences will be held at the conclusion of the first quarter. Requested conferences can be scheduled at other times.

Mid-quarter progress reports are sent home at the midway point of each quarter. Mid-quarter reports of deficient progress are required to be sent home for students in grades 7 - 12. Positive progress reports are sent at the option of the 7-12 teachers.

### **GRADING SYSTEM**

A	96% - 100%	A-	90% - 95%
B+	87% - 89%	B	84% - 86%
B-	80% - 83%	C+	77% - 79%
C	74% - 76%	C-	70% - 73%
D+	67% - 69%	D	64% - 66%
D-	60% - 63%	F	59% and lower

## HARASSMENT/BULLYING

The Craig R-III School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated. Students who feel they have been subjected to discrimination on the basis of sex are encouraged to meet with their Title IX coordinator (Superintendent).

- ❖ Bullying occurs when a student hurts or scares another person on purpose and consists of:
- ❖ Punching, shoving, and other acts that hurt people physically
- ❖ Spreading bad rumors about people
- ❖ Keeping certain people out of a “group”
- ❖ Teasing people in a mean way
- ❖ Getting certain people to “gang up” on others

Bullying can also take place on-line and is known as cyber-bullying, which consists of:

- ❖ Sending mean text, email, or instant messages
- ❖ Posting nasty pictures or messages about others in blogs or on Web sites
- ❖ Using someone else’s user name to spread rumors or lies about someone

## HEALTH SERVICES

A nurse is in our building one day each week, usually on Thursdays this year. Parents will be notified if it is necessary for a sick or injured child to go home.

Vision, hearing, growth, scoliosis, and dental screenings are conducted throughout the school year. Various health- related topics are incorporated into the curriculum throughout the year. If you have any health related concerns regarding your child, please make an appointment to discuss them with the school nurse. It is the responsibility of the parent to keep the school district informed as to any changes in the health status of your child.

### *Illness - Medical Problems*

1. If your child has been absent with a contagious disease and you are in doubt about when he or she should return to school, call the nurse. We must comply with state health regulations.
2. Please be sure the school is advised of any medical problems which may affect your child's participation in school activities or which would require special treatment should the child become ill at school.
3. If your child must avoid fresh air because of a recent illness, we ask that you send a note requesting the teacher to restrict his or her activity on the playground.
4. Exempting a student from participation in physical education due to medical problems requires a parental note to the teacher. A physician’s note will be requested if there is a long-term exemption from physical activity.

### *Medications*

Giving medicine to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. Occasionally, medication must be given at school. We encourage you to keep this to a minimum. **When medication must be given at school, the following guidelines must be adhered to (prescriptive and non-prescriptive drugs). NO over the counter medications can be given to a student, unless they have been prescribed by a licensed**

**health care provider. Therefore do not send Tylenol, cough syrup or drops, etc. to school. Parents/guardians may come to school to administer medication to their child.**

1. Written orders from a licensed health care provider must be obtained, and should include the name of the drug, dosage, the route of administration, and the time interval in which the medication is to be taken. **The prescription label will be considered an equivalent of the physician's order for short-term medication.**
2. The parent/guardian of the student must complete a form provided by the school district before medication can be administered. The district will not administer the first dose of any medication.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or licensed health care provider. (See #1) The medication will be delivered to the school by the parent/guardian or other responsible adult.
4. Unused medication cannot be sent home with students. Medication will be destroyed one week beyond the close of the school year if it is not picked up by parent/guardian.

### **HOMEWORK**

As a parent, it's important for you to know that homework really does make a difference in your child's performance at school. Research tells us that the time spent doing homework directly affects a child's achievement. This is important information. It tells us that by doing assigned homework; children will increase skills and do better in school. Some recent findings:

- ❖ Students who consistently do homework perform better academically than those who do not do homework.
- ❖ By doing homework, students can improve academic achievement in all subjects.
- ❖ Homework improves academic achievement at all grade levels.
- ❖ Doing homework improves academic achievement of both high and low achievers.
- ❖ When you help your children do their homework appropriately, you are helping them improve academically. Through homework, you have the daily opportunity to make your child more successful.

### **HONOR ROLL**

The following criterion applies to both the quarter and semester honor rolls for students in grades 7 - 12.

**High honor roll** - student must have a grade point average between 11.00 -10.00 with no grades below a B+.

**Regular honor roll** - student can have a grade point average between 9.99 - 8.00 with no grades below a C. Students must be enrolled in 6 classes. To be eligible for the year honor roll, the student must be on the honor roll all 4 quarters.

### **INTERSCHOLASTIC ACTIVITIES ELIGIBILITY**

An interscholastic activity shall be defined as any extra-class activity involving two or more schools in which two or more students participate who are identified with their schools.

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "credible

citizens.” Conduct shall be in accordance with the standards of good discipline. A student shall not be considered eligible while under suspension.

Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing. Students in grades 9 through 12 must have earned, the preceding semester of attendance, passing grades in 7 classes. A beginning 9<sup>th</sup> grade student shall have been promoted from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade for first semester eligibility. Students in grades 7 and 8 must have been promoted to a higher grade at the close of the previous year. For 7<sup>th</sup> and 8<sup>th</sup> grade students to maintain eligibility for the 2<sup>nd</sup> semester of the school year, they may not have failed more than 2 scheduled subjects.

A student is not eligible if he/she has reached the age of 19 prior to July 1 preceding the opening of school.

*An attendance standard for participation in extra-curricular and interscholastic athletics is that a student maintains a 90% average daily attendance. This is a cumulative figure for the school year. Early in the school term, individual exceptions may be appealed with the high school principal by the coach/sponsor. A student's prior average daily attendance figures will be taken into consideration.*

Activities that are a part of the regular school day and are a routine part of the education process would not be subject to the attendance requirement for participation.

The following is Craig R-III's code of conduct regarding the use illegal drugs. All students must practice good citizenship in the classroom and on the field. Failure to adhere to these basic guidelines will result in:

- ❖ First offense – The student will be ineligible for a period of 2 consecutive competitive weeks.
- ❖ Second offence – The student will lose a period of 5 consecutive competitive weeks and all awards earned during that season will be forfeited.
- ❖ Third offense – The students will be ineligible for a period of 9 consecutive competitive weeks and all awards earned that season will be forfeited.
- ❖ Fourth offense – ineligible for a period of 365 school days and all awards earned during that season will be forfeited.
- ❖ Fifth offense – The student will be ineligible for the remainder of their high school career.

Policy regarding the use of alcoholic beverages:

- ❖ First offense – The student will be ineligible for a period of 2 consecutive competitive weeks.
- ❖ Second offence – The student will lose a period of 5 consecutive competitive weeks and all awards earned during that season will be forfeited.
- ❖ Third offense – The students will be ineligible for a period of 9 consecutive competitive weeks and all awards earned that season will be forfeited.
- ❖ Fourth offense – ineligible for a period of 365 school days and all awards earned during that season will be forfeited.

- ❖ Fifth offense – The student will be ineligible for the remainder of their high school career.

Athletes may be reported to be using or in possession by a member of the Craig R-III staff, board of directors, by law enforcement agency, by a parent or guardian of a student involved, an admission by a student, or by an individual who has personal knowledge about a violation. By itself, hearsay evidence shall be insufficient evidence upon which to base an administrative finding under this policy. These offenses will carry over from year to year beginning with seventh grade.

Even though not playing in an activity, the student is expected to be at all practices leading up to and during the enforcement of the penalty.

### **LIBRARY**

Parents may help us by making certain the checked-out books are properly cared for and protected from damage by younger brothers, sisters, visitors, or pets. If damage should occur to a library book, please do not attempt to repair it. Return the book to the library where it will be professionally mended. Seeing that your child's books are returned on time will help us make maximal use of our library for each child.

### **LOCKERS / DESKS**

School lockers and desks are the property of the school and are provided for use/convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. If students wish to lock their locker, the student will have to provide the lock. A gym locker is provided for those participating in a seasonal sport and for those enrolled in a physical education class. **The school cannot accept responsibility for lost clothing or valuables.**

### **MEALS**

Breakfast will be served from 8:00 - 8:15 on a daily basis and the cost is \$1.50 for adults and K-12. School lunches will be \$2.85 for adults, \$2.10 for junior high and high school students, and \$1.85 for elementary students. Milk and juice may be purchased for 30¢. It is a privilege to eat in the cafeteria, not necessarily a right of the individual student. If an individual abuses this privilege, he may be restricted in this usage. **The school will allow a \$20 charge limit per student for meal charges, then the student will be fed a peanut butter sandwich and a carton of milk at a cost of 30¢ until the charges are paid.** Application for free/reduced meals can be made.

The lunch schedule is as follows:

K - 6	11:00 - 11:20
7 - 12	11:29 - 11:51

The lunch period is a closed period. Students are not permitted to leave the school grounds. Students are to remain in the cafeteria unless dismissed to another area by the cafeteria supervisor.

### **ORGANIZATIONAL MEETINGS**

Class and club meetings will be held at a time arranged for by the sponsors. All class and club activities must have the approval of the principal and be submitted on the weekly bulletin.



## **PARTIES**

Parties involving students in grades 7-12 will be held only with prior permission of the teacher/sponsor with approval from administration.

## **PETS**

"Special visits" may be made if arrangements have been made in advance with the classroom teacher. Pets may not be transported by bus.

Loose dogs on the school playground pose a hazard to children. Animals are unpredictable, especially when excited. A reasonable effort will be made to determine the owner of a loose dog, and the owner will be called and requested to come for the dog.

## **POP/JUICE/WATER**

J.H. & H.S. students - Gatorade may only be purchased at school during lunch period (after all meals have been served). Gatorade and/or water may be purchased before the school day in addition to the lunch period and after school. Gatorade may be purchased during the day with permission from the teacher.

The consumption of gum, pop and/or food is not permitted during instruction periods unless given special permission by classroom teacher.

## **PROMOTION AND RETENTION**

To be promoted from the **seventh to the eighth grade or from the eighth to the ninth grade**, students must pass three **of the four classes** listed here: language arts, math, science, social studies, three of the four quarters. They must **also pass at least one-half of all other classes taken**.

## **SAFE SCHOOLS ACT**

In accordance with the 1996 Safe Schools Act certain offenses must be reported to legal authorities and could include up to a 365 day expulsion from school. Students who have been charged or convicted of these same offenses could be expelled from school as well. The offenses include:

- |   |   |
|---|---|
| *Possession of a weapon                 | *Sale or distribution of drugs                    |
| *Willfully inflicting injury on another | *1 <sup>st</sup> or 2 <sup>nd</sup> degree murder |
| *1 <sup>st</sup> degree assault         | *Forcible rape or sodomy                          |
| *1 <sup>st</sup> degree robbery         | *Distribution of drugs to minor                   |
| *1 <sup>st</sup> degree arson           | *Class A felony kidnapping                        |

The Safe Schools Act requires school principals to report incidents of third-degree assaults that have occurred on school property, a school bus, or during a school activity to the superintendent and the local law enforcement agency. As required by Section 167.117, Revised Statutes of Missouri, an interagency agreement exists between the Craig School District and the Holt County Sheriff's Office for the purpose of defining and establishing guidelines for school principals in reporting incidents that may constitute third-degree assault for investigation by law enforcement. As described in RSMo575.070, a person commits assault in the third degree if that person...

1. Attempts to cause or recklessly causes physical injury to another person.

2. With gross negligence, causes physical injury to another person by means of a deadly weapon.
3. Purposely places another person in apprehension of immediate physical injury.
4. Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the functions of any part of the body, of another person.
5. Knowingly causes physical contact with another person knowing that the other person will regard the contact as offensive or provocative.

Students shall be suspended for acts of physical aggression that fall under the guidelines of the Safe School Acts Statute.

### **SCHOOL DANCES**

Dances sponsored by Craig must be over by 10:00 p.m. on school nights and 12:00 p.m. on Friday and Saturday nights. The rules and policies of Craig R-III will be adhered to. No outsiders may attend except by invitation and must be approved by the principal in advance of the date of the dance. No student arriving at the dance may leave and then return. **Dates for the prom must be ninth grade or above. Anyone not in High School will need special consideration from administration.**

### **SEXUAL HARASSMENT**

Craig R-III School Board policy prohibits sexual harassment from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening by advising its employees and/or students of its prohibition in handbooks and conversations.

### **STANDARDS TO LETTER**

The following is a list of requirements to qualify for a letter in those activities at Craig R-III High School that offer varsity letters. Factors of earning a letter are as follows:

1. Behavior patterns and injury are factors considered by the administration and coaches on percentage of points previously earned.
2. One letter per year will be given by the school.
3. One emblem will be awarded for each sport.

#### **ALL SPORTS:**

1. **Policy on lettering:** Each sport will set its own lettering requirements. These requirements will be listed on the handout given to students prior to the season.
2. See Mound City athletic handbook for more details.

#### **MUSIC:**

Enrollment in music 4 quarters.  
Earning of an A in all 4 quarters.  
Participation in required extra-curricular activity.  
Certain requirements set forth by teacher.

## **WEARING OF A LETTER:**

A letter will be worn on an official jacket on the left side, or on a coat type sweater on the left side, or in the middle front of a pullover. The numerals for the year of graduation will be worn on the right sleeve. Only individuals who have earned a letter may wear a letter.

## **STAYING AFTER SCHOOL**

Teachers have been instructed that no child is to be asked to stay after school unless the parent has been notified. If your child or the teacher notifies you of this, please specify if you wish the child to walk home or if you will pick him up. Junior high and high school students should make arrangements to be picked up in a timely manner after all scheduled practices and events. Students are not to remain at the school after the conclusion of the day unless being directly supervised by a teacher, sponsor, or coach.

## **STUDENT DEBT**

A student with outstanding school debt may be excluded from participation / attendance at extra curricular activities. A student's grade card will be withheld if there is outstanding debt.

## **SUPPLIES**

The school furnishes books and some other supplies. The individual child furnishes notebooks, paper, pencils, etc. Please be sure your child has his supplies and monitor the supply needs of your child throughout the year. A supply list is available in the office.

## **SUSPENSION/EXPULSIONS**

The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. The principal is authorized to suspend students for periods of time not to exceed ten school days for violation of district regulations. The principal may also recommend extensions of suspension for periods of time up to 180 days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 days.

If a student consistently refuses to conform to school policies, rules, or regulations, the principal and superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

## **TARDIES**

A student will be considered tardy at the start of the day if he/she reports to class after the second bell rings. If a student is late to first hour they need to report to office to sign in. Students arriving on late buses will not be considered tardy.

An administrator will contact the parents of elementary students if a student exhibits a pattern of tardiness. If awareness of the problem does not lead to improvement, disciplinary action may be taken.

J.H. & H.S. students will be recorded as tardy unless they have an excused pass from the teacher in the preceding class. Tardies will reset every quarter. The following discipline procedure will be in effect:

3rd Tardy - 1 School Detention

4th Tardy - 1 ISS

5th Tardy - 2 ISS

School Detentions (SD) will be served on arranged days, before school from 7:30 – 8:00 a.m., after school from 3:30 – 4:00 p.m. If SD is not served at the appointed time, extra-curricular activities will be suspended until the SD(s) are served and completed. The SD will turn into 2 SD's if it is not served at the assigned time. If the next assigned time(s) is not served, the student will be assigned an ISS. In addition, every three tardies count as one absence toward taking semester tests.

### **TELEPHONE CALLS / USAGE**

If you call during school hours to talk to a teacher or your child, a message will be left with the teacher or student to return your call during the next free period.

Students are only permitted to use school phones located at the principal's offices in an emergency situation or with the permission of the teacher or principal. 7<sup>th</sup> - 12<sup>th</sup> grade students may use the school phone located at the principal's office before and after school or during their lunch period. (not a cell phone)

Office personnel will place calls for students who are ill, for emergencies, or for other school related reasons. Students using office phones must have a staff member present. Personal long distance student phone calls must be made collect or with a calling card. Student phone use is a privilege that can be revoked if abused.

### **TEXTBOOKS**

Textbooks are checked out to each student at the beginning of the course. A record is kept of the condition of the book and the book number. The student is expected to retain the same book that was checked out to them. Students not returning a book will be required to pay the cost for a replacement. Students returning books showing excessive damage will be assessed a charge to cover the cost of repair or replacement.

### **TOBACCO POLICY**

Use or possession of by students of any tobacco products (including cigarettes, chew, snuff, electronic cigarettes, ect.) on the school grounds or building is prohibited by Craig R-III School Board Policy. School activities and school-sponsored events away from the building must adhere to this policy.

### **TRANSFER OF STUDENT**

In order for the school to complete the records of a child who is transferring, it is very important that we be notified three school days before the student's last day of attendance. Parents should check very carefully to make certain that all school owned property is returned to the school.

### **TRANSPORTATION**

A student may ride home with his or her parents or guardian if a parent comes to the coach or sponsor and requests to take their student home with them. The parent must sign their son/daughter out on the sheet provided. A student may ride home with another parent, providing they have a note signed by their parent giving them permission. The note must list the person with whom the student has permission to ride and must be signed and dated for each request. The parent, who is taking the student, must sign them out on the sheet provided. Any circumstances other than those listed above must be approved by the Mound City R-II administration prior to departure from the event.

Any student who violates these rules or any training rules establishes by their head coach or sponsor, may be suspended from the team or organization for the remainder of the season and may forfeit those awards earned prior to the suspension.

## **YEARBOOK**

The cost of a Craig R-III yearbook is based on the following dates:

August 4 to September 16 . . . . .	\$25.00
September 17 to September 30 . . . . .	\$35.00
After September 30 . . . . .	\$40.00

If students want to personalize their yearbook there is an additional \$5 charge. (Please find the Jostens yearbook flyer for additional information.)

# **PUBLIC NOTICE**

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 Craig R-III 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 developmental delay.

The Craig R-III 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 Craig R-III 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 an 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 Craig R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education 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 superintendent's office on school days in session.

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) that 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 the child; parent/legal guardian's name/address; birth date 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 Craig R-III School District.

This notice will be provided in native languages as appropriate.

# COMPREHENSIVE DISCIPLINE POLICY

## I. VIOLATIONS AGAINST PERSONS

### A. ASSAULT - STUDENT

Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

- **FIRST OFFENSE:** Detention, in-school suspension, 1-180 days out of school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.
- **SUBSEQUENT OFFENSE:** 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

### B. FIGHTING

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

- **FIRST OFFENSE:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record\*.
- **SUBSEQUENT OFFENSE:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

### C. WEAPON

Students are forbidden to bring into school or onto school grounds or property any item that is ordinarily considered to be a weapon. (Examples include: knives, guns, chains, metal knuckles, fireworks or explosives.)

1. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
  - **FIRST OFFENSE:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.
  - **SUBSEQUENT OFFENSE:** 11-180 Days out-of-school suspension or expulsion, and documentation in student's discipline record.
2. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in §571.010, RSMo.
  - **FIRST OFFENSE:** One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

### D. DISRESPECTFUL CONDUCT OR SPEECH

Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

- **FIRST OFFENSE:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- **SUBSEQUENT OFFENSE:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

E. **VERBAL ABUSE TO STAFF OF A THREATENING NATURE**

Disrespectful language to a staff member that is threatening in nature.

- **FIRST OFFENSE:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- **SUBSEQUENT OFFENSE:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

F. **HARASSMENT/BULLYING**

Harassment is a form of unlawful discrimination as well as disrespectful behavior. Bullying is when someone hurts or scares another person on purpose, either directly or online.

- **FIRST OFFENSE:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.
- **SUBSEQUENT OFFENSE:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**II. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY**

A. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

- **FIRST OFFENSE:** 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
- **SUBSEQUENT OFFENSE:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia.

- **FIRST OFFENSE:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

C. **TOBACCO**

1. Possession of any tobacco products including electronic cigarettes on school grounds, bus or at any school activity.

- **FIRST OFFENSE:** Principal/Student conference, detention, or in-school suspension.
- **SUBSEQUENT OFFENSE:** In-school suspension or 1-10 days out-of-school suspension.

2. Use of any tobacco products including electronic cigarettes on school grounds, bus or at any school activity.



- FIRST OFFENSE: Detention, in-school suspension or 1-3 days out-of school suspension.
- SUBSEQUENT OFFENSE: In-school suspension or 1-10 days out-of-school suspension.

### **III. VIOLATIONS AGAINST PROPERTY**

#### **A. EXTORTION**

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

- FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

#### **B. FALSE ALARM**

Tampering with emergency equipment, setting off false alarms, making false reports.

- FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.
- SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

#### **C. THEFT**

Stealing or attempting to steal private or school property of a value exceeding fifty (50) dollars.

- FIRST OFFENSE: Detention, in-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record\*. Restitution and return in acceptable condition.
- SUBSEQUENT OFFENSE: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record. Restitution and return in acceptable condition.

#### **D. WILLFUL DAMAGE TO SCHOOL, STAFF, OR STUDENT PROPERTY**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

- FIRST OFFENSE: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record\*. Restitution and school service, also.
- SUBSEQUENT OFFENSE: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record. Restitution and school service, also.

#### **E. ARSON**

Starting a fire or causing an explosion with the intention to damage property or buildings.

- FIRST OFFENSE: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- **SUBSEQUENT OFFENSE:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

#### **IV. VIOLATIONS AGAINST SCHOOL ADMINISTRATION**

##### **A. TRUANCY**

Absence from school or class without the knowledge and consent of parents/guardian and/or the school administration.

- **FIRST OFFENSE:** Principal/Student conference, detention, or 1-3 days in-school suspension.
- **SUBSEQUENT OFFENSE:** 3-10 days in-school suspension.

##### **B. CARELESS DRIVING**

Driving on school property carelessly or without due caution so as to endanger person or property.

- **FIRST OFFENSE:** Loss of driving privileges - 10 days.
- **SUBSEQUENT OFFENSE:** Loss of driving privileges - 20-90 days

#### **V. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER**

##### **A. USE OF OBSCENE LANGUAGE**

Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value.

- **FIRST OFFENSE:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- **SUBSEQUENT OFFENSE:** In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

##### **B. USE OF LANGUAGE THAT IS DISPARAGING OR DEMEANING**

Use of words or actions, verbal, written or symbolic meant to harass or injure another person: i.e., threats of violence, defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

- **FIRST OFFENSE:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- **SUBSEQUENT OFFENSE:** In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

##### **C. USE OF DISRUPTIVE SPEECH OR CONDUCT**

Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

- FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- SUBSEQUENT OFFENSE: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

## **VI. PUBLIC DISPLAY OF AFFECTION**

### **A. PHYSICAL CONTACT WHICH IS INAPPROPRIATE FOR THE SCHOOL SETTING**

- FIRST OFFENSE: Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record\*.
- SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

## **VII. SEXUAL HARASSMENT**

### **A. USE OF VERBAL, WRITTEN OR SYMBOLIC LANGUAGE THAT IS SEXUALLY HARASSING.**

- FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.
- SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

### **B. PHYSICAL CONTACT THAT IS SEXUALLY HARASSING.**

- FIRST OFFENSE: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.
- SUBSEQUENT OFFENSE: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

## **VIII. ACADEMIC DISHONESTY**

- FIRST OFFENSE: Warning issued by teacher and parents contacted; F on work, possible documentation in student's discipline record\*.
- SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion, failure of class in which took place, possible documentation in student's discipline record.

## **IX. BUS CONDUCT**

Any offense committed by a student on a contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

- \* Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.
- \*\* All punishment subject to administrative review.
- \*\*\* Corporal punishment may be used at the discretion of the administration.

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| <p>* Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.</p> <p>** All punishment subject to administrative review.</p> <p>*** Corporal punishment may be used at the discretion of the administration.</p> |
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# CRAIG R-III

## 7-12 HANDBOOK

*A parental signature implies that a 2016 - 2017  
Student Handbook has been received.*

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*(Student Names)*

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*(Parental Signature)*

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*(Date)*

*Please read the attached handbook and retain it for your use.  
Send this page back to school with your student.*