



St. James Middle School

1 Tiger Drive

St. James, MO

(573) 265-2300, Option 2

Web site: www.stjschools.org

Student Handbook 2019-2020

Principal – Kaaren Lepper

Assistant Principal – Larissa Cutsinger

Counselor –

Process Coordinator – Amanda Salazar and Jami Engelbrecht

Activities Director – Greg Harlan

Assistant Activities Director – Sue Hilderbrand

Secretaries – Felicia Berry

Lisa Huster

Media Specialist – Erin McCurdy

Nurse – Cheryl McCall

Middle School Student Handbook 2018-2019
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St. James Middle School Faculty and Staff

6th grade	Nancy Davis - Science Brenda Gibson - Comm Arts Stacey Blakley- Comm Arts Tamara Story - Social Studies Diane Stammers - Math Andrew Boggs - Math Crystal Brown- Math	7th grade	Nathanael Siders - Science Emily Turner - Comm Arts Beth Setzer - Comm Arts Sara Watson - History Dana Moore - Math Crystal Brown- Math
8th grade	Matt Lewis - Science Abigail Wray- Comm Arts Stacy Waldmann - Comm Arts Vince Perona - Am. History Andrea Otto - Math Crystal Brown - Math	Physical Education	Jim Engelbrecht Sue Hilderbrand Brad Purvis
Choir	Dustin Felan	Art	Bri Hodge Dana Moore
Careers	Andrew Boggs	Band	Roger Payne Derek Limback
Leadership	Maggie Martens		
Coding			
Exploring Ag	Sue Hilderbrand		
Facs	Dana Moore		
Paraprofessionals	Nayda Davila-Forister Anita Terry Mindy Blanc Jeannine Branstetter	Media Center	Erin McCurdy
Principal	Kaaren Lepper	Counselor	
Assistant Principal	Larissa Cutsinger	Office Secretaries	Felicia Berry Lisa Huster
Special Services	Jami Engelbrecht, Coordinator Amanda Salazar, Coordinator Amanda Jagears Becki Thomas Maria Webster	Building Maintenance	Glenn Harrop
		Custodians	Dave English Stephanie
Cafeteria		Nurse	Cheryl McCall

Daily schedules

2019-2020 Bell Schedule Mon, Tues., Thursday

1 st Hour	8:25 – 9:18
2 nd Hour	9:21 – 10:14
3 rd Hour	10:17 – 11:10
6th Lunch	11:10 – 11:30
4th Hour	11:33 – 12:30
4 th Hour	11:13 – 11:40
7 th Lunch	11:40 – 12:00
4 th Hour	12:00 – 12:30
4 th Hour	11:13 – 12:10
8 th Lunch	12:10 – 12:30
5 th Hour	12:33 – 1:26
6 th Hour	1:29 – 2:22
7 th Hour	2:25 – 3:20

2019-2020 Bell Schedule Friday

1 st Hour	8:25 - 9:04
2 nd Hour	9:07 - 9:46
3 rd Hour	9:49 - 10:28
4 th Hour	10:31 - 11:10
6th Lunch	11:10 – 11:30
5th Hour	11:33 – 12:17
5 th Hour	11:13 – 11:33
7 th Lunch	11:33 – 11:53
5 th Hour	11:53 – 12:17
5 th Hour	11:13 – 11:57
8 th Lunch	11:57 - 12:17
6 th Hour	12:20-12:59
7 th Hour	1:02-1:41
Rtl, LEAD, DC	1:44-2:10
PLC	2:20 - 3:20

2019-2020 Bell Schedule Wednesday

1 st Hour	8:25 - 9:12
2 nd Hour	9:15 - 10:02
3 rd Hour	10:05 - 10:52
6th Lunch	10:52 - 11:12
4th Hour	11:15 - 12:02
4 th Hour	10:55 - 11:14
7 th Lunch	11:14 - 11:34
4 th Hour	11:34 - 12:02
4 th Hour	10:55 - 11:42
8 th Lunch	11:42 - 12:02
5 th Hour	12:05 - 12:52
6 th Hour	12:55 - 1:42
7 th Hour	1:45 - 2:42
Rtl, LEAD, DC	2:45 - 3:20

2019-2020 Bell Schedule Early Out

1st Hour	8:25 - 8:45
2nd Hour	8:48 - 9:08
3rd Hour	9:11 - 9:31
5th Hour	9:33 - 9:53
6th Hour	9:56 - 10:16
6th Gr. Lunch	10:16 - 10:36
4th Hour	10:40 - 11:20
4th Hour	10:19 - 10:39
7th Gr. Lunch	10:41 - 11:01
4th Hour	11:04 - 11:20
4th Hour	10:19 - 11:03
8th Gr. Lunch	11:07 - 11:27
7th Hour	11:03 - 11:50

Welcome

Dear Parent/Guardian:

Welcome to St. James Middle School. Your child is embarking on some of the most exciting and challenging years of his/her life. The middle school years are a time when your child will be trying to figure out who they are and who they are not. This is a time for them to try a variety of new things. The staff at the middle school is dedicated to help you and your child navigate through these formative years. We thank you for sharing such a huge responsibility with us. This is a job that your child's teachers and administration do not take lightly. We know that only through communication and close cooperation between home and school can we be successful in this endeavor.

This purpose of this handbook is to acquaint you with your school and better inform you as to its operation. Please contact us when we can be of assistance to you.

Sincerely,
St. James Middle School Faculty & Staff

Dear Student:

A new school year is beginning and with it comes many new and exciting experiences for you. As you progress through this year you will be developing skills, attitudes, appreciation, and understanding you didn't have before. Your willingness to cooperate and to put forth your best efforts will enable you to accomplish all that you are capable of. Our wish for you is that you develop a strong education foundation which will serve you in the years to come. Have a good school year!

Sincerely,
St. James Middle School Administration

EQUAL OPPORTUNITY

The District's equal opportunity policy extends to prohibitions against harassment of students or employees because of the individual's race, color, religion, disability, age, gender, or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Persons, who believe that they have been harassed in violation of this policy, should report the alleged harassment to their building principal or immediate supervisor unless this person is the alleged harasser. In this case, the report should be made directly to the Superintendent. All complaints of violation of this policy will be promptly investigated and appropriate action will be taken. Inquiries regarding the implementation of this policy should be directed to the building principal or Cathy Wells, contact person for Title IX, section 504 and ADA. (Grievance procedures are provided in section 4810 of the Board Policy Manual).

MISSION STATEMENT

The St. James R-1 School District exists to create a passion for teaching and learning through relationship-building and a commitment to excellence – WHATEVER IT TAKES!

VISION STATEMENT

The St. James R-1 School District will be a top-ten district in Missouri by 2020.

SCHOOL DISTRICT OBJECTIVES

1. Students will demonstrate continuous academic improvement.
2. The district will attract and retain quality staff.
3. The district will increase student achievement by providing adequate facilities for all student programs and activities.
4. The district will foster improved school and community relations.

STUDENT RIGHTS AND RESPONSIBILITIES

The right of due process will be given to all pupils involved in all situations. Students will have knowledge of all charges against them and have an opportunity to have their side of a controversy considered. This handbook spells out student responsibilities and all students will be held accountable for those responsibilities. Failure on the part of the students to follow instructions of any member of the staff may result in the suspension of the student.

REGISTRATION OF NEW STUDENTS

The Safe Schools Act requires new pupils to register in a school district accompanied by a parent or guardian. The parent/guardian must provide proof that the pupil is eligible to register in our district. Part of the registration process requires the parent/guardian to provide a sworn statement indicating if the pupil has been expelled or suspended in this or another state and the reason for such expulsion or suspension. Providing false information about residency or disciplinary action is a misdemeanor by state law. At the time of registration, the school must be provided a copy of the student's birth certificate and an up-to-date immunization record. A student will not be allowed to attend any class until the copies of the birth certificate and immunization record are in our possession. Immunizations must be current or students will not be allowed to enroll/attend school.

TRANSFER OF SCHOOL RECORDS

Due to the Safe Schools Act, any public elementary or secondary school must comply with the request to forward a copy of a transferring pupil's academic and discipline records to a new school. All discipline referrals or records are now considered to be a part of the student's records. Students may not be allowed to attend classes until we receive those student records.

ATTENDANCE

The St. James School's attendance requirement in alignment with Missouri School Improvement Plan 5 (MSIP5) requires that students are in attendance for a minimum of ninety percent (90%) of the time. MSIP 5 requirements do not differentiate between excused and unexcused absences. All absences are counted against the student. Students who do not meet the ninety percent requirement may be

required to make up the excessive absences in After School Detention or Summer School. Failure to meet the ninety percent requirement may result in loss of credit at the high school or repeating the grade in the elementary or middle school. **Absences** – Parents or guardians should notify the school (265-2300) by 10:30 a.m. if their Middle School student is going to be absent.

ADMINISTRATIVE STRUCTURE

The **Principal and Assistant Principal** are responsible for the operation of the entire school program. The **Counselor** serves in a variety of ways, but most often works with students in three main areas: Academic Development, Social/Emotional Development, and Career Development.

COUNSELING

Guidance and counseling is an integral part of our school's total educational program. It is a comprehensive program that includes classroom presentations dealing with subjects such as communication, decision-making, interpersonal relationships, and career exploration.

Students are seen by the counselor, primarily on a self-referral basis; although, on occasion, teachers, parents, and other agencies make referrals to counselors. In addition, counselors serve as a source of general information to the school staff and as consultants in student-parent-staff conferences. The services and facilities of the Guidance Department are for the benefit of all students. Counselors will try to work with students in any way possible.

VISITORS

Students should not bring guests to school unless the principal has granted prior approval. All visitors to the building, including parents/guardians, must register in the Middle School office with a valid state ID, and obtain a visitor's pass. Visitors are expected to follow school procedures and rules. When exiting the building, visitors must sign out in the Middle School office.

CONFIDENTIAL REPORTING HOTLINE

CALL 1-866-748-7047 toll-free **or** TEXT to 847411 using keyword, "Reportit". Include school name and city. Or ONLINE @ www.schoolviolencehotline.com. Forms available – 24/7

PERSONAL APPEARANCE

Students should dress or be groomed in such a manner that their mode of dress is not distracting and does not interfere with the educational process. Any student who, because of dress, presents a health or safety problem or is a distracting influence in the classroom will be required to correct his or her appearance to meet acceptable standards. Failure to correct appearance to meet acceptable standards will result in an office referral. Consequences may include After School Detention, In-School Suspension or Out-of-School Suspension. The following rules are to be observed at all times:

1. Shoes or sandals shall be worn at all times.
2. Blouses and shirts must be long enough to touch the top of jeans, slacks, shorts, or skirts even when a student is bending over. Shoulder-less or see-through garments or clothing with inappropriate words, symbols, slogans, degrading phrases, violence, or nudity shall not be worn. Beer, alcohol, and tobacco advertisements on clothing are not allowed.

3. Muscle shirts or Tank Tops that hang excessively low below the neck or armpits are not permitted. No part of a student's chest may be visible.
4. Hats or hoods will not be worn in the building at any time before, during, or after school.
5. Shorts may be worn if they are loose-fitting and long enough so as not to distract from the educational process.
6. Length of skirts must meet criteria in #5 above.
7. Students are not permitted to wear gang related apparel or insignia at school or school functions.
8. Trousers, pants, and jeans must be pulled up to an appropriate level and zipped and fastened. Low slung pants and excessively oversized clothing will not be permitted.
9. Teachers of specific courses where safety or health is a factor may require students to adjust hair or clothing, or both, accordingly during class.
10. Students will not be permitted to wear any accessories/apparel that pertains to any part of the anatomy.
11. Chains on wallets or other items that could quickly convert to a weapon are not permitted (decorative items).
12. Piercing accessories that could cause injury to the student or fellow students are not acceptable in certain classes (P.E. etc.) where an injury can occur.

BUILDING USE

The Middle School building will open at 7:20 a.m. daily with teachers available in their rooms after 8:00 a.m. Use of the building at night for meetings or practices must be approved by the principal or activities director. School is over at 3:20 p.m. Students will leave the building by 3:30 p.m. unless there is an organized activity with appropriate supervision.

LOITERING

It shall be unlawful for any person not having an interest in the business of the operation of the St. James R-1 School District to loiter on the grounds of or within the buildings of the District, or to be within 500 feet of such grounds or buildings when the District's schools are in session beginning one hour before and ending one hour after. Any person so loitering as described in subsection (a) herein shall immediately leave the grounds or buildings of the District upon the request of the school's principal or his authorized representative and anyone who shall fail or refuse to so leave shall be in violation of this ordinance. Any person found guilty hereunder shall be subject to a fine not exceeding \$500 or by imprisonment in the county jail for ninety (90) days or by both such fine and imprisonment.

PUBLISHING STUDENT PICTURES

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records including "directory information" about the student. General student directory information includes such items as student name, graduation year, school activities, photos, and other information typically found in school yearbooks. The District is required to notify parents that this information may be released in the context of student achievements and awards, such as participation in officially recognized activities and sports (which might include pictures, videotaping, field trips and/or tests necessary for various education and/or athletic programs) as well as academic accomplishments. Release of

certain directory information makes it possible for students to be honored and recognized for achievements. Some examples of this type of information could include: (1) a student recognized in the local newspaper for academic or athletic achievements; (2) a student's name, jersey number, height and/or weight printed in a school athletic program; or (3) a student's name and photo included in the school yearbook.

A student's name and/or image may also be released on the district website and/or district social media accounts.

SEE APPENDIX C

CLASSROOM SURVEYS

During the school year, various groups or classes may ask students to respond to a survey. Individuals or groups from outside the St. James R-I School District who request surveys must secure administration approval of any surveys or questionnaires. If the student finds the material in a survey or questionnaire to be offensive, the student should express this to the instructor and he or she will not be required to complete the survey.

ENERGY DRINKS

Students are not allowed to have or drink energy drinks at school.

TUTORING

Call the Middle School office at 573-265-2300 to make arrangements for tutoring.

TESTING

Achievement testing is done yearly. These are standardized for the general population and administered to all students-unless special circumstances are a consideration. Teachers and students work together throughout the school year to monitor success on various benchmark assessments. This information is available to parents through Canvas as well as by request.

DISTRICT REPORT CARD

The district "report card" can be found on the district website at: www.stjschools.org. Click on Our District and you will see a link for the District Grade Card.

GRIEVANCE PROCEDURE

The Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

- 1) Teacher
- 2) Principal
- 3) Appropriate Central Office Administrator
- 4) Superintendent
- 5) Board of Education.

Any complaint or grievance to the principal, central office, superintendent or Board is to be submitted in written form and should address the following:

- a) person(s) submitting complaint or grievance,

- b) person(s) involved,
- c) description of the incident,
- d) actions taken by school/school personnel and
- e) specifics of what the person(s) is requesting.

A form is available in the Middle School office. Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

CLASSROOM VIDEO USE

The use of educational and commercial videos in the classroom is intended to supplement material provided through textbooks, references, and teacher input. If, at any time during the viewing of a video, a student becomes offended by the content of the video, that student may leave the classroom, without consequence, and report to the office.

CRISIS MANAGEMENT PLAN

In the case of a bomb threat, building intruder, or other building safety emergency, the following steps will be taken. A building administrator will make an announcement over the intercom stating the type of emergency. Teachers will report any missing or extra students to the office by a green or red attendance slip provided in the BERT bucket, and the class will remain in the classroom until further notice. To protect themselves from an intruder, students must be quiet and follow all directions provided by the teacher. Appropriate emergency personnel will be notified, and in the case of a bomb threat, evacuation will only occur after emergency personnel have checked and secured the perimeter of the building.

In the event of an emergency (natural or intruder,) we ask that our parents follow these simple procedures:

1. Do not telephone the school! While we certainly understand why you want to do so, your restraint will allow telephone lines to remain clear for emergency communication. This includes cell phone lines.
2. Turn you radio to KTTR 1290AM/99.7 FM or KZNN 105.3 FM for emergency announcements. If students are to be kept at school or are being taken to a designated location, the media will be advised.
3. Do not come to the school building. To allow for the access of emergency vehicles, it will be necessary to keep the streets and parking lots clear. In addition, your child may not even be at the school but already take to the predetermined alternate location.
4. Impress upon your children the importance of following the directions of any school personnel, especially in times of an emergency.

WE CAN NOT EMPHASIZE ENOUGH HOW IMPORTANT YOUR COOPERATION IS IN AN EMERGENCY. BEING PREPARED IS IN THE BEST INTEREST OF YOUR CHILDREN!

EMERGENCY PROCEDURES

Each classroom has emergency evacuation procedures posted for fire, tornado, earthquake, and intruder emergencies. At least once each semester, evacuation drills will be conducted, therefore each student must become familiar with the procedures for each classroom. Regardless of the emergency, students are to remain quiet, react in an orderly fashion, and follow their teacher's instructions.

FIRE ALARM SIGNAL – Continual Blast of the Fire Alarm

TORNADO SIGNAL – Announcement over intercom

EARTHQUAKE SIGNAL – No Warning Possible-Take Immediate Cover

EMERGENCY DISMISSAL OR CANCELLATION OF SCHOOL

All parents of the school district with current phone numbers on file with the school will be called with the automated School Reach phone system. ***Please update with the Middle School office if your telephone number changes.*** Cancellations will also be announced over the St. James School Cancellation Line. Call 265-2300. As soon as you hear the message, please hang up so others may also call. In addition, information will be shared via social media, our schools website (stjschools.org) , and our district app. Cancellations also will be broadcast over these stations:

Radio Stations	KZNN-FM (105.3)	KTTR-FM (99.7)	KXMO-FM (95.3)
	KTTR-AM (1490)		

TV Stations	KSDK-TV (Ch 5)	KRCG-TV (Ch 13)	KOMU-TV (Ch 8)
	FOX (Ch. 2)		

REUNIFICATION PLAN

If the Middle School has to be evacuated, parents/guardians will be notified via SchoolReach and you will be given instructions for picking up your student. We have different Relocation buildings and we will give you that information. You will go in the Command Center door and sign your student out and someone will locate them. You must be on the student's emergency contact list before you will be allowed to pick them up.

STUDENT INSURANCE

Mo Healthnet is available to students whose families qualify. Applications may be obtained at the Middle School office/Nurse's office.

Markel Health and Accident Insurance is available to students whose families qualify. Applications may apply at <https://markel.sevencorners.com/>. It is highly recommended that students obtain health and accident insurance. **THE SCHOOL DOES NOT CARRY ACCIDENT INSURANCE ON STUDENTS.**

IMMUNIZATIONS

All students of the St. James Schools must meet the state immunization law. Immunizations must be current or students will not be allowed to enroll/attend school.

TELEPHONE USE

The school telephones are for school business or emergency use only. Students who wish to use the telephone for personal business must get permission from the office. Students will not be called from class to accept a phone call unless it is an emergency. Students are not permitted to call from class or the office when feeling ill. Calls of that nature must come from the nurse's office.

COMMUNICABLE DISEASES

Pupils who exhibit symptoms of a communicable disease are to be removed from the classroom and be seen by the school nurse. The Missouri Division of Health Pamphlet entitled, "Prevention and control of Communicable Disease" shall be used as a guide in excluding pupils from school for health reasons. For an illness, the school nurse will contact the parent/guardian if the nurse determines that the student should not remain at school. Students must be fever/vomit free for 24 hours before returning to school.

MEDICATION

Administering Medication at School - Procedure

If medication is prescribed for your child that would need to be given several times a day, discuss other options or dosage schedules with your doctor, as it may not be necessary for the medication to be administered at school. If your child requires medication to be administered at school, then please follow the procedures below.

Due to school regulation and the state nursing licensure laws, **the school nurse is unable to give any prescription and non-prescription medication that is not in the original packaging with directions. A note from the parent or guardian must accompany the medication stating permission to give the medicine, the time it needs to be given, directions, last dose given, how many days it needs to be given, etc. The first dose of any medication needs to be given at home, as the student may have an adverse reaction and needs closer monitoring when starting a new medication. Students may carry an inhaler or Epipen on their person IF there is a current physician's order stating that the student may carry and self-administer the inhaler or Epipen, AND there is also a note from the parent/guardian stating the same. You may contact the school nurse if you feel your child needs to carry an inhaler or Epipen.**

The local pharmacies are always willing to give you an extra labeled bottle (free of charge) for school use, if you ask them. If you forget to get an extra bottle, then please leave your home supply in a different container, and bring the original bottle to the school. Please remember that all controlled (Schedule II) medications, such as Adderall, Ritalin and medications containing codeine, etc., **MUST** be brought to school by a parent/guardian, or a designated adult. These medications cannot be brought to school by the student. If you are not sure if a medication is Schedule II or not, please contact your pharmacy or the school nurse.

Parents have one month to collect old medications from the previous school year. The medications will be destroyed if not picked up.

ILLNESS OR INJURY

In case of an injury, the teacher will notify the office and the nurse immediately. First aid will be rendered prior to the arrival of the school nurse if appropriate. Parents or guardians will be contacted and if contact is not possible, and immediate treatment is necessary, medical authorities will be contacted in accordance with emergency information on file for the student. For an illness, the school nurse will contact the parent/guardian if the nurse determines that the student should not remain at school. Students must be fever/vomit free for 24 hours before returning to school.

ACCIDENT REPORTS

When students are involved in an accident during school time or while participating in a school activity, the supervising teacher is required to complete an accident report form, which may be obtained in the principal's office. When a student is involved in an accident during an unsupervised time, the student must report the accident to the principal's office.

SCHOOL ROUTINE

Beginning in the 2018-2019 school year, all building doors will remain locked until one hour prior to the beginning of the educational day. Reduction of public access time to district buildings is a precaution intended to improve safety procedures and the overall well-being of all staff and students. The middle school doors will be unlocked at 7:20. Parents need to make alternative arrangements for their students if they wish to drop off students prior to doors being unlocked.

Breakfast – Breakfast is served from 7:45 a.m. until 8:10 a.m. every day in the middle school commons. Breakfast will be served at no cost.

Lunch – The cost for all student lunches is \$2.15. (Pending Approval)

Each student will deposit money to his or her lunch account and will use fingerprint technology to access that money. Letters are sent home on a weekly basis when the student's lunch balance reaches a negative balance. If the account is overdrawn by \$15, an alternate lunch will be offered until money is added to the account.

Free and reduced priced meals are available to the students of St. James R-1 School District who meet income guidelines. Parents/guardians may obtain the necessary form through the offices and lunchroom. Assistance in completing the form may also be available for those individuals who request it. More information on income guidelines can be obtained by calling 573-265-2300. Reduced priced meals are free for breakfast and \$.45 for lunch.

OUTSIDE FOOD

Outside foods (such as McDonald's, Pizza Hut, Subway, etc.) may not be delivered to students at school unless prior approval has been given by the building principal. Food delivered without prior principal approval may be dropped-off at the front office, but there are no guarantees the student will receive the food. Students will not be allowed to consume outside foods in the cafeteria serving

area. Each building will have a designated "outside food" eating area. Due to issues involving safety and the well-being of all students (food allergies, etc.), outside foods may NOT be shared with other students unless prior principal approval and consent of the other students' parents is received. Parents will not be allowed to enter the school building to personally give dropped-off foods to their student(s) and the lunch period will now be closed to outside visitors and parents.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the office and requesting a time or emailing the teacher directly. Conference times must be approved by teachers in order to avoid conflicts in their schedules.

CELL PHONE REGULATIONS

A student is prohibited from using or having his/her personal cell phone turned on during class time or in classrooms, except at the specific request of the teacher for educational purposes. Cell phones may be used in the hallways during passing time and in the cafeteria during lunch. The intent of this requirement is to allow the use of cellphones during non-instructional times and in non-instructional areas. Any unauthorized use of a cell phone on school grounds constitutes a violation of this regulation.

First offense: Confiscation of cell phone to be picked up at the end of the day and/or up to a 5 day out-of-school suspension; however, if the use of a cell phone is related to involvement in controlled substances or gang type activity, the student may be suspended up to ten (10) school days with a recommendation for a suspension of up to 180 days

Subsequent offense: Confiscation of cell phone to be picked up by a parent/guardian plus additional consequences of detention up to a 10 day out-of-school suspension; however, if the use of the cell phone is related to involvement in controlled substances or gang type activity, a recommendation for expulsion will be made.

St. James Schools will not be responsible for lost or damaged personal electronic devices.

SUMMER SCHOOL

Students may be requested to attend summer school based on low attendance and/or academic deficiency. Decisions regarding summer school attendance will be determined by a team of school faculty, administration and parent/guardian.

ACADEMIC INFORMATION

Principal's Honor Roll requires all A's in all classes

Honor Roll requires A's and/or B's in all classes.

A = 95-100%

A- = 90-94%

Honor Society – For those students who qualify, based on academics, character, attendance, and citizenship, there is a

B+ = 87-89%	Middle School Honor Society. Eligibility requires A's in all classes all year, not more than 2 office referrals, 90% attendance rate, performing at grade level, and enrollment at the school for at least 1 semester.
B = 84-86%	
B- = 80-83%	
C+ = 77-79%	
C = 74-76%	
C- = 70-73%	The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in students.
D+ = 67-69%	
D = 64-66%	
D- = 60-63%	
F = 59% and below	

REQUIREMENTS FOR PROMOTION

Students are expected to pass their classes in order to be promoted to the next grade level. Passage of the classes, specifically the core classes, indicates that the student has a high probability of success at the next grade level.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

SPECIAL EDUCATION

The Middle School offers Special Education services for eligible disabled students. All classes are staffed by appropriately certificated teachers and paraprofessionals. Individual Educational Programs (IEPs) are developed to meet the specific needs of students with varying disabling conditions.

STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that St. James R-I School District, with certain exceptions, to obtain your written consent 10 days prior to the disclosure of personally identifiable information from your child's education records. However, St. James R-I School District may disclose appropriately designated directory information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the St. James R-I School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Photos

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want St. James R-I School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1. St. James R-I School District has designated the following information as directory information: Student names, address, telephone listing, photograph, date and place of birth, dates of attendance, grade level, and participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

[SEE APPENDIX C](#)

ENGLISH AS A SECOND LANGUAGE

The St. James School district is obligated to identify and provide education and assistance to students who are homeless, migrant and are learning English as a second language. Please contact Lisa Mueller for assistance.

CAFETERIA

All students are expected to behave while in the cafeteria. There is to be no running in the cafeteria. Students must sit on seats properly and not on table tops. Students should not climb over tables. Throwing, tossing, or sliding of anything in the cafeteria will result in an automatic disciplinary action. Food and/or paper should be placed in the proper receptacles, not on the floor. Courtesy and respect are to be shown to cafeteria workers and supervisors. Failure to adhere to these rules of common courtesy may result in seating assignments and/or elimination of socialization time.

BUS CONDUCT

Students are expected to follow the rules of bus conduct which they received when they registered to ride the bus. Failure to adhere to the bus rules and regulations will result in a bus conduct slip being issued. A bus conduct slip will result in a warning, a bus suspension, after-school detention, in-school suspension, or an out-of-school suspension, depending on the severity of the offense according to the bus procedure.

[SEE APPENDIX A.](#)

LOCKERS

Students are assigned a locker at the beginning of the school year for the purpose of storage of school materials and certain personal items such as coats, jackets, and backpacks. The school is not

responsible for stolen items. Students must keep the locker assigned unless permission to change is given by the principal. ***All lockers have combination locks, and combinations must not be shared with other students.***

Students are strongly cautioned against bringing items to school that would create a hardship if broken, stolen, or lost. Use of locked gym lockers are strongly encouraged.

SAFE SCHOOLS ACT

The Safe Schools Act passed during 1996, requires the schools of the state to meet certain requirements. Among those requirements are:

- (1) The school must have a written discipline policy.
- (2) All acts of violence may be reported to the proper authorities, this includes even minor fights and scuffles,
- (3) All serious violations of discipline must be placed in the student record and reported to other school districts if the student transfers,
- (4) Students may be removed from school, suspended, if they are considered a threat to themselves or others, and this removal MAY BE BASED ON INCIDENTS WHICH OCCUR AWAY FROM SCHOOL,
- (5) Possession of any weapon can result in a minimum of a one year suspension from school. The definition of a weapon is found in the Discipline Policy.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The St. James R-1 School District will enforce a policy of Internet safety that includes includes the use of filtering or blocking technology. This Internet Safety Policy must protect against access, through devices with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. In general, local communities are responsible for determining what constitutes prohibited material and appropriate actions by schools and libraries.

HARASSMENT AND BULLYING

The St. James R-1 School District is committed to providing an environment free from harassing behavior. **Harassment shall be defined as “engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose.”** Such conduct might be verbal (threats, insults, whistles or rude comments about a person’s body, sexual remarks/requests); nonverbal (following another person, gestures or suggestive body movements, sexual pictures, or drawings); or physical (uncomfortable proximity, grabbing/touching someone sexually). The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or other students in any school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or

damaging property, or exclusion from a peer group. Physical contact does not require physical touching, although touching may be included. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Allegations of harassment and/or bullying shall be investigated and if substantiated, corrective or disciplinary action will be taken and law enforcement may be contacted.

All bullying/harassment accusations are investigated promptly by the school counselor, building principal, and school resource officer. Bullying forms are available in every classroom and in the office. Students need to fill out a bullying form anytime they or someone they know may be being bullied.

INTERROGATIONS AND SEARCHES

The right to inspect student lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising its in loco parentis relationship with their children, will employ every safeguard to protect the wellbeing of those children. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote the safety and security of persons and their property within the area of educational responsibility. Students suspected of being in violation of school expectations may be requested to submit to voluntary searches. Students who refuse to submit to voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the principal. **School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice.** If at any time there exists reasonable suspicion to believe that a student is in violation of school expectation, the principal or designee shall have the right to search, without notice, that student's locker. In addition, the school principal or designee shall from time to time, but in no event less than one time per semester, conduct random searches of school lockers, endeavoring to search a minimum of 10 percent of the total lockers in the school. If any illegal article is found, school administrators shall call on law enforcement for assistance in the investigation. Any student found to be in violation of school expectations shall be subject to disciplinary action in accordance with the provisions of school regulations.

EXTRACURRICULAR ACTIVITIES

All students participating in extracurricular activities must attend a meeting with the coach or sponsor and the principal or activities director. At least one parent or guardian must also attend this meeting. Students participating in more than one extracurricular event must only attend one meeting with a parent or guardian.

Students participating in Extracurricular Activities are expected to be **full-time** enrolled model students academically, as well as behaviorally. Students must meet the St. James Middle School Academic Eligibility requirements as well as the Missouri State High School Activities Association eligibility requirements. Additionally, students must meet the Citizenship Guidelines for

Extracurricular Activities, and any additional requirements placed on participation by the faculty sponsor, coach, principal, superintendent, or Board of Education. Students involved in extracurricular activities that are practicing in the morning are not permitted to leave school grounds between completion of practice and the beginning of school.

ACADEMIC ELIGIBILITY

1. Semester prior to Participation: The student shall have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester.
2. At the discretion of the coach/sponsor, students have the option to continue practicing during a quarter in which they are ineligible to participate in interscholastic activities.
3. The coach/sponsor will monitor quarter progress reports, and may convene a meeting with parents, teachers, and the student in order to improve failing grades. Coaches/sponsors may require students to attend Saturday School in order to improve failing grades.
4. Summer School: - student received two failing grades for a semester, No more than 1 credit earned in summer school shall count towards maintaining academic eligibility. Credit earned for the summer school course must be placed on the student's school transcript and count towards graduation.
-This summer clause deals only with students ineligible for the reasons noted above. The student with three or more failing grades remains in-eligible regardless of GPA.
5. The Academic Eligibility Procedure will apply to students transferring into the St. James R-1 School District. Students academically promoted from the 8th grade to the 9th grade are eligible pending 1st semester grades.
6. A student must be under nineteen (19) years of age on or before July 1 preceding the opening of school to participate in interscholastic athletics, and must have proof of valid insurance coverage before he/she can practice or play in the games. Ninth grade students must not be older than sixteen (16) years of age prior to July 1.
To participate in school sponsored activities, a student must be in attendance on the day of the activity for at least ½ day. A student who is absent from school on the day of an interscholastic contest or on Friday before an interscholastic contest on Saturday will not be permitted to participate in said contest without a written release from the school principal.
7. Students that are assigned Detention, Alternative Classroom Study or Saturday School are not allowed to practice or compete on the day the disciplinary action is served.

BEHAVIOR AT SCHOOL ACTIVITIES

Students who wish to attend after school activities should not arrive at the activity any more than 15 minutes before the activity is to begin. Students must remain in supervised areas at all times. Students will not be permitted to leave the building once in attendance at an activity. Students are also expected to be picked up on time once activities end. The behavior of students at school activities, home and away, has a direct bearing on the reputation of our students, school and community. Admission paid to an athletic contest entitles you to be a part of the game as a spectator. School regulations require you to be in the bleachers during game times. Good sportsmanship is to be practiced at all times. Failure to practice good behavior at athletic contests can force your ejection from the game and loss of the privilege of attending future events. Any use or possession of alcohol, drugs or tobacco products at an athletic contest will be dealt with in accordance with the student discipline regulations. Inappropriate behavior at any school event will be disciplined in accordance

with the student handbook and student may be banned from the next specified extracurricular activity.

STUDENTS RIDING TO AND FROM EXTRACURRICULAR ACTIVITIES

Students must ride the bus or other school vehicle to and from all school sponsored functions. Exceptions for riding *to* extracurricular/co-curricular activities will only be made when the student is involved in other conflicting school sponsored activities. Even then, the exception must be approved by a school administrator. A student may ride home from extracurricular/co-curricular activities with his/her parent/guardian only when parent/guardian has signed him/her out with the coach or activity sponsor.

Students may be given permission to ride home from a school sponsored activity with an adult other than his/her parent/guardian with written permission from the parent and with the written consent of a building administrator prior to the activity. If a student does not follow these procedures, disciplinary action will be taken.

DISCIPLINE

The purpose of discipline expectations is to minimize disruptions, which interfere with the learning process and to lead students to develop responsibility for their own actions. Each teacher has developed the rules and the types of behavior required in his or her classroom. These expectations will be sent home during the first week of school. If there are questions about these expectations, we encourage parents/guardians to contact the teacher. Teachers may assign after school detention to students who fail to adhere to classroom rules or behavior. Bus rules and regulations are attached as well as actions taken when students receive bus referrals. Listed below are a number of infractions and their consequences which will be dealt with by the office. This list is not all inclusive and ADMINISTRATORS MAY USE DISCRETION WHEN ASSESSING PENALTIES. The discipline procedures involves the use of the following consequences:

After School Detention (ASD)--One hour of time to be served on assigned days--this is used for relatively minor offenses; failure to attend an After School Detention (ASD) will result in an In-School Suspension.

Alternative Classroom Setting (ACS)/or Time Out in the Office --This consequence is used to address offenses that disrupt the academic environment. The intention of the consequence is to improve the student's academic discipline. Alternate Class Study for Middle School students will be held at the High School with transportation as needed.

The administrator may limit the total number of days a student may spend in ACS. If the student exceeds the maximum number of days in ACS, that student will be assigned OSS. Failure to attend ACS will result in Out-of-School-Suspension (OSS), and no credit will be received for work missed due to OSS.

Out-of-School-Suspension (OSS)--This is used for the most serious offenses and removes the student from school. Any work missed during the Out-of-School Suspension cannot be made up and therefore

will result in a zero for a grade. While serving Out-of-School Suspension, a student is not permitted to be on school grounds or attend any school activity.

CAMERAS/PHOTOGRAPHS/DIGITAL IMAGES

St. James Middle School desires to protect student's personal privacy in accordance with the law. Thus, students are prohibited from using camera phones or other technology devices to take photographs or to record photographic images, whether in digital or other form, during any class or instructional period during the school day, unless the student receives advance permission to do so from the classroom teacher. Students are prohibited from using cameras or other technology devices to take photographs or to record photographic images, whether in digital or other form, of inappropriate school behavior.

In addition, students are prohibited from using cameras or other technology devices in a facility or location at which students or others have a reasonable expectation of privacy. Examples include, but are not limited to, restrooms, locker rooms and changing areas. This prohibition also includes the taking of a photograph or video of an individual, regardless of location on district property or at a district-sponsored event, when such photography or video either invades or could be perceived as invading the privacy of an individual.

Students may not use cameras or other technology devices to take unauthorized photographs of individuals, staff offices, staff areas or records storage areas.

Students who use such cameras or other technology devices to record photographic images in violation of this regulation are subject to up to 180 days of OSS for the first offense. In addition, the actions of such students may be reported to law enforcement.

Students may also be subject to additional disciplinary action in the event that the violation of this regulation also violates another regulation or code of conduct, including, but not limited to, cheating, legally-prohibited harassment, and/or other harassment.

Students are also warned that the transfer, distribution or posting of images taken in violation of this regulation may subject themselves to school disciplinary action and possible referral to law enforcement, even if such transfer, distribution or posting occurs off-campus.

TECHNOLOGY & THE INTERNET

Students should use technology and the Internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the education objectives of the district. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, internet, e-mail, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all devices to

which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, cyber bullying, web pages, and use of hardware and or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place off school property (i.e., home, business, private property, etc.). Altering the pre-set STJ School District image is prohibited. St. James School district adheres to the provisions of the Children's Internet Protection Act (CIPA).

A. General Terms and Conditions of Technology Use

1. Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the Code of Student Conduct is prohibited. This includes, but is not limited to, the following: copyrighted material, cyber bullying, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. Use of technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the school will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
3. Altering/modifying the original STJ School District pre-set software image and/or taking apart the device for access to internal parts is prohibited.
4. Technology stipulations
 - a. Students are not able to go back and forth between day use status and take home status until the new semester begins.
 - b. Students may email support@stjschools.org to request a website be unblocked.
 - c. Any downloading or personalizing of the school issued laptop shall be school appropriate. This includes screensavers.

B. Responsible/Acceptable/Safe Use of Technology

The following rules are in effect for all devices unless otherwise directed by a teacher or administrator. See <https://www.stjschools.org/domain/51> for complete policy and Appendix B for Required Use Procedure Summation Agreement.

1. It is the responsibility of each student to ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.
2. Teachers may authorize students to use the Internet and other communication mediums that include but are not limited to email and discussion boards, for instructional purposes.
3. Pornographic, obscene, or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures, are prohibited.
4. Downloading, uploading, or importing games, screen animations, as well as programs or files that can be run or launched as a stand-alone program is prohibited at all times.

5. Downloading, uploading, importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent or vulgar.
6. Illegal use or transfer of copyrighted materials to a school owned device, including laptops and tablets, is prohibited. Students should only download/import music or materials (files) that they are authorized or legally permitted to reproduce, or for which they have the copyright.
7. Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
8. File sharing must be approved and directed by the teacher.
9. Headphones can be worn or used in the hallways, commons or gymnasiums during the academic day (7:30-3:45) as long as it does not interfere with student safety or academic success. They may be used during the instructional day with teacher permission as long as the use does not interfere with the instructional program.
10. Devices are to be used in study halls / ACS for instructional purposes only.
11. Students shall not deface or vandalize devices in any way. This includes, but is not limited to, marking on, painting on, drawing on, mahrng, placing stickers on, use of non-school issued covers or damaging a device.
12. Additions, modifications or deletion of files, except in the student's 'directory' or 'home directory,' are prohibited.
13. Passwords are the sole responsibility of the individual student. The student is responsible for any password dependent activity that takes place. Students are prohibited from sharing passwords with one another for any reason and should make every effort to keep all passwords secure and private.
14. Students should not introduce or allow the introduction of any computer virus to any computer.
15. Putting non-school related material (files) on school provided storage is prohibited.
16. Devices are temperature sensitive and should not be stored in vehicles.
17. Students need to let the device battery discharge down to 10% before recharging. Constant charging diminishes battery life expectancy profusely.

C. Personal Responsibility and Integrity

All who use STJ School District technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. Use technology for school-related purposes only during the instructional day (7:30 - 3:45).
2. Revealing unauthorized personal information about yourself or others is prohibited;

3. Do not copy, change, read, or use files in another user's storage area (such as hard disk space, diskettes, mail, server space, personal folders, flash drives, etc.) without the user's permission;
4. Refrain at all times from cyber bullying.

D. Security

Security on any computer system is a high priority. Attempting to log on to the STJ School District network using another person's identity is prohibited. Bypassing or attempting to bypass STJ School District filtering software is prohibited. All security problems must be reported to an administrator.

E. Privacy/Copyright

The illegal use, distribution or transfer of copyrighted material on STJ School District devices is prohibited.

All files, emails, data, etc. that are created, stored, or accessed with a STJ School District devices are public record.

F. Alteration of Pre-set Software Image

Altering/modifying the original STJ School District pre-set software image is prohibited. Examples may include, but are not limited to the following:

1. Loading/installing any software applications unless done by STJ School District.
2. Changing the computer name
3. Changing or removing operating system extensions
4. Altering security software
5. Altering the pre-loaded operating system or applications
6. Taking apart the computer for access to internal parts.

Violations of these regulations will result in serious disciplinary action, restitutional fines and may also result in criminal charges if the action is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are (i) computer hacking or trespassing, (ii) harassment, threats, or cyber bullying via computer, and (iii) computer fraud. Ignorance of these regulations will not excuse an infraction. Any student found to reconfigure the preloaded software image will receive disciplinary action up to 180 out-of-school suspension. Other actions may include long-term suspension, expulsion, or any action deemed appropriate by the principal. Where Missouri law is violated, law enforcement may be contacted and legal action taken.

G. Day Use Device

Day Use participants are to check out/back in their laptop every day at the media center. Long term participants will be assigned the same device throughout their middle school career. If damage occurs to the day use device due to the participant's unconventional use or care, the damage will result in serious disciplinary action, restitutional fines and may also result in criminal charges if the action is also a violation of Federal, State, or local law or ordinance. In addition the student will be issued a day use device out of the district's older stock. Students with day use issued devices are to be held responsible for all district device usage rules and guidelines.

H. Excessively Absent Student

If a student who has signed out a device is absent from school for more than 5 days without contacting the school attendance office, a police report for theft will be made with local police departments.

STUDENT CODE OF CONDUCT

This section describes a broad range of acts of misconduct which are unacceptable in school. It is meant as a guide and **not as an exhaustive list of all unacceptable acts**. The student who commits an act of misconduct not listed in the disciplinary code of conduct shall be subject to the discretionary authority of the classroom teacher or building principal. The seriousness of the offense, the academic placement, the attitude and past behavior of the student, the pattern of misconduct, the age and strength of the student, the degree of cooperation, the nature and severity of punishment and the availability of less severe but equally effective means of discipline should be considered in determining which action should be taken. The process is intended to be instructional and corrective, not just punitive. Enforcement of the below list of offenses will be judged on a yearly time frame except for tardies which will be enforced on a quarterly basis.

ALL DISCIPLINE REFERRAL FORMS Teachers are directed to communicate with parents when warnings or potential problems exist. All discipline referrals will be completed within the SIS system.

DISCIPLINE OF DISABLED STUDENTS – Discipline of disabled students shall be conducted in accordance with PL105.17, the reauthorization of the Individuals with Disabilities Education Act. (IDEA)

DISCRETIONARY MEASURES

Any items of specific negative or unruly behavior not listed in the Student Code of Conduct will be dealt with at the discretion of the principal or assistant principal. **In addition, the principal or assistant principal has the discretion to modify consequences for all listed disciplinary offenses.**

The following pages contain the Student Code of Conduct which shall be adhered to for the benefit of all students. It has been developed with the intent of providing an effective safe and secure learning environment for the students and employees of St. James High School and visitors. **Concerns regarding discipline should be addressed to the teacher first and then to the principal.**

****At all levels, the nature, intent and severity of specific inappropriate acts may result in additional disciplinary action. In areas of physical contact or involvement with drugs, referral to appropriate outside authorities/agencies will be made and additional suspension days may be given by the Principal, with possible recommendation to the Superintendent for additional days and/or to the School Board for expulsion, may occur depending upon nature, intent and severity of specific acts.**

The St. James Middle School Code of Conduct is in compliance with the Missouri Safe Schools Act, as adopted by the St. James Board of Education. Following the Student Code of Conduct are additional requirements of notification of the Safe Schools Act to students and parents regarding the comprehensive district discipline regulation and other requirements.

DISCIPLINE DEFINITIONS

The Discipline regulation involves the use of one or more of the following consequences:

1. Administrator Conference – a conference between an administrator and the student, which

may result in a warning or more serious consequences. In some instances, parents or the counselor may be asked to attend the conference.

2. Detention –Multiple detentions may be assigned. Detentions will be assigned and served within two days of the disciplinary infraction. Failure to attend Detention will result in assignment to additional Detention(s) or Alternative Classroom Study. Morning Detention will be served from 7:45 to 8:25 a.m. After School Detention will be served from 3:20 to 4:30.
3. Alternative Classroom Study– students assigned to Alternative Classroom Study must report directly to the office for alternative classroom study by 8:10 a.m. on the day(s) assigned. A student assigned to Alternative Classroom Study must have all materials, including textbooks, pencils, paper, etc., when reporting to the office and will not be allowed to go to his or her locker at any time on days assigned. A day of Alternative Classroom Study does not count as an absence, and a student will earn credit for all work completed and turned in on time as required by the individual classroom teacher. Please note that Alternate Classroom Study for Middle School students will be held at the High School with High School students. Transportation will be provided as needed.
5. Out-of-School Suspension – assignment to an Out-of-School Suspension removes the student from school for a given period of time. An OSS will count against the district attendance procedures. Students are not allowed on any school district property during an out-of-school suspension.
6. Safe Schools Act – any disciplinary infraction violating the Missouri Safe Schools Act will involve any combination of the consequences listed above, and will be referred to legal authorities for disposition.
7. Expulsion – students involved in acts serious enough to warrant Expulsion will be removed permanently from the St. James R-I School District, and under the Missouri Safe Schools Act, may not be allowed to enroll in any other school district.

DISCIPLINE RUBRIC	
VIOLATIONS AGAINST PERSONS	
Types of Misbehavior	Corrective Discipline
Assault – Because there are legal definitions of assault that vary according to the severity of the offense, the penalty for a first or subsequent offense will vary from 1 day ACS up to request for expulsion. According to the Safe Schools Act, assaults will be reported to law enforcement. Assaults may include horseplay and definitely include any type of fighting.	
Threats to other students or threats to bring a weapon to school may result in detention, ACS, OSS, or expulsion from classes or school functions and may result in notification of law enforcement officials.	
Horseplay – All participants will receive disciplinary action regardless of who initiates the incident.	1st offense – 1 ASD up to 2 days ACS 2nd offense – 1-3 ASD to 5 days ACS 3rd offense – 1 or more days ACS to OSS
Minor Fight – No Blows Struck – Pushing and/or Shoving. All participants will receive disciplinary action regardless of who initiates the incident.	1st offense – 1 ASD up to 4 days ACS 2nd offense – 3 days ACS up to 5 days OSS 3rd offense – 5 to 10 days OSS 1st offense – 3 days ACS up to 5 days OSS 2nd offense – 5 to 10 days OSS

Major Fight – Blows Struck. All participants will receive disciplinary action regardless of who initiates the incident.	3rd offense – 90 days OSS up to expulsion
Verbal Abuse Talking Back Profanity, Vulgarity, or Defamation of Character Verbal/Symbolic Threats (disrespectful language/action) that is threatening or demeaning in nature.	1st offense – Reprimand and ASD or ACS 2nd offense – 2 days ACS to 3 days OSS 3rd offense – 3-10 days OSS 1st offense – Reprimand and ASD or ACS 2nd offense – 2 days ACS to 5 days OSS 3rd offense – 10 days OSS 1st offense – Warning up to 20 days OSS 2nd offense – Request for expulsion
Assault to Staff – Physically causing injury or threatening to cause injury to a staff member.	1st offense – Request for expulsion
Possession of a Weapon or an Object Perceived to be a Weapon – (Examples include: all knives, guns, chains, metal knuckles, clubs, razor blades, projectile weapons, firearm silencers, concealable weapons or explosives).	1st offense – Multiple days ACS, or OSS up to 1 year, or expulsion
Bullying/Harassment – Defined on page 17. Allegations of harassment and/or bullying shall be investigated by school counselor, principal and SRO. If substantiated corrective or disciplinary action will be taken and law enforcement may be contacted.	1st offense – Warning up to 10-30 days Out of School suspension depending on severity of act. 2nd offense – Multiple days ACS up to 180 days Out of School suspension depending on severity of act 3rd offense – Request for Expulsion
Intimidation of a student with a weapon or an item perceived to be a weapon.	1st Offense – 10 days OSS up to Request for Expulsion and a psychological evaluation at the expense of the student

VIOLATIONS AGAINST PROPERTY

Types of Misbehavior	Corrective Discipline
Acts dangerous to other students, staff members or the building (e.g. setting fires, possession of, or setting off fireworks including smoke or stink bombs, false alarm bomb threats, threats to bring weapons or bombs to school, etc.) Possession of matches or cigarette lighters will fall under this heading. A bomb threat is a Class D Felony and considered a terrorist threat; Indefinite OSS up to Request for Expulsion; Criminal Charges will be filed.	1st Offense – Multiple days ACS up to Request for Expulsion and a psychological evaluation at the expense of the student. Law enforcement may be notified. 2nd Offense – Indefinite OSS and Request for Expulsion. Law enforcement will be notified.
Extortion – Threatening or intimidating any student for the purpose of, or the intent of, obtaining money or anything of value from the student.	1st Offense – Multiple days ACS up to multiple days OSS 2nd Offense – Request for Expulsion
Theft or Stealing (restitution must be made in all cases) Stealing or attempting to steal private or school property of a value of less than fifty (\$50) dollars	1st Offense – 2 days ACS up to 3 days OSS and possible police referral 2nd Offense – 5 days OSS and police referral 3rd Offense – 10 days OSS, a police referral, and Request for Expulsion

<p>Stealing or attempting to steal private or school property of a value of more than fifty (\$50) dollars.</p>	<p>1st Offense – 5 days ACS up to 5 days OSS and police referral 2nd Offense – up to 10 days OSS and police referral 3rd Offense – Request for Expulsion and police referral</p>
<p>Vandalism (restitution must be made in all cases) Minor Infractions (writing on desk, locker, wall, etc.)</p> <p>Major Infractions (trashing school property, teepeeing, egging, breaking of glass, damage or destruction of equipment including computers, computer programs and networks, spray painting, graffiti, etc.)</p> <p>Willful Damage or Vandalism to Staff or Student Property</p>	<p>1st Offense – Student will correct the problem and be assigned ASD or ACS 2nd Offense – Student will correct the problem and be assigned multiple ASDs up to 3 days OSS 3rd Offense – Student will correct the problem and be assigned 5-10 days OSS</p> <p>1st Offense – Up to 10 days OSS 2nd Offense – 10 days OSS up to request for expulsion</p> <p>1st Offense – Restitution, police referral and treatment as a major infraction</p>
<p>Failing to return Day Use Device each day - failing to check out/back in their device everyday at the media center.</p>	<p>1st offense - Warning up to 2 ASDs 2nd offense - 1 ASD up to multiple days ACS 3rd offense - 1 day ACS up to 5 days OSS * Computer privileges may also be suspended for each offense as needed.</p>

Students are strongly cautioned against bringing items to school that would create a hardship if broken, stolen, or lost.

<p align="center">VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY</p>	
<p>Types of Misbehavior</p>	<p>Corrective Discipline</p>
<p>Possession – Possession, use of, or being under the influence of alcoholic beverages, any prescription drug, any controlled substance, a substance represented to be such, or possession of drug paraphernalia while at school or any school activity. Any student suspected of being under the influence while at school or a school activity will receive disciplinary action.</p> <p>Provisions for Reduction -- It is strongly recommended that a student have a professional evaluation from a trained chemical dependency counselor or a licensed physician trained in chemical dependency and a urine and blood test for any controlled substance. For students having the evaluations, the suspension will be reduced one-half (½) pending written proof of the evaluation and that the urine or blood test for any drugs are negative. Also, the student must complete the recommendation of the chemical dependency evaluation. The evaluation and tests will be at the family or student expense.</p>	<p>1st offense – 10 to 180 days OSS, police referral and required counseling at the student’s expense, before returning to school 2nd offense – 90 to 180 days OSS or request for expulsion, police referral and required counseling at the student’s expense, before returning to school</p>

Sale or Distribution – Sale or distribution of alcoholic beverages or controlled substances, or substances represented to be such, or drug paraphernalia.	1st offense – Up to Expulsion
Possession, Use, or Sale of Non-Controlled Substances (glue, inhalants, solvents, over the counter drugs, etc.)	1st offense – Multiple ASDs up to 5 days OSS and referral to juvenile authorities 2nd offense – 5-10 days OSS and counseling, at the student’s expense before returning to school and a juvenile referral 3rd offense – 10 days OSS and counseling, at the student’s expense before returning to school and a juvenile referral
Tobacco Use, Sale, or Possession While Under School Supervision	1st offense – 2 days ACS 2nd offense – 3 days ACS 3rd offense – 2 days OSS
Electronic/Vapor Devices (to include next generation inhaling devices) are considered paraphernalia and are banned from school property. If the device contains Nicotine, it will fall under the guidelines for Tobacco. If the device contains any controlled or non-controlled (glue, inhalants, solvents, etc.) substances, it will fall under the guidelines for drug possession or use.	
Gang-Related Behavior – A gang is a group of two or more people seeking to establish or perpetuate its own identity through a common dress and mannerisms such as signs, speech, and graffiti and exist for the purpose of committing disruption and/or criminal acts, including extortion, fighting, intimidation and possession, sale or use of weapons and /or drugs. Individuals will not be permitted to intentionally cause the disruption of any lawful purpose, process, or function of the St. James R-1 School District. Students who engage in or urge others to engage in disrupting school through the use of gang-related behavior or clothing will be subject to disciplinary action.	1st offense – Warning up to Request for Expulsion
Electronic Items/Cell Phones – A student is prohibited from using or having his/her personal cell phone turned on during class time or in classrooms, except at the specific request of the teacher for educational purposes. Cell phones may be used in the hallways during passing time and in the cafeteria during lunch. The intent of this policy is to allow the use of cellphones during non-instructional times and in non-instructional areas. Any unauthorized use of a cell phone in a classroom or during class time constitutes a violation of this policy. (See page 14)	1st offense - Confiscation of cell phone to be picked up at the end of the day and/or up to a 5 day out-of-school suspension; however, if the use of a cell phone is related to involvement in controlled substances or gang type activity, the student may be suspended up to ten (10) school days with a recommendation for a suspension of up to 180 days 2nd or subsequent – Confiscation of cell phone to be picked up by a parent/guardian plus additional consequences of detention up to a 10 day out-of-school suspension; however, if use of the cell phone is related to involvement in controlled substances or gang type activity, a recommendation for expulsion will be made.
Unauthorized recordings, photographs, and digital images	1st offense – Up to 180 days OSS 2nd offense – Up to Expulsion

VIOLATIONS AGAINST SCHOOL ADMINISTRATION	
Types of Misbehavior	Corrective Discipline
The classroom teacher will deal with most violations of school or classroom rules. Each teacher will take steps to prevent the necessity of sending a student to the office. In the event that the inappropriate behavior continues and the student is sent to the office, the principal will take it as a serious offense and will take the following actions.	

Cheating and Forgery – Cheating, attempting to cheat, plagiarism, and forgery of school documents and parental notes. Student receives a “0” on work.	1st offense – 2 days ASD up to 5 days ACS 2nd offense – 2 days ACS up to 10 days ACS 3rd offense – 10 days ACS up to 10 days OSS
Insubordination – Refusal to follow a staff member’s reasonable request.	1st offense – Warning up to multiple days ACS 2nd offense – Multiple days ACS up to 5 days OSS
Misbehavior – Disruptions associated with classrooms, halls and other areas	1st offense – Warning up to multiple days of ACS 2nd offense – Multiple days ACS up to 3 days OSS 3rd offense – 3-5 days OSS
Skipping Class – Leaving school without permission, violating closed lunch, absenteeism from one or more classes, and/or going to a destination other than that which was requested/granted.	1st offense – Multiple ASDs up to multiple days ACS 2nd offense – Multiple days ACS 3rd offense – Up to 5 days OSS
Leaving School Property – Students are not allowed to leave school property once they are on school property unless checked out by parent or someone assigned by parent. Once at school, students are required to enter the building.	1st offense – Multiple ASDs up to multiple days ACS 2nd offense – Multiple days ACS 3rd offense – Up to 5 days OSS
Truancy – Absent from school without permission from either the school or parents/guardians	1st offense – 2 days ACS 2nd offense – Multiple days ACS up to assignment to Summer School 3rd offense – Up to 5 days OSS
Tardiness	For every three tardies acquired, the student will serve 1 ASD.
Nuisance Items – Students are not allowed to possess such items as toys, any type of trading cards, rubber bands, water guns, skateboards, or other disruptive items.	1st offense – Item will be confiscated and may be returned to parent/guardian, up to 2 ACS’s depending on the nature of the offense 2nd offense – Item will be confiscated and the student will be assigned ASD or ACS
Inappropriate Use of Communications Network	1st offense – Warning to multiple days OSS and loss of computer network privileges 2nd offense – Up to multiple days OSS and permanent loss of computer network privileges
Falsifying Permanent Records -- Tampering with permanent records by computer or written form.	1st offense – 10 days OSS with Superintendent review and police contact
Academic Deficiency – Students are required to complete/turn in assignments on time. Students with missing assignments will be held accountable by completing an after school detention the day after the assignment is due. Parents will be notified so that arrangements for transportation home can be made. In the event of a conflict to the after school detention, exceptions to this policy can be made by the building principal.	

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

Types of Misbehavior	Corrective Discipline
Profanity or Vulgarity – May be written, oral or gesture	1st offense – ASD up to multiple days of ACS

	<p>2nd offense – Multiple days ACS up to 3 days OSS</p> <p>3rd offense – 3-5 days OSS</p>
<p>Use of Language that is Disparaging or Demeaning – Words which are spoken to harass or injure other people, such as threats of violence, defamation of a person’s character, race, religion or ethnic origin.</p>	<p>1st offense – Parent Conference and up to 5 days ACS</p> <p>2nd offense – Up to 5 days OSS</p> <p>3rd offense – Up to 10 days OSS</p>
<p>Use of Disruptive Speech or Conduct – conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions.</p>	<p>1st offense – Parent conference up to 3 days OSS</p> <p>2nd offense – Up to 5 days OSS</p> <p>3rd offense – Up to 10 days OSS</p>
<p>Sexual Harassment/Stalking – All students have the right to an educational environment free from intimidating, hostile or offensive behavior. Behaviors which are prohibited include de-pantsing, sexual advances, requests for sexual favors, other verbal or nonverbal physical conduct, contact, or communication which would constitute sexual harassment.</p>	<p>1st offense – Warning up to 3 days OSS, parent conference, and juvenile referral</p> <p>2nd offense – 3-10 days OSS, parent conference, and juvenile referral</p> <p>3rd offense – 10 or more days OSS and juvenile referral</p>
<p>Hazing of Students – No club, organization, or activity of the St. James Middle School will require, as a condition of participation/membership, a student to be harassed, punished, intimidated, embarrassed, demeaned or otherwise degraded in the presence of his/her teachers and peers. Incidents of this nature will be treated as extortion.</p>	
<p>Distractions to Educational Process/Public Displays of Affection – Behaviors being written, verbal, or actions that distract from the educational process, alter the learning environment, or affect other students access to education</p>	<p>1st offense – Warning up to 5 days OSS and parent conference</p> <p>2nd offense – Multiple Days ACS up to 3-10 days OSS and parent conference</p> <p>3rd offense – Multiple Days ACS up to 10 or more days OSS</p>
<p>Dress Code Violation (See Personal Appearance Policy on page 9)</p>	<p>1st offense – Conference/change clothing to be appropriate</p> <p>2nd offense – Detention up to 2 days ACS</p> <p>3rd offense – 3 days ACS up to 3 days OSS</p>
<p>Behavior at School Activities – The behavior of students at school activities, home and away, has a direct bearing on the reputation of our students, school and community. Admission paid to an athletic contest entitles you to be a part of the game as a spectator. School policy requires you to be in the bleachers during game times. Good sportsmanship is to be practiced at all times. Failure to practice good behavior at athletic contests can force your ejection from the game and loss of the privilege of attending future events. Any use or possession of alcohol, drugs or tobacco products at an athletic contest will be dealt with in accordance with the student discipline policy. Students who wish to attend after school activities should not arrive at the activity any more than 15 minutes before the activity is to begin. Students must remain in supervised areas at all times. Students will not be permitted to leave the building</p>	<p>1st Offense – Administrator conference up to 2 days OSS, banned from the next specified extracurricular activity</p> <p>2nd Offense – Up to 4 days OSS</p> <p>3rd Offense – Banned from all school activities for the remainder of the school year.</p>

<p>once in attendance at an activity. Students are also expected to be picked up on time once activities end.</p>	
<p>Bus Discipline Plan -- All students are expected to behave appropriately and safely while riding on a school bus. Behaviors resulting in a Bus Disciplinary Referral will result in the following consequences:</p>	<p>1st Offense – (3rd Incident) – Notice sent to parent, principal/student conference, and disciplinary action by principal. Disciplinary action will range from a warning to a 3 day bus suspension.</p> <p>2nd Offense – (4th incident) – Notice sent to parent. Conference with parents, principal, student and bus driver at the request of any party. Disciplinary action will be up to a 3-5 day bus suspension, depending on the severity of the behavior.</p> <p>3rd Offense (5th incident) – Notice sent to parent and 5 day suspension of bus privileges. Conference with the parent, principal, student, and bus driver at the discretion of principal. Further incidents will involve a written report to parent, suspension of bus privileges, and possible Detention or OSS.</p> <p>SEVERE CLAUSE: Severe behavior problems (fighting, use of tobacco, damage to the bus, etc.) will be treated the same as the 4th incident.</p>
<p>Other violations of good order which may result in detention, suspension, or expulsion from classes or school functions.</p> <ol style="list-style-type: none"> 1. Participation in unauthorized or unscheduled activities; 2. Habitual absences; 3. Dishonesty, such as lying to staff or knowingly furnishing false information to the school district; 4. Unauthorized entry into or use of school; 5. Obstruction or disruption of teaching, administration, disciplinary procedures or other activities on school district premises; 6. Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault); 7. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown their actions and achievements not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and warning by the teachers and administrators and notification of parents, are showing no progress, may be suspended. 8. Harassment of students or staff; 9. Spectators, instigators, or bystanders to a fight between two students, are considered an accessory to the fight and may be disciplined along with the perpetrators of the fight. 	

Staff Email Directory

Berry, Felicia - fberry@stjschools.org
Blanc, Mindy - mgorman@stjschools.org
Blakley, Stacy - sblakley@stjschools.org
Boggs, Andrew - aboggs@stjschools.org
Branstetter, Jeannine - jbranstetter@stjschools.org
Brown, Crystal - cbrown@stjschools.org
Cutsinger, Larissa - lcutsinger@stjschools.org
Davila-Forister, Nayda -
ndavilaforister@stjschools.org
Davis, Nancy - ndavis@stjschools.org
Engelbrecht, Jim - jengelbrecht@stjschools.org
Felan, Dustin - dfelan@stjschools.org
Gibson, Brenda - bgibson@stjschools.org
Hilderbrand, Sue - shilderbrand@stjschools.org
Hodge, Bri - bhodge@stjschools.org
Huster, Lisa - lhuster@stjschools.org
Jagears, Amanda - ajagears@stjschools.org
Lepper, Kaaren - kslepper@stjschools.org
Lewis, Matt - mlewis@stjschools.org
Limback, Derek - dlimback@stjschools.org

Martens, Margaret - mmartens@stjschools.org
McCall, Cheryl - cmccall@stjschools.org
McCurdy, Erin - emccurdy@stjschools.org
Moore, Dana - dmoore@stjschools.org
Otto, Andrea - aotto@stjschools.org
Roger Payne -
Perona, Vince - vperona@stjschools.org
Purvis, Brad - bpurvis@stjschools.org
Setzer, Beth -
Siders, Nathanael - nsiders@stjschools.org
Stammers, Diane - dstammers@stjschools.org
Story, Tamara - tamarastory@stjschools.org
Terry, Anita - aterry@stjschools.org
Thomas, Becki - bthomas@stjschools.org
Turner, Emily - eturner@stjschools.org
Waldmann, Stacy - swaldmann@stjschools.org
Watson, Sara - swatson@stjschools.org
Webster, Maria -
Wray, Abigail -

Appendix A
School Bus Transportation
ST. JAMES R-I SCHOOL DISTRICT

Dear Parents:

In order to guarantee safe transportation for your child and the other children riding the school bus, we are using the student discipline plan outlined below. The plan is further explained in the Student Handbook.

Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student preventing a school bus driver from doing his/her job or preventing other students from being safely transported to and from school.

DISCIPLINE PLAN

Bus Expectations

Follow the driver's directions.
No cursing, swearing, or loud talking.
Keep hands, feet and objects to yourself.
Stay in your seat and face the front of the bus.
No littering or writing on the bus.
Respect the rights of others.

Actions Taken

1st Incident – Verbal warning from driver

2nd Incident – Conference with driver and/or seat assignment

3rd Incident (1st Note) – Written Bus Referral – Principal and parent notified

4th Incident (2nd Note) – Written Bus Referral – Principal visit, parent notified, and 3 day/bus detention. (Bus Detention = In school student bus safety and procedures training)

5th Incident (3rd Note) – Written Bus Referral – Principal visit, parent notified and 3-5 day bus suspension. (Conference with parent, principal, student and bus driver at the discretion of the principal)

6th Incident (4th Note) – Mandatory meeting with Parent, Principal, and Bus Driver and a 5 day suspension. (With next note, transportation may be suspended for the remainder of the semester)

Further incidents will involve mandatory conference with parent, principal, and driver before students will be allowed back on the bus.

Severe Incident – Severe behavior problems (fighting, use of tobacco and/or drugs, damage to buses, etc. will be treated as a 5th Incident.

Any violation of school regulations will result in application of the discipline regulation which is outlined in the Student Handbook.

To: Parents and Bus Students

In an attempt to better inform parents and students regarding practices and policies of the St. James School bus transportation system, this copy of the school bus regulations is being sent home for your inspection.

Please read the information herein and fill out the requested blanks for proper enrollment as a bus student. Note that a parent or guardian's signature is required. This form should be returned to the bus driver when the student boards the bus the next time.

SCHOOL BUS REGULATIONS

1. Drivers are in charge of the bus and students. Follow the driver's instructions always.
2. Observe classroom conduct on the bus. Be courteous. No cussing, rude language, loud voices, teasing or name-calling.
3. Keep the bus clean. Eating, drinking and chewing gum are not allowed.
4. Remain seated at all times. Keep head and hands inside the bus.
5. No plants, animals or hazardous objects are allowed on the bus.
6. No balloons, flowers or glass containers allowed on the bus.
7. No playground balls, basketballs, or footballs allowed on the bus.
8. All items brought on the bus should be held on the student's lap.
9. Absolutely no talking at Railroad Crossings.
10. The driver will not discharge riders at places other than the regular bus stop unless by proper request by the parent/guardian and authorized by the building principal.
11. No smoking or other tobacco use on bus at any time.

NOTE: FAILURE TO FOLLOW THESE REGULATIONS MAY RESULT IN SUSPENSION FROM THE BUS.

PLEASE DETACH AND FILL OUT FORM BELOW AND RETURN TO BUS DRIVER.

STUDENT NAMES

ADDRESS (NO P.O. BOXES)

GRADE LEVEL

WE HAVE READ THE ABOVE RULES AND FULLY UNDERSTAND PASSENGER RESPONSIBILITY.

Telephone

Parent or Guardian Signature

Date

SHOULD FURTHER QUESTIONS ARISE, PLEASE CALL RON COPELAND AT COPELAND BUS SERVICE, 573-265-7408.

ST. JAMES R-I SCHOOLS / COPELAND BUS SERVICE
Student Emergency Information for Bus Drivers

Copeland Bus Service will maintain this emergency information sheet in a confidential file accessible to the Director of Transportation and the student's bus driver. This information will also be maintained in accordance with the Family Education Rights and Privacy Acts. (FERPA)

Please indicate below any medical issues or conditions that your student has that the bus driver should be aware of. Please complete and return form to your student's bus driver or the school office.

Student's Name _____ Grade _____
 Bus Number _____

Emergency Contacts:

Name _____ Phone (Home) _____
 Name _____ Phone (Home) _____
 (Work/Cell) _____

Check Appropriate Boxes

<input type="checkbox"/>	No Medical Issues
<input type="checkbox"/>	Diabetic
<input type="checkbox"/>	Seizure Disorder
<input type="checkbox"/>	Asthma
<input type="checkbox"/>	Behavior Disorder
<input type="checkbox"/>	Vision Impairment
<input type="checkbox"/>	Hearing Impairment
<input type="checkbox"/>	Allergic Reaction: Indicate what allergy
<input type="checkbox"/>	Special Equipment/Assistive Devices
<input type="checkbox"/>	Non-Verbal
<input type="checkbox"/>	Other

Special Instructions:

Parent Signature: _____ Date: _____

Appendix B Required Use Policy

Required Use Policy

Saint James R-I Schools STUDENT REQUIRED USE AND INTERNET SAFETY POLICY (RUP) (in accordance with the Children's Internet Protection Act [CIPA] and Missouri Public Law Rev. Stat. §§ 182.825, 182.827)

PURPOSE: Saint James R-I Schools provides all students access to the Internet, network resources and MacBook Airs, iPads, and other electronic devices at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school device, including MacBook Airs and iPads also requires students to abide by the Saint James R-I Schools guidelines as stated in each campus Student Handbook. We expect our students to exercise good judgment and to utilize technology with integrity. Rules may be added as necessary and will become a part of this policy.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY Specifically, the student:

- Will adhere to these guidelines each time the Internet is used at home and school.
- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on school-owned technology are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using school owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner. This includes email, text messaging, and chatting.
- Will follow copyright laws and should only download/import music or other files to a school owned technology device that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files or communications to others through email or post to the Internet.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password as well as torrents or proxies.

- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any school owned technology. This includes the intentional introduction of computer viruses and other malicious software, as well as the installation of any iOS or OS upgrades without prior approval.
- Will not tamper with device hardware or software, unauthorized entry into devices, and vandalism or destruction of the device or device files. Damage to devices may result in felony criminal charges. It is the responsibility of the student/family to pay for damage to the school owned device.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations. This includes the use of torrents and 'private browsing'.
- Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes. This includes shopping and playing games.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- Will not connect any personal technologies, wireless access points and routers, printers, etc to the school owned and maintained local area network. Home Internet use and cost is the responsibility of the student/family both in cost and configuration. Dial-up is not an option as recent configurations do not include modems. The use of printers from home is permissible but is the responsibility of the student to configure with default or AirPrint drivers as access is not allowed to add additional drivers to systems.
- Will not sync personal smart devices (iPhones, Android phones, Kindles) to school owned device.
- Will keep device secure and damage free. Each device is issued with a protective case.
- Will backup data and other important files regularly. Saint James R-I Schools will at times maintenance the devices by imaging. All files not backed up to a "cloud" storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage space.
- Will have a school issued Apple ID to store data to iCloud or Google Apps ID to store data to

Google Drive. Student's are not to install apps other than provided in the Jamf Self Service. The Technology Department may issue exceptions.

- Will use the school issued cases for iPads at all times.

Keep the device secure and damage free:

- Do not loan your device or charger and cords.
- Do not leave the device in a vehicle.
- Do not leave your device unattended.
- Do not eat or drink while using the device or have food or drinks in close proximity to the device.
- Do not allow pets near your device and power cords.
- Do not place the device in floor or in sitting area such as couches or chairs.
- Do not leave the device near table or desk edges.
- Do not stack objects including books on top of your device.
- Do not leave the device outside or use near water such as a pool.
- Do not check the device as luggage at the airport.
- Devices must be carried and transported appropriately on campus. They should be carried in their school issued cases at all times.
- Devices must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not borrow a device from another student.
- Device must not be taken into restrooms.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. All school-issued devices must be in the school-issued case.

- Devices may not be used during bus transportation or assemblies.
- Devices should be handled with respect and care. Inappropriate treatment of school devices is

not acceptable. Any damage costs are the responsibility of the student/family.

- Devices are not to be written on, to have stickers applied to them, or to be defaced in any way.
- Don't remove, move or write on the identification sticker on your device.
- In the unfortunate event that your device is stolen, contact the police and the school immediately. Ultimately, it is the responsibility of the student/family to look out for and protect their device as well as the cost for a replacement device.

*Any costs incurred because of damage not covered by Manufacturer Warranty is the responsibility of the student/family.

- Devices that are checked out for take home use follow the damage fee structure below for accidental damage.
- Any intentional damage or repeated damage including defacing or vandalism will be billed at cost for take home or day use devices. Other items including cases, stylus, or chargers are billed at districts cost of replacement.

Minor Damage Fee

(laptop repair cost less than \$350)

(tablet repair cost less than \$250)

Incident #1 = \$35

Incident #2 = \$50

Incident #3 = \$75

Incident #4 = \$100

Incident #5 = \$150

*If more than five minor incidents occur in a year the student will be moved to a day use device for the remainder of the school year.

Major Damage Fee

(laptop repair cost equal to or more than \$350)

(tablet repair cost equal to or more than \$250)

Incident #1 = \$150

Incident #2 = \$150

*If more than two major incidents occur in a year the student will be moved to a day use device for the remainder of the school year.

Examples of minor damage

- keys broken off keyboard
- cracked screen
- actual repair costs less than \$350

Examples of major damage

- major liquid spill

- actual repair cost equal to or more than \$350

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Director of Technology, or the Principal as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Email

- Every student will have a school email address with the stjschools.org domain. Emails can be sent and received to this domain and other domains that are school appropriate. School email should not be used for personal reasons. For employment or college applications a personal email should be used as the school email will be removed after a student graduates.
- Students should always use appropriate language in their email messages.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Email services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate email is allowed including derogatory, obscene, or harassing messages.
- Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.

- Chain letters of any kind, phishing, or spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email. Phishing is a fraudulent attempt to steal your personal information, such as passwords, account information, or user names. Spam is the use of electronic messaging systems to send an unsolicited message (spam), especially advertising.
- Students are prohibited from accessing someone else's email account.
- Only school-related attachments may be sent on the school email system.

Chatting, Messaging, and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration. This includes any parent communication using internet email chat applications.
- Blogging is to be utilized on campus only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

- Audio on devices should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion. **The use of cell phones is different per building check your buildings Student Handbook.
- When sound is needed, headphones provided by the student should be used.
- The use of devices to watch movies or stream movies and/or music, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Games

- The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.

- Any internet games, virtual games, or games accessed through an external or USB drive is prohibited.
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the device program.
- No games that are “played” over the school network are allowed.

Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited. This includes Torrents, BitTorrents and the like.
- Connected school devices to a personal hotspot while on campus is strictly prohibited and will result in immediate detention.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Saint James R-I Schools is not responsible for damaged or lost data transferred through our network or stored on Devices, computers, or our file servers.

File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- Remotely accessing a personal computer is strictly prohibited.
- No file sharing software of any kind is to be installed on school computers including Devices. Examples of this type of software are Limewire, Frostwire, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.
- Any data lost while reimaging to get rid of any unapproved software or files is the

responsibility of the student. Prior notification is not guaranteed.

Deleting Files

- Do not delete any folders, files, or apps that you did not create or that you do not recognize. Deletion of certain files or apps may result in a device failure and will interfere with your ability to complete class work and may affect your grades.
- Any data lost while reimaging to correct system files is the responsibility of the student. Prior notification is not guaranteed.

Downloading and Loading of Software

- Downloading and Loading of Software is Blocked. Students are not permitted to install any software.
- Any data lost while reimaging to get rid of any unapproved software or files is the responsibility of the student. Prior notification is not guaranteed.

Screensavers and Wallpapers

- Inappropriate or copyrighted media may not be used as a screensaver or wallpaper.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Any data lost while reimaging to remove any of the above is the responsibility of the student. Prior notification is not guaranteed.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through email or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the email address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and device access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The school will monitor computer activities that take place on school-owned computers including logging website access, newsgroup access, bandwidth, network use and location.

- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the Terminal interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers, such as AirDrop, unless authorized by teachers or staff.
- Cyberbullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an email account and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission;
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Devices that are provided by the school continue to be the property of the school. Therefore the school has the right to view all content at any time.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, apps, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Required Use Policy. Such consequences could include the loss of privileges on a device, possible disciplinary action, and possible legal action.
- Faculty members have the right to issue infractions if any student appears to have violated any part of the RUP. Faculty members may also take up the device and turn it into the school's

principal or the Director of Technology.

- Devices with illegal or inappropriate software or materials on them will be reformatted or “re- imaged,” Any data lost while reimaging to remove any of the above is the responsibility of the student. Prior notification is not guaranteed.
- In the case of repeated device abuse and/or damages, the school has the right to revoke the use of the school’s device and the student will be restricted to using only on-campus “Day Use” computers.
- Students are to report any known violations of this Required Use Policy to appropriate administrative staff members. Random checks of student Devices will be conducted throughout the year to ensure that these policies are being followed.
- Saint James R-I Schools takes no responsibility for activities conducted on school computers and Devices or materials stored on computers, Devices, or the school’s network.
- By signing the St. James R-I campuses Student Handbook you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Saint James R-I Schools technology, including personally backing up personal data and any physical damage.
- Saint James R-I Schools is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the school’s control. Information obtained via the Internet and other sources using Saint James R-I Schools’s technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the Saint James R-I Schools Student Handbooks and, if applicable, my device may be recalled.
- **By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above as well as agree to pay any charges not covered by Manufacturer Warranty program.**
- **As the parent/guardian, my signature of the Student Handbook indicates I have read and understand this Required Use Policy, and give my permission for my child to have access to the described electronic resources.**

Conditions: This RUP is valid through the semester after senior graduation or the signature of an official updated Student Handbook from one of the St. James R-I Schools campuses whichever comes first.

Appendix C

Notification of Parent and Student Rights

Under the Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days after the day the St. James R-1 School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the district to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,

auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

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

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

Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA

The Family Educational Rights and Privacy Act (FERPA) requires that the St. James R-1 School District obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, with some exceptions. However, the district may disclose appropriately designated "directory information" without written consent, unless you have notified the district in writing of your objection. "Directory information is information that the district has determined is generally not considered harmful or an invasion of privacy if it is released.

The primary purpose of directory information is to allow the district to include information from your child's education records in district publications, including but not limited to, a student's name, jersey number, height and/or weight printed in a school athletic program; or a student's name and photo included on district social media pages or in the school yearbook.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Some examples include the district providing a list of honor roll students to the local newspaper or the district providing student information to companies that manufacture class rings or publish yearbooks.

In addition, two additional federal laws require the school district to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have

advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose contact information to military recruiters or Directory Information from your child's education records without your prior written consent, you must complete a written statement notifying the district that you do not want the information released and submit it to the building principal. The statement must be dated and signed. Please provide this notice in writing with three (3) days after enrollment. Please note that if you opt your student out of Directory Information, your student's picture will not be included in the district's yearbook or other publications and your student's name will not appear in district programs or the honor roll.

General Directory Information: The following information about a personally identifiable student may be disclosed to the school community or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, the following information about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Student Information and Images in District Publications and Social Media

The district maintains a number of publications and social media accounts to better communicate with students, parents and the community. Unless the parent or eligible student notifies the district in writing as directed under the section "Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA," the district may include pictures and information about a student in district publications and posts on social media. Even if a parent objects to the disclosure of Directory Information, if a student's image is included in a photograph or video as part of a crowd shot, where the focus of the image

is not on that particular student, the student's image may still be included in a district publication or social media post.

Appendix D

Dyslexia

The St. James R1 School District shall conduct dyslexia screenings for students in the appropriate year consistent with the findings and recommendations of the task force (K-3 annually, 4-12 per teacher/parent request).

“Dyslexia screening” is a short test conducted by a teacher or school personnel to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support.

St. James Middle School Student Supply List 2019-2020

6th Grade Supplies

- Earbuds or headphones (not expensive ones)
- 1 24-count package #2 pencils
- Composition notebook
- Highlighters
- 1 5-pack tab dividers (ELA-Womack)
- Colored pencils
- 1 1-inch binder (ELA-Womack)
- 1 box Kleenex
- Clorox wipes (optional)
- 1 roll paper towels (optional)

7th Grade Supplies

- 1 100 sheet packages. college ruled loose leaf paper
- 1 package 3X3 post-it notes
- Earbuds or headphones (not expensive ones)
- 1 box Kleenex
- 1 24-count package #2 pencils
- 1 Pocket Folder without brads
- Clorox Wipes (optional)

8th Grade Supplies

- 2 24-pack pencils (replenish throughout the year)
- 1 3-prong pocket folder (History)
- 1 box Kleenex
- 3 packages looseleaf paper
- 12 pack colored pencils (History)
- 1 package blue or black pens
- Scientific calculator
- Graph Paper (looseleaf or spiral notebook)
- Earbuds or headphones (not expensive ones)
- 1 10-pack marker
- 1 package 5-count tab dividers
- 1 2-inch binder
- Glue sticks

Exploratory Class Supplies

- 1 12-pack pencil for ART
- 1 1-inch binder for CHOIR-all grades
- 1 roll ½ -inch. masking tape for ART
- 1 package loose leaf paper for CHOIR