

STUDENT HANDBOOK

RIVERBEND SCHOOL



2018 - 2019

**2085 Highway N
Pacific, MO 63069
636-271-1481
(Fax) 636-271-1485**

ADMINISTRATIVE PERSONNEL

MERAMEC VALLEY SCHOOL BOARD

| | |
|----------------------|---------------------------|
| Mr. Matt Trower | President |
| Mr. Sean Brinker | Vice President |
| Ms. Mary Clasby-Agee | Secretary & MSBA Delegate |
| Mr. Dave Strong | Treasurer |
| Mr. Ed Groom | Member |
| Mr. Mike Klenke | Member |
| Mr. Tim Richardson | Member |

CENTRAL OFFICE ADMINISTRATIVE PERSONNEL

| | |
|------------------------|--------------------------|
| Dr. John Mulford | Superintendent |
| Dr. Carrie Schwierjohn | Assistant Superintendent |
| Mr. Tom Sauvage | Assistant Superintendent |
| Dr. Jeff Haug | Business Manager |

RIVERBEND PERSONNEL

| | |
|----------------------|-----------|
| Dr. Andy Arbeitman | Principal |
| Ms. Kara Borgsmiller | Counselor |
| Ms. Lori Almo | Secretary |
| Ms. Karla Merriman | Secretary |

IMPORTANT TELEPHONE NUMBERS

| | |
|----------------------------------|--|
| CRISIS | 1-888-644-5886 |
| VIOLENCE | 1-866-748-7047 |
| FAMILY SERVICES | 1-800-392-3738 |
| CYBERBULLYING | 1-866-748-7047 |
| District Website..... | www.mvr3.k12.mo.us |
| BHR CRISIS HOTLINE..... | 1-800-811-4760 |
| DISTRICT CYBERBULLY HOTLINE..... | 636-271-4369 |

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Meramec Valley Mission

"Together We Make a Difference in Doing What's Best for Kids."

RIVERBEND SCHOOL VALUES

Riverbend School recognizes the importance in providing opportunities for students to have an awareness of individual character traits, which help to promote the development of a positive and productive citizen. Character education at Riverbend integrates positive core values into every aspect of the school day. Riverbend's core values have been identified by the students, parents, and faculty as the qualities that are exemplified by Riverbend students and staff. These qualities reverberate throughout interactions in our classrooms, our extracurricular activities, and in our community.

Values

Respect ~ Responsibility ~ Safety

Mission

Helping students reach full potential through innovation, engagement, character, and community.

Motto

Pride of an Indian – Wisdom of a Chief

Vision

Riverbend School will involve the community and embed character education into meaningful lessons for observable student engagement designed to assist with the transition to high school.

Riverbend School Positive Discipline Program is designed to hold students accountable for their actions while also giving them an opportunity to earn back lost privileges and rewards with good academics, attendance, and behavior. This practice links with our core values and our student incentive program.

RIVERBEND PARENT PARTNERSHIP

PRIDE OF AN INDIAN – WISDOM OF A CHIEF

The Riverbend Staff is committed to the implementation of a community-wide character education program. Please assist us in our efforts by attending to these important points throughout the year:

Honesty

- Students should be honest and reliable.
- Always do the right thing.
- Be loyal to friends and family.
- Never lie, cheat, or steal.

Respect

- Respect school procedures-always report to the office when entering the school.
- Be respectful.
- Support teacher/home collaboration.
- Support Riverbend School rules, i.e., the dismissal procedure, school visits, cars on the parking lot.

Responsibility

- Encourage your child to be prepared for school by getting enough sleep and eating breakfast, coming with a positive attitude, having the necessary school items -- including a fully-charged chromebook, and arriving on time (no later than 7:25).
- Make sure your child attends school every day. Call when your child is absent.
- Support your child by attending parent-teacher conferences and reading/returning notes that come home from school.
- Encourage your child to be responsible by completing homework and returning it on time.
- Have a positive attitude towards your child's education/school.
- Be assured that the teacher/staff has your child's best interests at heart.
- If there is a concern, contact the teacher first.
- Check the parent portal.

Self-Control

- Encourage peaceful behavior in your child.
- Report family concerns/issues that could affect your child at school.
- Encourage appropriate hallway, classroom, and bathroom behaviors.
- Do the right thing even when no one is looking.
- Be safe!

Thank you for supporting the Riverbend Learning Community!

RIVERBEND CORE VALUES

| BE RESPECTFUL | BE RESPONSIBLE | BE SAFE |
|---|---|---|
| In the cafeteria... | | |
| <ul style="list-style-type: none"> ● Say "thank you" ● Throw trash away ● Keep hands and feet to yourself ● Eat at your table ● Eat the food provided ● Respect the tables & other property | <ul style="list-style-type: none"> ● Pick up and throw trash away ● Remember PIN number ● Turn in money before school when needed ● MANNERS! | <ul style="list-style-type: none"> ● Keep food on your tray ● Claim trash that is yours and pick it up ● Sit and stay at your table ● Watch out for spilled foods/liquids to avoid slipping and falling |
| In the hallways... | | |
| <ul style="list-style-type: none"> ● Give people space ● Help others ● Keep things picked up and organized ● Be courteous to locker neighbors ● Stand up for others | <ul style="list-style-type: none"> ● Keep lockers clean & locked ● Get to class on time ● Walk quietly & on the correct side ● Shut locker quietly | <ul style="list-style-type: none"> ● Walk quietly ● Keep hands and feet to yourself ● MANNERS! |
| In the classroom... | | |
| <ul style="list-style-type: none"> ● Listen and follow rules ● Raise hand ● Respond politely ● Bring supplies everyday | <ul style="list-style-type: none"> ● Be prepared ● Turn in work on time ● Follow directions ● Actively participate ● Use planner | <ul style="list-style-type: none"> ● Follow classroom procedures ● Use resources as they are intended ● Be aware of your surroundings |
| On the bus... | | |
| <ul style="list-style-type: none"> ● Follow driver's instructions, first time they are given ● Be considerate ● Keep hands and feet to yourself ● Use kind language | <ul style="list-style-type: none"> ● Stay in seat ● Leave nothing on the bus ● Food Free Zone ● MANNERS! | <ul style="list-style-type: none"> ● Wait until bus is stopped to get up ● Use a quiet voice to avoid distracting the driver ● Keep all objects to yourself ● Get off at your assigned stop ● Report suspicious activity |
| At any school activity... | | |
| <ul style="list-style-type: none"> ● Represent school in a positive way ● Thank the sponsors ● Listen! ● Pay Attention | <ul style="list-style-type: none"> ● Follow the rules and school core values ● Wear appropriate clothing ● Show school spirit & sportsmanship (purple & white) at school events | <ul style="list-style-type: none"> ● Act in a mature manner (hands to self) ● Carefully walk up the stairs of the bleachers, not on top of the seats ● Report suspicious activity or visitors ● Communicate with sponsors (field trips) |
| In the locker room/bathrooms... | | |
| <ul style="list-style-type: none"> ● Respect school property ● Get in and get out ● Use facility appropriately ● Keep eyes to self ● Keep hands, feet, and objects to self ● Use appropriate language | <ul style="list-style-type: none"> ● Get dressed in a timely manner ● Maintain clean environment ● Bring clean P.E. attire daily ● Bring shower materials if desired. ● Report uncleanness | <ul style="list-style-type: none"> ● Keep valuables at home ● Always be kind ● Only non-aerosol deodorant and perfumes in plastic containers ● Report suspicious activity |

TECHNOLOGY USE POLICY-EHB

Meramec Valley R-III School District provides access for students and staff to computers for educational purposes. The computers may be standalone or part of an instructional or administrative computer network that may include Internet access. All users must share the responsibility for assuring that our computers and networks are used in effective, efficient, ethical, and lawful manner. The use of such equipment is a privilege, and users must agree to comply with the guidelines contained herein.

Use of computer networks and Internet access may be revoked for abusive conduct. Such conduct would include, but not be limited to, the following:

1. Altering or damaging computers, computer peripherals, computer networks, software, or electronic resources.
2. Gaining unauthorized access to electronic resources, software, or networks.
3. Using or attempting to use an account and/or files owned by another user.
4. Divulging any password to another individual.
5. Plagiarizing or violating copyright restriction.
6. Violating software license agreements.
7. Vandalizing the data of another user through deliberate use of computer viruses or other means.
8. Using or accessing vulgar, obscene, or inappropriate language or images.
9. Invading the privacy of others.
10. Posting anonymous messages.
11. Placing or receiving unlawful information on or through the computer network or stand-alone.
12. Divulging personal information including address, phone number, etc.
13. Harassing another individual.
14. Using computer networks and/or Internet access for commercial purposes.
15. Downloading files without prior approval of the district technology office.
16. Installing software without prior approval of the district technology office.
17. Accessing and using email software and/or web based email, chat rooms, and/or other forms of direct electronic communication by students to send, receive, or retrieve messages except as part of a project directly supervised by a teacher.

Revocation of computer privileges and/or other consequences will be determined by the severity of the offense. The student code of conduct as listed in student handbooks will apply.

DIGITAL LEARNING 1:1

The mission of the 1:1 program at Meramec Valley R-III School District is to create a collaborative environment that will engage, support and challenge all learners, providing a foundation for college and career readiness. The policies, procedures and information in the 1:1 Chromebook Procedures and Information Handbook apply to all district Chromebooks used at school or home. Chromebooks should be used for academic purposes. Email can be a valuable communication tool with staff. Students should regularly check their school email.

Log-in Information

Wireless

| | |
|--------|--------------|
| Select | MVR3Wireless |
| P: | MV@ccess! |

Destiny, Reading Counts, Computers

| | |
|----|---|
| U: | Last name + 1 st 3 letters of first name |
| P: | Lunch PIN |

Example: Harry Potter

| | |
|----|-----------|
| U: | potterhar |
| P: | 123456 |

Google:

| | |
|----|--|
| U: | Last name + 1 st 3 letters of first name @mvr3.org |
| P: | 1 st 3 letters of first name (first letter capitalized) + lunch PIN |

Example: Harry Potter

| | |
|----|--------------------|
| U: | potterhar@mvr3.org |
| P: | Har123456 |

SIS Student Portal

| | |
|----|--|
| U: | Lunch PIN |
| P: | 6 digit birth date (You will be prompted to change your password after first log-in) |

World Book Online

| | |
|----|---------|
| U: | mvr3ms |
| P: | Indians |

AFTER SCHOOL DETENTIONS-JGB

The provisions of detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools.

Teacher detentions, office detentions, and Saturday School assignments must be presented to the student in writing, and the student must return the misconduct report or detention slip, signed by the parents/guardians, to the supervising teacher. One day's notice must be given to the student and the parents/guardians.

ASSEMBLIES

Throughout the year various assemblies will be presented for the entire student body. Students will be dismissed by the intercom and will report to their assigned seating area. Appropriate behavior is mandatory at all assemblies. Students are expected to follow the core value matrix for respect, responsibility, and safety.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES-EHBA

The Meramec Valley R-III School District recognizes that students increasingly have access to and are using personal electronic devices for many purposes, including educational purposes. The Board authorizes the superintendent and building principals to designate classes, grade levels, and/or buildings where teachers are encouraged to utilize and incorporate personal electronic devices into their instruction and lesson plans in accordance with this policy. Teachers who incorporate such technology into their classrooms shall, with the assistance of the principal or designee, make accommodations for those students who do not have access to personal electronic devices. No student shall be penalized in any fashion for failure to own or have access to personal electronic devices.

Definitions

District Networks – Include both wired and wireless networks maintained by the district.

Personal Electronic Devices – Include, but are not limited to, electronic communication equipment such as laptops, portable media players, mobile phones, smart phones, tablet computers, and video game devices owned by a student or a student's parent/guardian.

Acceptable Use

Possession or use of any personal electronic device on district property is a privilege, and students who fail to abide by this policy may forfeit this privilege. In general, personal device usage is discouraged and requires teacher permission.

BULLYING POLICY-JFCF

The Meramec Valley R-III School District is committed to providing an environment free from bullying behavior. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

General

In order to promote a safe learning environment for all students, the Meramec Valley R-III School District prohibits all forms of bullying. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, image, or media file by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. The district has jurisdiction over cyber bullying that uses the district's technology resources or that originates on district property, at a district activity, or on district transportation. Even when cyberbullying does not involve district property, activities, or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal or designee of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim, and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment, or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training, or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes, and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti bullying coordinator will provide information and appropriate training designed to assist employees, substitutes, and volunteers who have significant contact with students in identifying, preventing, and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers, or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists, or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

* * * * *

BUS RULES POLICY-JFCC & JFCC-AP (1)

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses. Students must respect the authority of the bus driver or any teacher or person of authority in the district.

1. Bus riders shall be at the designated loading point before the bus arrival time. Bus drivers cannot wait for those who are late.
2. Bus riders must never stand in the road while waiting for the bus and must wait until the bus comes to a complete stop before attempting to enter.
3. Upon entering the bus, students must immediately go to their assigned seats and sit down. Students must remain in their assigned seats until time to leave the bus or until instructed by the driver to move. Any discrepancy will be reported to the building principal and the administrative assistant to transportation.
4. Riders must not extend any part of their bodies out of the windows at any time.
5. Aisles must be kept cleared at all times.
6. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
7. Unnecessary conversation with or disruption of the bus driver is prohibited.
8. Students must ride the bus to which they are assigned unless prior approval has been given through the building administrator's office or by the transportation administrator. Bus riders will not be picked up or discharged at any place other than their assigned stops and schools unless prior permission is granted by the building or transportation administrator.
9. Students shall not eat or drink on the bus without permission from the transportation department. Littering is not allowed.
10. Any damage to the bus must be reported to the driver immediately. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.

14. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
15. Students shall not throw objects about the vehicle nor out the windows.
16. Students shall keep feet off the seats.
17. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.
18. If a student is suspended from his or her assigned bus route, the student shall not ride any other bus route during this time.

CLOSED CAMPUS

All students are required to remain on the school campus from the time they arrive until the close of the school day. Students are not to leave the campus during lunch periods or before boarding buses in the afternoon. (See Discipline Policy)

CLUB ACTIVITIES POLICY-IGD

The Board of Education believes that student activities sponsored by the district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills for students enrolled in the district. The Board further recognizes that not all of the district's goals and objectives can be met in formal classroom study and authorizes the use of necessary resources to provide student extracurricular activities and groups.

Riverbend School offers and encourages participation in the following extracurricular activities/clubs:

| | | |
|------------------|-----------------|----------------------------------|
| Boys Basketball | Band | Break Out Club |
| Girls Basketball | Student Council | Drama Club |
| Volleyball | Choir | County Spelling Bee |
| Track | Football | Beta Club |
| Wrestling | Art Club | Responsible Student Athlete Club |
| Cheerleading | FACS Club | Character Council |
| Cross Country | Book Club | TSA |

*See the district website for updated athletic schedules and the Athletic Handbook.

*Clubs may change based on student requests and supervisor availability

Participant and Spectator Involvement

We encourage involvement of students in all of our extracurricular activities as participants or spectators. We will post events in the daily announcements. Any form of extracurricular involvement assumes attendance at all regular classes held that day. Usually, an ending time for the event will be noted. A student's ride home should arrive at school within fifteen (15) minutes of the scheduled finish time. Students not following this guideline will not be allowed to attend future events. Our extracurricular sponsors give much time for little compensation. We do not want them to spend more time away from their homes, but we will not leave a student alone at night waiting for a ride. Parent assistance in this matter is greatly appreciated. Students left one hour after an event with no ride may be transported to the Pacific Police Department. Students and parents should also be aware that students may not leave the building during an event and then return. The Meramec Valley R-III School District is a smoke-free campus.

DANCES

School dances will be held according to the following rules:

1. No outside guests.
2. Students may not leave dance and return.
3. Students must not have failing grades or discipline reports.
4. Students must be in attendance the entire school day to attend the dance.

DIRECTORY INFORMATION POLICY-JO

The Meramec Valley R-III School District recognizes students for their achievements and honors throughout the school year. Student recognition may include publication of student name, student photo, and student work, grade level of student, school attended by student, student sports participation record/statistics, and honors and awards received by the student. This publication may occur in district newsletters or may be published through the news media. Parents must notify the school within the first ten days of a child's enrollment for the current year if they do not want directory information about the students released in any manner during the school year. A parent/guardian will need to complete a Refusal of Directory Information and/or Photograph Form and return it to his/her child's school.

DISCIPLINE POLICY-JG

A. Jurisdiction

1. This policy and its provisions shall be applicable both during regularly scheduled school hours and at such other times and places, including but not necessarily limited to school sponsored events, field trips, athletic functions and the like, where appropriate public school administrators have jurisdiction over students.
2. It shall be the responsibility of the Riverbend School principal or his designee to establish a set of rules and regulations for the school that are consistent with school board policy and the guidelines outlined in this handbook.
3. Staff and students may be consulted when appropriate. These rules and regulations shall be available to the public.

B. General Consideration

1. A key guideline in the application of this policy is the principle that the appropriate reaction to a discipline problem will be taken to resolve the problem. (Board of Education Policy JG-R)
2. In cases of persistent disobedience, truancy, gross misconduct or suspension, it is expected that parents will be informed as soon as possible.
3. The age and maturity of the student should be considered in the application of this policy.

DISTRICT GOALS

The Board of Education has identified the following areas and goals for the Meramec Valley R-III School District.

STUDENT ACHIEVEMENT

Goal 1: All MVR-III students will graduate college and/or career ready.

HIGHLY QUALIFIED STAFF

Goal 2: MVR-III will recruit, attract, develop, and retain highly qualified staff yearly.

FACILITIES, SUPPORT AND INSTRUCTIONAL RESOURCES

Goal 3: All MVR-III students will learn in an environment that is supportive and conducive to learning.

PARENT AND COMMUNITY INVOLVEMENT

Goal 4: MVR-III parents, students, and community members will actively participate in school events to support student learning.

GOVERNANCE

Goal 5: MVR-III will be governed to provide fiscal resources and leadership that benefit students, staff, and parents.

STUDENT ALCOHOL/DRUG ABUSE-JFCH

The Meramec Valley R-III School District is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Policy JHCD. Searches of students reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

EXTRA-CURRICULAR BUS TRANSPORTATION

All students will be transported to and from respective activities or contests via school transportation. To be eligible for participation, the student must be on the bus when it leaves school. Students are not permitted to drive to away activities. In extreme situations, the building principal may permit special arrangements upon approval in advance. Students may ride home from away contests with their parents provided written permission is given to the coach in charge. This permission must be at the conclusion of the event and personally given to the coach by the parent. Students may not ride home with another student or adult. The building principal must approve any exceptions to this policy in advance.

FIELD TRIPS POLICY-IICA

The purpose of field trips is to provide students with additional opportunities for exposure to academic and/or personal growth and development. Students with accountabilities or more than seven (7) absences the current or previous semester are not eligible to attend field trips. Students cannot be failing a course and attend a school field trip without approval from the building principal. Discipline records may also be considered in determining eligibility. Students approved for field trips must complete a work in advance form (with parent signature) prior to the trip if classes are being missed. Any exceptions to the policy must be approved, in advance, by the building principal.

FIRE OR EMERGENCY DRILLS

Stop whatever you are doing and immediately follow all instructions by school staff. Storm warnings or other emergency drills will be announced over the P.A. system. The fire alarm will be sounded for drills. The signal for a tornado drill will be the wail of the sirens.

FOOD PROTOCOL

The Meramec Valley R-III School District adopts this district-wide protocol to contribute to the health and academic achievement of all students. Beginning in the 2017-2018 school year, these best practice food guidelines are followed at all Meramec Valley R-III Schools:

All foods and beverages served and offered during the school day meet the USDA's Smart Snack in School nutrition standards. *Per US Department of Agriculture (USDA) guidelines the school day is considered one minute after midnight until 30 minutes after dismissal.*

Find safe and inclusive ways to celebrate without food.

- Schools are encouraged to be creative in celebrating without food.
- Birthday celebrations at school will not include any food.
- Holiday celebrations at school will not include food.
- Class-wide sharing of food items brought from home will not be allowed.
- See Attachment A for non-food celebration ideas.

- **Avoid use of food in the curriculum whenever possible.**
- An exception would be classes where food is an integral part of instruction, i.e. FACS classes. Teachers of those classes will work with their building nurse to avoid food allergy issues in students with food allergies.

- **Encourage school-sponsored fundraising groups to choose non-food items to sell.**
- Organizations planning food related fundraisers must work with their building administrator to determine if their fundraiser is allowed.
- See Attachment B for non-food fundraising ideas.

- **Provide a school environment that fosters healthy eating**
- Not using food to reward or motivate students.

Attachment A

Non-food Celebration Ideas

Zero-cost Alternatives:

- Sit by friends
- Read outdoors
- Teach the class
- Enjoy class outdoors
- Have an extra recess*
- Read to a younger class
- Make deliveries to the office
- Listen to music while working
- Play a favorite game or puzzle
- Walk with a teacher during lunch*
- Eat lunch with a teacher or principal
- Dance to favorite music in the classroom*
- Get “free choice” time at the end of the day
- Listen with a headset to a book on audiotape
- Have a teacher perform special skills (i.e., sing)
- Have a teacher read a special book to the class

Low-cost Alternatives:

- Select a paperback book
- Enter a drawing for donated prizes
- Get stickers, pencils, and other school supplies
- Receive a video store/movie theatre coupon
- Receive a “mystery pack” (notepad, sports cards)

Birthday celebrations without food

How one classroom teacher decided to celebrate birthdays:

<http://fairydustteaching.com/2013/01/reggio-emilia-birthdays/>

Students bring “me bag” to share on their birthdays:

<http://www.teachingace.com/birthday-celebrations-without-food/>

- Have birthdays read at morning announcements school-wide
- Birthday crown/hat
- Special classroom privileges/jobs on birthday

**These activities have the added benefit of promoting physical activity for students.*

Attachment B

Non-food Fundraising Ideas

- Candles
- Book sale
- Cookbook
- Fun Run*
- Walkathon*
- Student artwork
- Stuffed animals
- Stadium pillows
- School photo ID
- Educational games
- Shopping donation programs
- School mascot temporary tattoos
- Faculty and/or student talent show*
- Teacher/student sports competition*
- Auction of donated goods and services
- Non-Latex balloon bouquets for special occasions
- Bottled water with the school's own label
- Refillable water bottle with the school's logo
- Glow in the dark novelties
- Greeting cards especially designed by students
- School calendars with important dates listed
- Party bags for kids' birthday parties filled with non-food novelties
- Sale of flowers and balloons for the families to purchase to acknowledge event or achievement
- School spirit items – T-shirts, sweatshirts, sweatpants, lanyards, pennants, bracelets and caps
- Growing and/or selling flowers and plants for holidays such as Valentine's Day

****These activities have the added benefit of promoting physical activity for students.***

FUNDRAISING PROCEDURES POLICY-IGDF

Fundraising takes place throughout the course of the school year. Each sponsor is directed by the building principal to encourage students to follow the procedures listed.

- Always let an adult know where you are going.
- Go out with a buddy.
- Do not go out after dark.
- Do not go in yards with large dogs.
- Do not walk on busy roads; try to stay in subdivisions.
- Do not go into anyone's home.

GRADES AND SCHOOL RECORDS

A. Academic Achievement Policy IK-AP (1)

All students in the Meramec Valley R-III School District are required to master the district approved curriculum objectives for each grade level/content area with the district established assessments. Assessments are designed specifically to assess student learning and skill/concept.

Assessment goals are to ensure that grades are:

- Consistent
- Accurate
- Meaningful
- Supportive of student learning

B. District Grading Scale Policy-IK

| | | |
|-----------------------------|----------|-----------|
| 97-100% A+ | 93-96% A | 90-92% A- |
| 87-89% B+ | 83-86% B | 80-82% B- |
| 77-79% C+ | 73-76% C | 70-72% C- |
| 67-69% D+ | 63-66% D | 60-62% D- |
| 59% and below F (No credit) | | P (pass) |

C. Honor Roll

Each quarterly grading period, the honor roll will be compiled and the names of those students will be released to the local newspapers for publication. To be eligible, the following should be understood:

1. All grades earned will be used.
2. A 3.0 (B) grade point average is required.

D. Promotion Requirements

1. Each student must have at least 4.5 credits in all of his/her classes to be promoted. Of the 4.5 credits, 2.5 credits must be in core classes (Social Studies, Math, Science and English). All classes are .5 credits per semester. Elective classes are equal to .5 core classes.
2. Any student who receives three or four semester F's in his/her core classes or who has 3.5 - 4.4 total credits will have to attend and successfully complete course recovery summer school in order to be promoted. Students with five or more semester F's will be retained in their present grade level.
3. A student's attendance history may be a factor in the promotion process.

E. School Records

All academic and personal records pertaining to individual students are confidential and can only be inspected by parents/guardians and school officials. The entire record, as well as selected items from that record, is to be made available for review by parents/guardians and school officials.

In some cases, such as with psychological testing, social work profiles, and special education placement, parents and students should seek an interpretation of such tests/documents. Anyone wishing to see a student's record must get written permission from either the parents/guardians or the courts.

Transcripts and school records will NOT be forwarded to other schools until all fines are cleared.

HARASSMENT AND RETALIATION POLICY-AC

It is the policy of Meramec Valley R-III School District to provide and maintain a learning environment that is free from discrimination and harassment in accordance with this policy.

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." This includes both person to person and electronic communication. Such conduct might be:

1. *Electronic Transmissions* – Threats or insults transmitted via a written format (internet, text message, email, personal digital assistant (PDA), or wireless handheld device) or a graphic format (video, camera, cell phone).
2. *Nonverbal Conduct* – Stalking, gestures or suggestive body movements, display of sexual pictures or drawings, and exclusion from a peer group.
3. *Physical Conduct* – Uncomfortable proximity, grabbing/touching, physical violence, theft or damaging property.
4. *Verbal Conduct* – Threats, taunts, name calling and put-downs, insults, whistles or rude noises, comments about a person's body, sexual remarks/requests, extortion.
5. *Written Communications* – Includes, but is not limited to, notes, letters, pictures and drawings.

Such conduct that interferes with the educational process is considered harassment whether it takes place on or off district property, at any district-sponsored function, or in a district vehicle.

HOMEWORK/STUDY TIME

Homework is a vital aspect of all classes. Even if written homework is not assigned every night, a definite amount of study time should be devoted to each subject. Homework should be done neatly and promptly. Students have the opportunity to turn homework/assignments in for credit based on teacher policy stated in the course syllabus. However, homework should be done in a timely manner to prepare students for the assessment over the standard being taught.

Homework Help Station is open every morning before school from 7:00-7:20 a.m. Homework Help is supervised by a teacher to assist students with homework or study help with a subject matter. Students may be assigned to the Homework Help Station if they have two or more failing grades. Academic Focus Class is another resource to assist students with homework, make-up tests, and reteaching of lessons.

IN-SCHOOL SUSPENSION (ISS) POLICY-JGB

The ISS program was established as a means of discipline. The student is given the opportunity to do all schoolwork and receive full credit for all work completed to teacher expectations. The student will remain in the ISS room for the entire day(s) assigned.

A student may not attend any after school activities on a day the student is in ISS. Students may be assigned out-of-school suspension after serving a total of 10 days in the ISS room per semester.

IN-SCHOOL SUSPENSION GUIDELINES

Students should report to the ISS Room with all textbooks, materials, and supplies as soon as they arrive on school property.

1. Students are to bring supplies of notepaper, pencils, pens, erasers, etc.
2. Students will receive an assignment sheet from their regular classroom teacher at the beginning of each hour. Students will receive credit if work is satisfactorily completed. All assignments will be collected at the end of each hour. At a later time, when students finish an assignment, they may ask the instructor for any unfinished assignments to work on.
3. Students will remain in their assigned seats for the entire day.
4. Students must ask permission to leave their assigned seats.
5. Students will not speak or communicate in any manner to another student or the instructor without permission.
6. Students will be productive in course assignments.
7. Students will either provide their own lunch or buy a lunch from the cafeteria. Lunch will be in the ISS room unless changed by the administration.
8. Students will be given two restroom breaks within the course of the day.
9. Students will not be allowed to participate in or attend any after school activities on day(s) they are assigned to ISS. Students are not to be on campus for any reason directly after school or for the remainder of the day in which they were assigned ISS.
10. Students may be assigned out-of-school suspension after serving a total of ten days in the ISS Room per semester.

Attendance Procedures for ISS

Normal attendance procedures for reporting an absence from ISS should be followed by parents and reported to the office.

Excused absences will delay, not eliminate, ISS assignment. Assigned days of ISS must be served upon return to school. Medical excuses may be required.

Unexcused absences will be handled by the administration.

Penalized Offenses:

1. Students who knowingly fail to show up for ISS while in attendance will be assigned another day of ISS.
2. Students who fail to bring appropriate books or any other necessary materials.
3. Students who enter the ISS Room with an unexcused tardy.
4. Students who leave their assigned seat without permission.

5. Students who talk or communicate in any manner to another student.
6. Students who cause a disruption or exhibit any type of inappropriate behavior.
7. Students who sleep or lay their heads down.
8. Students who write notes or draw.
9. Students not facing forward or putting their feet on the desk/seat in front of them.
10. Students who fail to raise their hand when asking questions. All questions must be directly related to issues involved with ISS.
11. Students who fail to stay busy. When finished, students should read a textbook or other suitable material, or work on another assignment.
12. Students who are not making a conscious effort to complete hourly assignments.
13. Students who eat candy or other foods.
14. Students who fail to follow all rules established in the ISS Room, as well as the cafeteria rules stated by the instructor.
15. Students who behave or act in ways, which may not be listed, but are judged by the instructor as deterrent to productive learning.

Penalties

| | |
|-------------------------|--|
| 1 st Offense | Verbal warning from ISS Instructor |
| 2 nd Offense | Office referral written by ISS Instructor |
| 3 rd Offense | Meeting with Administrator and parent phone call |
| 4 th Offense | One day of ISS added |
| 5 th Offense | OSS will be assigned |

INTERNET ACCESS/TECHNOLOGY USAGE POLICY-EHB

The Meramec Valley R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

All users must share the responsibility for ensuring that district computers and networks are used in an effective, efficient, ethical, and lawful manner. The use of such equipment is a privilege, and users must agree to comply with the guidelines contained herein.

Acceptable Use

Students and staff of Meramec Valley R-III School District must follow the acceptable use guidelines of the district's chosen internet service provider:

1. **Use of the Internet is for educational purposes.**
2. Use of another organization's network must be consistent with their usage policy.
3. It is not acceptable to use the Internet for purposes that violate any federal or state laws. This includes, but is not limited to, the transmission of copyrighted, threatening or obscene materials.
4. It is not acceptable to use the Internet to harass or harm others.
5. It is not acceptable to use the Internet in a manner that disrupts normal network use and service. Such disruption would include propagation of computer viruses, violation of personal privacy, and unauthorized access to networks and network resources.
6. It is not acceptable to use the Internet for commercial activities.

In accordance with this policy, each school will establish specific rules for using computer labs and procedures for accessing the Internet. Specific guidelines and regulations for student email privileges will be explained and discussed.

LIBRARY/MEDIA CENTER

The Riverbend School Library/Media Center is open to all students and faculty. Students are encouraged to visit the Library/Media Center before and after school, as well as with their class. Students may also visit the Library/Media Center anytime during regular hours with a pass from their teacher. Students may check out two books from the library for up to two weeks. Magazines may be available under certain conditions. Check with the librarian for regulations concerning magazine usage. All library materials must be returned on or before the due date if a student is to remain eligible to use the library. Grades will be held at the end of each grading period for late books or fines. Students must reconcile any school accountabilities before a yearbook will be issued. Students who abuse the privilege may be refused further use of the library. The cost of maintaining materials is very high, and students must accept the responsibility for anything they use. Students are expected to behave in a respectful manner whenever they enter the library. Books, magazines, AV materials, equipment, and furniture are to be used carefully.

The librarian will cover specific rules with all classes at the beginning of each year. Students will be expected to observe the rules at all times and do whatever possible to preserve the atmosphere of a study place. Student librarians will be available to aid in finding and checking out materials.

LOCKERS AND LOCKS

Lockers and combination locks are assigned and issued for your convenience. There are no fees for the use of lockers, and they are considered school property. Lockers may be searched by school officials with or without student permission when such officials believe an illegal or dangerous substance is hidden. Lockers may also be searched by law enforcement officials using canines. Students are responsible for all contents in their lockers and for keeping them locked. Students should only use the locker they are issued. Anything stolen out of your locker becomes your responsibility. Students should not share their locker combination with other students.

***Random locker searches may be conducted by administration throughout the year.**

LOST & FOUND

A student should immediately check in the office or the lost and found racks in the commons if he/she has lost any books, clothing, jewelry, etc. One rack is by the back doors, and another is between the Choctaw hallways. A theft report may be obtained in the office, if needed. Unclaimed items will be donated to a local charity at the end of each quarter.

MAKE-UP WORK

Make-up work is the responsibility of the student. It is the student's responsibility to make all necessary arrangements with his/her teacher, at the teacher's convenience, to make up work missed due to an absence. When students return to school, all work must be completed within a reasonable length of time as determined by the teacher.

MEDICATION GUIDELINES

Definitions:

Medications – For the purposes of this procedure, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.*

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Medication Administration (Policy-JHCD)

1. All medications must be delivered to the school nurse by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
 - Student's name.
 - Prescriber's name.
 - Pharmacy.
 - Prescription number.
 - Name of the medication.
 - Dosage.
 - Date and time administered.
 - Reasons for *not* giving medications as prescribed (e.g., vomiting, spills, refusal).
 - Name and signature of person who actually administered the medication.

5. To the extent practical, students shall be provided privacy when receiving medications.
6. The school nurse will work with the student, parents/guardians, and teachers in determining how best to deliver the medication to the student during the school day.
7. If the district maintains prefilled epinephrine auto syringes or asthma-related rescue medications, a list of students whose parents/guardians indicate that they cannot receive such medications will be kept with the medications.

OVER-THE-COUNTER MEDICATIONS:

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school nurse in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

***If a medication is brought to school that does not meet these guidelines, it will be REJECTED and will not be administered to the student. We will keep medication brought to school by a student until it can be returned directly to the parent. The above medication guidelines are based in accordance with the law.**

NURSE'S OFFICE

If a student must see the nurse, he/she must have a pass from the teacher. If this is not done, the nurse will not see the student, and the student will be sent back to class with an unexcused tardy. Permission to go home must be granted by the nurse or an administrator. Students should not use their personal devices to contact a parent to report an illness. All illness reports should be made by the school nurse. Student Health Services and Requirements are covered under Policy-JHC.

OFFICE DISCIPLINE REPORT

Discipline is primarily the responsibility of each teacher. The teacher may elect to handle discipline procedures within his/her classroom until an office referral is necessary. When a teacher has exhausted all possible means of discipline, the student will be referred to the office and the steps in the catalog of offenses will then be followed for that particular offense. A written report will be filed on each incident along with the action taken by the school officials. The student will be informed of the nature of the violation and the intended punishment. The student will be presented with the evidence and given the opportunity to discuss the case. Students wishing to appeal the disposition of the case should appeal through the building principal and if necessary, the superintendent or his designee, and then the Board of Education. A copy of all student discipline reports will be mailed or emailed to the home.

PARENT PORTAL INFORMATION



Dear Parents or Guardians:

The Meramec Valley R-III School District is offering parents/guardians the Student Information System Parent/Student Portal, an online resource. Through Parent/Student Portal, you will be able to access attendance information, course schedule, grades, and lunch account information for your student(s). We are hopeful that this additional communication tool will enhance the information that you need as a parent/guardian to help your student(s).

In order to use Parent/Student Portal, the school district must have your email address in our student database. Therefore, if you wish to participate, please fill out and return the Parent Portal Agreement Form (*located on the district website*) to school with one of your students. If you have students in more than one school, it is only necessary to return it to one school. Please note that parents/guardians with more than one child in the district only need to fill out one form.

A Username and Password will be sent to you via email by Parent/Student Portal once we have entered your information into our system. After you have received your login information, you will be able to access the Parent/Student Portal. You will be asked to enter your Username and Password, so please keep this information on file. Also, please note that it will be your responsibility to keep this password private. We cannot issue any passwords via phone and passwords will not be issued to your children.

Students can keep track of their grades by following these steps: enter student ID lunch pin #; enter **password** which is the student's birth date (MMDDYY) for the first log-in; then students are prompted to change to a new password. For instance, your birthday is March 6, 1996, type 030696. Be responsible and check grades often to meet academic goals.

We hope Parent/Student Portal will be a valuable communication tool for our parents/guardians. If you have any questions, please contact your child's school office.

Your partner in learning,

Dr. Andy Arbeitman
Principal

PERSONAL ITEMS

Video games, toys, skateboards, and laser pointers are not allowed during school hours. Phones should be locked in student lockers for safety. The school will not be responsible for such items. Students should not bring drink containers, candy, or gum to school to be sold to other students. The selling of these items is not allowed unless approved through fund raising projects. Additionally, food and drink brought in from outside school should be consumed in the cafeteria before school or during lunch. Open drink containers, excluding water, should not be taken into classrooms or hallways.

PHILOSOPHY

The Meramec Valley R-III Public School District believes that effective learning and teaching take place in a climate of self-discipline. We believe all children can learn self-discipline by accepting responsibility for their actions and developing habits of good citizenship. Children should feel safe, secure and happy at school; therefore, we will strive to provide opportunities for them to learn self-discipline and develop self-esteem.

In order for this to be accomplished, it is necessary that the school's environment be free from disruption, which would interfere with the student's right to learn and the teacher's right to teach. Therefore, certain rules and regulations are established, promoted, and enforced for the good of all.

Education must meet the needs of the whole child, which include building and nurturing self-respect and positive self-concept. Separation of the child's misbehavior from the child's self is essential. The student's needs are better served by recognizing and reinforcing positive behavior.

POLICY CHCA

In the event of a discrepancy between handbooks and other written district materials, Board policies and administrative procedures will take precedence.

PROGRESS REPORTS POLICY-IK

Progress reports will be emailed home on the 1st and 15th of every month. This is not a formal grade report, but a service to the parent. A parent-teacher-team conference may be recommended if a deficient grade is issued to the student. Paper copies of grades are available upon request in the office.

PUBLIC CONCERNS AND COMPLAINTS POLICY-KL

The Meramec Valley R-III School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may

require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection do not contribute to an academic atmosphere. A display of kissing, holding hands, and/or inappropriate hugging on campus will result in disciplinary action.

PUBLIC INFORMATION PROGRAM POLICY-KB & KB-AP1

Open communication with the district's students, parents, patrons and the public in general is essential for the school district to operate effectively. The district will make a systematic effort to communicate with the public using newsletters, student handbooks, local media and the district's website.

Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School building and district report cards may be posted on the district website and will be distributed to the public as determined by the superintendent or designee. Other public information will be available in the district's buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.

The district will utilize the local media to publicize the district's legal obligations as required by the Individuals with Disabilities Education Act (IDEA) and by other applicable law. Notice of district meetings will be made to representatives of the news media, if requested.

The superintendent or designee may adopt administrative procedures to further the goals of this policy.

The district will abide by the Missouri Sunshine Law when making records available to the public. In particular, the following information will be available to the public at the district's administrative offices:

1. Information on the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson.
2. The number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment. The information shall be presented in a way that does not permit personal identification of any student or educational personnel.
3. Information on eligibility for free and reduced-price school meals.
4. All human sexuality curriculum materials. Parents will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program.
5. Information on procedures for filing a harassment or discrimination complaint will be posted in all buildings in addition to being available in the district office.

6. Information regarding schools identified for improvement, corrective action, restructuring or as persistently dangerous under federal law and an explanation of any options that parents have as a result, including public school choice and supplemental educational services.

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, local media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.
3. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
 - ▶ Publish one public notice in local newspapers that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
 - ▶ Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
 - ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages three to twenty-one.
 - ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
4. The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

REPORT CARDS POLICY-IK

Report cards are issued at the end of each quarter and sent home by email. A paper copy of the report card is available upon parent request.

RETURN CHECK PROCEDURE POLICY-DI

Without further notice, all checks returned NSF will be electronically debited for redeposit for the face value of the check plus a returned processing fee as allowed by state law. When payment is made by check, you enter into a contractual agreement that obligates and holds you responsible for any and all penalties, costs and incidental damages allowable under law, but not limited to, return check charges, state surcharges, interest, collection costs, legal expenses and attorney fees. Expenses may also be debited by way of paper draft from your checking account. Should you opt to not accept this agreement, you may do so by calling 866-524-3339. As a result of refusal, your checks will no longer be accepted. The district will then accept only cash, cashier's checks or money orders.

SATURDAY SCHOOL

Saturday School will be from 8 a.m. to 11 a.m. at the high school. Students must arrive at the assigned room before 8 a.m. The building will be open at 7:50 a.m. The doors will be locked after 8 a.m., and no one will be allowed into the room. Students must be on time. Homework or other appropriate school material must be brought to school. Students who do not bring in materials and stay busy on this work are dismissed from the room, resulting in an out-of-school suspension. The teacher may assign additional work, if necessary, which may include such things as written reports, vocabulary words, etc. There will be assigned seats. There will be no sleeping, talking, eating, drinking, or other unacceptable behavior allowed. No telephone calls may be made, and no visitors are allowed. Student handbook rules will apply. There will be a restroom break at 9:30 a.m. At the end of Saturday School, students are required to leave the building immediately. Students found loitering in the school will receive an out-of-school suspension or an additional Saturday school. Students are responsible for their own transportation.

If a snow day occurs on Friday or if Saturday School has to be postponed, it will automatically be postponed to the following regularly scheduled Saturday School.

Special Considerations:

Students may be assigned Saturday School by the administration for the purpose of making up attendance hours or working on credit recovery options under the supervision of a staff member.

RIVERBEND BELL SCHEDULE

Monday & Friday Schedule

No Academic Focus

| | |
|--------------------------|-------------|
| 1 st hour | 7:30-8:22 |
| 2 nd hour | 8:26-9:18 |
| 3 rd hour | 9:22-10:14 |
| 4 th hour | 10:18-11:10 |
| A Lunch | 11:14-11:36 |
| (A) 5 th hour | 11:40-12:32 |
| B Lunch | 12:10-12:32 |
| (B) 5 th hour | 11:14-12:06 |
| 7 th hour | 12:36-1:28 |
| 8 th hour | 1:32-2:25 |

Morning Assembly Schedule

No Academic Focus

| | |
|----------------------|-------------|
| 1 st hour | 7:30-8:15 |
| Assembly | 8:15-9:05 |
| 2 nd hour | 9:09-9:54 |
| 3 rd hour | 9:58-10:43 |
| 4 th hour | 10:47-11:32 |
| Lunch | 11:36-11:58 |
| 5 th hour | 12:02-12:47 |
| 7 th hour | 12:51-1:36 |
| 8 th hour | 1:40-2:25 |

Half Day Schedule

No Academic Focus

| | |
|--------------------------|-------------|
| 1 st hour | 7:30-8:00 |
| 2 nd hour | 8:04-8:34 |
| 3 rd hour | 8:38-9:08 |
| 4 rd hour | 9:12-9:42 |
| 5 th hour | 9:46-10:16 |
| A Lunch | 10:20-10:46 |
| (A) 7 th hour | 10:50-11:20 |
| (B) 7 th hour | 10:20-10:50 |
| B Lunch | 10:54-11:20 |
| 8 th hour | 11:24-12:00 |

Tuesday, Wednesday & Thursday Schedule

Academic Focus

| | |
|----------------------------|-------------|
| 1 st hour | 7:30-8:18 |
| 2 nd hour | 8:22-9:08 |
| 3 rd hour | 9:12-9:58 |
| 4 th hour | 10:02-10:48 |
| A Lunch | 10:52-11:14 |
| (A) 5 th hour | 11:18-12:04 |
| B Lunch | 11:42-12:04 |
| (B) 5 th hour | 10:52-11:38 |
| 6 th hour Ac.Fo | 12:08-12:45 |
| 7 th hour | 12:49-1:35 |
| 8 th hour | 1:39-2:25 |

Afternoon Assembly Schedule

No Academic Focus

| | |
|----------------------|-------------|
| 1 st hour | 7:30-8:15 |
| 2 nd hour | 8:19-9:04 |
| 3 rd hour | 9:08-9:53 |
| 4 rd hour | 9:57-10:42 |
| 5 th hour | 10:46-11:31 |
| Lunch | 11:35-11:57 |
| 7 th hour | 12:01-12:46 |
| 8 th hour | 12:50-1:35 |
| Assembly | 1:35-2:25 |

A LUNCH: Alt, Davis, Kostedt, Miller, Puls, Schultz

B LUNCH: Fillers, Knott, Meyer, Miles, Reed

SCHOOL CALENDAR 2018-2019

- August 7-8-9, 2018 ✂ NEW Teacher Professional Development
- August 13-14, 2018 ✂ ALL Teacher Professional Development
- August 15, 2018 ★ First Day of School

- September 3, 2018 ✂ Labor Day Holiday/NO SCHOOL
- September 5, 2018 ▲ Early Dismissal/Professional Development

- October 3, 2018 ▲ Early Dismissal/Professional Development
- October 12, 2018 End of First Quarter
- October 19, 2018 ✂ Conference Break/NO SCHOOL

- November 7, 2018 ▲ Early Dismissal/Professional Development
- November 21-23, 2018 ✂ Thanksgiving Break/NO SCHOOL

- December 20, 2018 ▲ Early Dismissal/Professional Development
- December 20, 2018 End of First Semester - Tentative
- December 20, 2018 ✂ At the close of the school day on December 20, 2018, until school resumes on January 3, 2019
- December 21 (possible make-up day)
- December 21, 2018 ✂ Winter Break/NO SCHOOL

- January 2, 2019 ✂ Professional Development/NO SCHOOL
- January 21, 2019 ✂ M. L. King, Jr.'s Birthday/NO SCHOOL

- February 6, 2019 ▲ Early Dismissal/Professional Development
- February 18, 2019 ✂ Presidents' Day /NO SCHOOL

- March 6, 2019 ▲ Early Dismissal/Professional Development
- March 8, 2019 End of Third Quarter - Tentative
- March 15, 2019 ✂ Conference Break/NO SCHOOL

- April 3, 2019 ▲ Early Dismissal/Professional Development
- April 17, 2019 ✂ At the close of the school day on April 17, 2019, until school resumes on April 23, 2019
- April 18 (possible make-up day)
- April 18, 2019 ✂ Spring Break/NO SCHOOL

- May 1, 2019 ▲ Early Dismissal/Professional Development
- May 22, 2019 ▲ Last Day of School – HALF DAY (Sec-12:00 p.m./Elem-1:10 p.m.)
- May 27, 2019 ✂ Memorial Day

This calendar includes six (6) inclement weather days.
 *December 21 and April 18 may be used as make-up days for school missed due to inclement weather.
 Further revisions to the school calendar will be decided in the best academic interest of students by the Superintendent/Board of Education.

Meramec Valley R-III School District 2018-2019 School Calendar

Approved February 21, 2018

| Aug 2018 | Sep 2018 | Oct 2018 | Nov 2018 | Dec 2018 | Jan 2019 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S |
| 1 2 3 4 | 1 | 1 2 ▲ 4 5 6 | 1 2 3 | 1 | 3 4 5 |
| 5 6 ✂ ✂ ✂ 10 11 | 2 ✂ 4 ▲ 6 7 8 | 7 8 9 10 11 12 13 | 4 5 6 ▲ 8 9 10 | 2 3 4 5 6 7 8 | 6 7 8 9 10 11 12 |
| 12 ✂ ✂ ★ 16 17 18 | 9 10 11 12 13 14 15 | 14 15 16 17 18 ✂ 20 | 11 12 13 14 15 16 17 | 9 10 11 12 13 14 15 | 13 14 15 16 17 18 19 |
| 19 20 21 22 23 24 25 | 16 17 18 19 20 21 22 | 21 22 23 24 25 26 27 | 18 19 20 ✂ ✂ ✂ 24 | 16 17 18 19 ▲ * 22 | 20 ✂ 22 23 24 25 26 |
| 26 27 28 29 30 31 | 23 24 25 26 27 28 29 | 28 29 30 31 | 25 26 27 28 29 30 | 23 ✂ ✂ ✂ ✂ 29 | 27 28 29 30 31 |
| | 30 | | | 30 ✂ | |
| Feb 2019 | Mar 2019 | Apr 2019 | May 2019 | Jun 2019 | |
| S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S |
| 1 2 | 1 2 | 1 2 ▲ 4 5 6 | 1 2 3 4 | 1 | |
| 3 4 5 ▲ 7 8 9 | 3 4 5 ▲ 7 8 9 | 7 8 9 10 11 12 13 | 5 6 7 8 9 10 11 | 2 3 4 5 9 7 8 | |
| 10 11 12 13 14 15 16 | 10 11 12 13 14 ✂ 16 | 14 15 16 17 * ✂ 20 | 12 13 14 15 16 17 18 | 9 10 11 12 13 14 15 | |
| 17 ✂ 19 20 21 22 23 | 17 18 19 20 21 22 23 | 21 ✂ 23 24 25 26 27 | 19 20 21 ▲ 23 24 25 | 16 17 18 19 20 21 22 | |
| 24 25 26 27 28 | 24 25 26 27 28 29 30 | 28 29 30 | 26 ✂ 28 29 30 31 | 23 24 25 26 27 28 29 | |
| | 31 | | | 30 | |

Early Dismissal Info:
 Sec = Grades 6-12
 Dismiss at 12:00 p.m.

Elem = Grades K-5
 Dismiss at 1:10 p.m.

SCHOOL COUNSELING DEPARTMENT POLICY-JHD

Riverbend School provides counseling services to help students achieve maximum benefits from attending school. Students may consult the counselor for help in educational planning, vocational planning, improving study skills, or resolving personal issues.

Counseling may consist of private discussions between the students and counselor, discussions with students and a counselor in a group situation, or through the school counseling curriculum delivered in a classroom setting. The counselor will hold in strict confidence the trust placed upon him/her by the student. Each student is encouraged to visit the counselor a minimum of once each semester or as often as he/she feels the need. Appointments should be made with the counselor if a meeting is needed.

SCHOOL CANCELLATIONS

School Closing

The decision to close school is made at the earliest possible hour. If weather conditions are severe enough, the decision is made the night before; however, the decision is frequently made in the early hours of the morning. As soon as a decision is made, information is then phoned to radio stations **KLPW-1220 AM** or **101.7 FM**, **KSLQ – 1350 AM** or **104.5 FM**, and **WIL – 1490 AM** or **92.3 FM** and TV stations **Channel 2**, **Channel 4**, and **Channel 5's Snow Watch**, which begins at 5:00 a.m. **Information will also be posted on the district website (www.mvr3.k12.mo.us) and announced by telephone through the School Reach Information System.**

Early dismissal, modified time and modified routes will **only** be used in severe conditions.

Early Dismissal

If severe weather conditions develop during the school day, early dismissal may occur. Once school is in session, it becomes very difficult to dismiss early as it creates problems, especially for working parents. Should it become necessary to dismiss school early, information will be carried on the above listed radio and television stations, as well as the district website. Please have a plan concerning where your child should go if school is dismissed early. Communicate this plan to your child's school and discuss this plan with your child.

Modified Time

In some cases, the decision will be made to operate the school on a modified time schedule. This would allow time for driving conditions to improve. Should this become necessary, schools will open one hour later than normal, but dismiss at the regular time.

Modified Routes

In very limited situations, buses will run "snow routes." This measure will be enacted only after school has not been in session for an extended period of time. Snow routes allow buses to run only on the major arteries or roads throughout the district.

Students should talk with their bus driver about their alternative pick up point on snow routes. Snow routes will be run on an "all or none" basis.

SECRET ORGANIZATIONS POLICY-JFCE

Secret organizations, wherein membership is determined by members themselves rather than on the basis of free choice, are prohibited. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the school district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel. (EHB)

SIGN IN AND SIGN OUT

Any student arriving at school after the first bell must sign in at the office. Any student arriving between classes must also sign in.

Students who need to pick up a tardy slip are to do so as soon as they enter school. To avoid any legal conflict of responsibility for students, all students leaving school grounds for any reason must sign out after receiving permission from administrative personnel. A parent/guardian or a note from a parent/guardian will be required to check the student out of school. Parent identification will be required. Students will only be released to adults on their emergency cards.

STUDENT ABSENCES AND EXCUSES-(GRADES K-8) POLICY-JED-AP (1)

Attendance and academic success are directly related. Therefore, every effort should be made by all students to attend school on a regular basis. Special situations may be considered when approved both by the school and the parents in advance of the absence. (Special situation absences may not exceed 5 days of absence from school). Regular attendance is very important to ensure academic success. Therefore, students with attendance less than 90% may be assigned Academic Attendance Recovery to avoid missing educational experiences while absent from school. Attendance recovery may be offered after school, Saturday School, and/or Summer School. Students are responsible for their own transportation.

Definitions

Attendance- A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Tardy- A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy- A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulative unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Work in Advance

Students should complete a Work in Advance form three days in advance of any planned absence. Failure to complete the form in advance will result in the absences being designated as unexcused. Work in Advance forms are not required for unplanned, health-related absences, family emergencies, or deaths in a family. Approval of a Work in Advance form will be based on the student's semester attendance.

Consequences for Violations

The school may implement any of the consequences and interventions outlined in Policy-JED-AP (1). Attendance and participation are part of a successful learning experience.

Intervention and Engagement Strategies

The district will utilize intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement.

Reporting Absence

Parents should call the school office before 9:00 a.m. to report a student's absence. If the family does not have a phone, a note or doctor's verification statement should be brought upon the student's return to school. The note should explain the absence and give the date(s) absent. On the 3rd consecutive day of absence, homework may be requested by calling the main office. After the 10th day of absence from school per semester the absence must be verified. Students that miss ten or more days of school may be assigned Saturday School or Summer School for attendance recovery.

STUDENT CODE OF CONDUCT

The infractions of school discipline listed below are grouped in categories according to the seriousness of the offense. It is not intended to be exclusive or all inclusive. **All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the principal.** The school will make every attempt to ensure that the maintenance of an atmosphere exists where orderly learning is possible and encouraged. Penalties set forth in this handbook may be more severe if in the judgment of the administration it is warranted.

NOTE: Any student suspended from the school may not enter school at any time he/she is suspended. Students who refuse to serve ISS will be suspended out-of-school for the number of days they were assigned to ISS. Upon their return to school, students must complete their ISS assignments. Students may be assigned out-of-school suspension after serving ten (10) days in the ISS room per semester.

*Penalties set forth in the following offenses may be more severe if in the judgment of the administration.

| OFFENSE | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | FOURTH OFFENSE |
|--|--|--|--|--|
| Series 1: Controlled Substances | | | | |
| 1.1 Selling or giving and buying or receiving drugs. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified. | |
| 1.2 Possession or use of any drug without medical authorization in school or at a school sponsored activity or showing evidence of such when appearing at school or on school property. | Ten (10) days OSS from principal or five (5) days OSS and counseling. Proof of attendance for counseling must be provided or ten (10) day suspension becomes reinstated. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified. |
| 1.3 Possession of any drug paraphernalia without medical authorization. (The definition of drugs include prescription or nonprescription, over the counter and any controlled or illegal substance by Missouri State Law) | | | | |
| 1.4 Possession or use of alcoholic beverages in school or at a school-sponsored event, or showing evidence of drinking when appearing at school or on school property. | Ten (10) days OSS from principal or five (5) days OSS and counseling. Proof of attendance for counseling must be provided or ten (10) day suspension becomes reinstated. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified. |
| 1.5 Smoking, chewing or possession of smoking products during the time school is in session or when school activities are being held before or after, or during the times when students are understood to be in the direct control of the school system. | Up to three (3) days ISS | Up to four (4) days ISS | Up to five (5) days ISS | Up to three (3) Days OSS |
| 1.6 Possession of lighter or matches | Up to one (1) day ISS | Up to two (2) days ISS | Up to three (3) days ISS | One (1) Day OSS |
| 1.7 Alcohol or other drugs on the bus | Ten (10) days OSS. Local law officials may be notified. | Ten (10) days OSS Recommend to the superintendent for up to forty-five (45) days suspension. Local law officials notified. | | |

| OFFENSE | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | FOURTH OFFENSE |
|--|--|---|--|---|
| Series 2: Attitude/Actions Toward Staff | | | | |
| 2.1 Assault on school personnel, including bus drivers | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the board of education for expulsion. Local law officials will be notified. | |
| 2.2 Disrespectful conduct towards a staff member | Up to one (1) day ISS | Up to three (3) days ISS | Up to five (5) days ISS | Up to three (3) days OSS |
| 2.3 Open defiant attitude towards staff member. Defiant is defined as the act or instance to resist, willingness to contend, and/or fight. Refusing or neglecting to obey. | Up to three (3) days ISS | Up to five (5) days ISS | Up to three (3) days OSS | Up to five (5) days OSS |
| 2.4 Inappropriate/profane remarks towards a staff member | Up to Five (5) days ISS | Up to Five (5) days OSS | Up to ten (10) days OSS | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified |
| Series 3.0 Fires and Weapons | | | | |
| 3.1 Arson on school property | Up to ten (10) days OSS. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. | Ten (10) days OSS with a recommendation to the superintendent for up to one-hundred-eighty (180) days OSS. | |
| 3.2 Setting off fire alarm, making a bomb threat or dialing 911 | Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Three (3) days OSS. Possible volunteer service for Pacific Fire Protection District/Police Department. | Financial restitution, if any, to the district for costs from emergency response of local fire and law officials. Ten (10) days OSS. Possible volunteer service for Pacific Fire Protection District/Police Department. | Financial restitution, if any, to the district. Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Possible volunteer service for Pacific Fire Protection District/Police Department. | Financial restitution, if any, to the district. Ten (10) days OSS with a recommendation to the board of education for expulsion. Possible volunteer service for Pacific Fire Protection District/Police Department. |
| 3.3 Unauthorized setting off of a fire extinguisher, fireworks or stink bomb | Up to Five (5) days ISS and financial restitution | Up to three (3) days OSS and financial restitution | Up to five (5) days OSS and financial restitution | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. |
| 3.4 Possession of fireworks or stink bombs | Up to Three (3) days ISS | Up to Five (5) days ISS | Up to three (3) days OSS | Up to ten (10) days OSS. |
| 3.5 Weapons | Gun Free Schools Act requires suspension of one (1) calendar year (subject to modification by the Superintendent on a case-by-case basis). Weapons will be confiscated and dealt with on an individual basis with a suspension and possible recommendation of expulsion. Local law officials will be notified in any of the cases. (Refer to handbook for the explanation and definition of a weapon.) | | | |
| Series 4: Remarks/Actions Towards Students/Staff | | | | |
| 4.1 Threatening bodily harm to a fellow student | Up to 3 days ISS | Up to 5 days ISS | Up to 3 days OSS | Up to 5 days OSS |
| 4.2 Bullying/Harassment | Up to five (5) days OSS and parent conference | Up to ten (10) days OSS | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. |
| 4.3 Threatening verbally, through gesture, or in writing, fatal harm to a staff member or student. | Up to ten (10) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. Local law officials will be notified. | Ten (10) days OSS with a recommendation to the superintendent for up to ninety (90) days OSS. Local law officials will be notified. | |

| OFFENSE | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | FOURTH OFFENSE |
|---|---|---|---|---|
| 4.4 Assault on fellow students | Up to ten (10) days OSS. Local law officials will be notified | 10 days OSS. Recommend to the superintendent for up to forty-five (45) days suspension. Local law officials will be notified. | 10 days OSS. Recommend to the superintendent for up to ninety (90) days suspension. Local law officials will be notified. | 10 days OSS. Recommend to the superintendent for up to one-hundred-eighty (180) days OSS. Local law officials will be notified. |
| 4.5 Fighting on school property whenever blame can be attached to one or more students instigating or being responsible for causing a fight to occur. | Up to three (3) days OSS Local law officials may be notified | Up to five (5) days OSS Local law officials may be notified | Up to ten (10) days OSS. Local law officials may be notified | 10 days OSS. Recommend to the superintendent for up to forty-five (45) days suspension. Local law officials may be notified |
| 4.6 Inappropriate physical contact | Up to three (3) days ISS | Up to five (5) days ISS | Up to three (3) days OSS | Up to ten (10) days OSS |
| 4.7 Use of profanity | One hour after school detention | 1 day ISS | Up to 3 days ISS | Up to 3 days OSS |
| 4.8 Inappropriate remark to fellow student | Up to 3 days ISS | Up to 5 days ISS | Up to 3 days OSS | Up to 5 days OSS. |
| 4.9 Unauthorized use of cell phone or electronic communication device. | First through third offense: device sent to office and logged | Fourth offense written warning and misconduct filed | Fifth offense one (1) day ISS | Sixth offense up to three (3) days ISS |
| 4.10 Extortion, stealing or misappropriation of school or personal property | 1. Return or reimbursement to the victim. Local law officials may be notified. 2. Up to three (3) days ISS | 1. Return or reimbursement to the victim. Local law officials may be notified. 2. Up to three (3) days OSS | 1. Return or reimbursement to the victim. Local law officials may be notified. 2. Up to five (5) days OSS | 1. Return or reimbursement to the victim. Local law officials may be notified. 2. Up to ten (10) days OSS |
| 4.11 Failure to follow Acceptable Use Policy | Up to three (3) days ISS. Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by administration. | Up to three (3) days OSS. Full financial restitution by the student to include all labor and materials and loss of computer privileges as determined by administration. | Up to ten (10) days OSS. Full financial restitution by the student to include all labor and material and loss of computer privileges as determined by administration. | |
| 4.12 Forging a signature of a parent or school official | 1 day ISS | 2 days ISS | 3 days ISS | 3 days OSS |
| Series 5.0: Inappropriate Behavior | | | | |
| 5.1 Class misconduct or intentional disturbance of class, cafeteria, hallway or school functions. | One hour after school detention | One (1) day ISS | Up to three (3) days ISS | Up to five (5) days ISS |
| 5.2 The creation, implementation or promotion of an organization prohibited by the board. | Warning misconduct filed and a parent conference. | Up to three (3) days OSS and any further recommendation by the administration. | Up to five (5) days OSS and any further recommendation by the administration. | Up to ten (10) days OSS and any further recommendation by the administration. |
| 5.3 Academic dishonesty by copying or allowing copying, cheat sheets or plagiarism. | One hour after school detention, redo the assignment, parent contact by teacher | One (1) day ISS, redo the assignment, parent contact by teacher | Up to three (3) days ISS, redo the assignment, parent contact by teacher | Five (5) days ISS, redo the assignment, parent contact by teacher |
| 5.4 Academic dishonesty by tampering with or falsifying school records | Parent-teacher-administrator conference. Up to five (5) days ISS | Up to three (3) days OSS | Up to ten (10) days OSS | Ten (10) days OSS with a recommendation to the superintendent for up to forty-five (45) days OSS. |
| 5.5 Not reporting to detention | One (1) day ISS | Up to Three(3) days ISS | Up to One (1) day OSS | Up to Three (3) days OSS |
| 5.6 Public display of affection | Parent notification by teacher and one (1) hour after school detention | Parent notification by teacher and two (2) hours after school detention. | One (1) day ISS | Two (2) days ISS |
| 5.7 Failure to dress out in PE per quarter | Fourth no dress will be a written warning and conference with principal | Fifth no dress will result in one day of ISS | Sixth no dress will result in two days of ISS. | Seven or more no dress will result in up to three days of ISS. Possible failure of the quarter. |

| OFFENSE | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | FOURTH OFFENSE |
|--|---|---|---|--|
| 5.8 Inappropriate behavior on the bus, fourth referral or severe misbehavior | Up to five (5) days bus suspension. ISS or OSS can be assigned on severity. | Five (5) to ten (10) days bus suspension. ISS or OSS can be assigned on severity. | Up to sixty (60) days bus suspension, semester or year. ISS or OSS can be assigned on severity | Permanent removal from school transportation for the rest of the year. ISS or OSS can be assigned on severity. |
| 5.9 Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. | Parent notification and one (1) hour after school detention | Parent notification and one (1) day of ISS | Three (3) days ISS | Up to five (5) days ISS |
| 5.10 Dress code violation | Conference with Administrator and change of clothes | Conference with Administrator, change of clothes and one hour detention | 1 day ISS and change of clothes | Up to 3 days ISS and change of clothes |
| 5.11 Inappropriate item at school | Parent notified and up to 3 days of suspension | Up to 5 days of suspension | Up to 7 days of suspension | Up to 10 days of suspension with further recommendation by the superintendent. |
| Series 6.0: Attendance | | | | |
| 6.1 Truancy or leaving school grounds without permission | Up to three (3) days ISS | Up to four (4) days ISS | Up to five (5) days ISS | Up to three (3) days OSS |
| 6.2 Tardiness to school per semester | On the Fourth (4) tardy conference with administration. | On the Sixth (6) tardy – Up to three (3) hours of after school detention | On the Eighth (8) tardy – One (1) day ISS | On the Tenth (10) tardy – Up to three (3) days ISS |
| 6.3 Unauthorized absence from class(es) | One (1) day ISS | Up to three (3) days ISS | Up to four (4) days ISS | Up to five (5) days ISS |
| 6.4 Being in an unauthorized area without permission | One hour after school detention | One (1) days ISS | Up to three (3) days ISS | Up to five (5) days ISS |
| 6.5 Tardiness to class per semester | Fourth tardy – One hour after school detention | Fifth tardy – Two hours after school detention | Sixth tardy – One (1) day ISS | Seventh tardy – Two (2) days ISS and parent conference |
| Series 7: Improper Care/Defacing Property | | | | |
| 7.1 Displaying, writing, carving painting, etching or possession of pornography, racism, sexist comments, school inappropriate displays, or profanity on any object. | Up to three (3) days ISS | Up to five (5) days ISS | Up to three (3) days OSS | Up to five (5) days OSS |
| 7.2 Writing of graffiti that expresses symbols or messages or organizations prohibited by the board. | One (1) day ISS | Up to three (3) days ISS | Up to five (5) days ISS | Up to three (3) days OSS |
| 7.3 Destruction of and/or defacing of school or personal property | Full financial restitution by the pupil to include all labor and material, ISS or OSS will be given depending upon severity | Same as first offense, OSS will be assigned depending upon severity | Same as first offense. Recommendation for up to ninety (90) days OSS by the Superintendent | |
| 7.4 Vandalism on the bus | Five (5) days bus suspension plus full financial restitution. ISS or OSS can be assigned on severity. | Thirty (30) day bus suspension plus full financial restitution. ISS or OSS can be assigned on severity. | Ninety (90) day bus suspension plus full financial restitution. ISS or OSS can be assigned on severity. | Permanent removal from school transportation for the rest of the year. ISS or OSS can be assigned on severity. |

*Counseling services may be utilized as an option to reduce the number of days of Out of School Suspension for some major discipline infractions. Proof of the student attending counseling would be required.

Major discipline infractions may be cumulative for a student's career in grades 6-8.

If a student participates in any extracurricular activity that is sponsored by the Meramec Valley R-III School District (i.e. athletics, band, choir, etc), see Student Activities Handbook for additional discipline guidelines.

STUDENT DRESS CODE POLICIES-JFCA & JCFA- AP (1)

Student dress is primarily the responsibility of the parents and students. Formal education is a serious matter. The attire students wear should not suggest an indifferent or frivolous attitude toward school life. Styles and types of clothing change from time to time; the school recognizes this fact and will make allowances for such change within limitations. The limits as to what is considered appropriate dress will be determined in the opinion of the teachers and administration. If a teacher feels that a student's dress is provocative or inappropriate, or is perceived by school personnel as a possible threat to school safety, the student may be referred to the office with a conduct referral. The administration will then determine the appropriate action to be taken with the student.

Any extra-curricular group may require a more stringent dress code, and students wishing to participate will abide by the code for that sport or activity.

Additions or modifications regarding the student dress code may be made at the discretion of the principal. The following general guidelines for appropriate dress:

1. Shoes or sandals must be worn. Slippers or house shoes are not to be worn.
2. Head dressings that cover the majority of the head (hats, scarves, bandanas, etc.) and sunglasses are not to be worn in the building.
3. Outer clothing that does not cover under garments is not acceptable.
4. A shirt garment must have a shoulder and some type of sleeve on both arms. Halter top garments, backless garments, spaghetti strapped garments, transparent garments, muscle shirts, or midriff garments must be accompanied with a shirt garment. There should be no skin showing between the shirt garment and pant/skirt/short garment of clothing. The neckline of any shirt garment should not extend below an imaginary horizontal line drawn from the top of the armpits when arms are rested at their sides.
5. Shorts, skirts or dresses should reach a student's mid-thigh. Garments deemed to be revealing and that may cause an academic disruption should not be worn.
6. Any clothing worn shall not have writing, drawing(s), emblem(s), or sexual innuendos that are obscene, derogatory, or that propagate alcoholic beverages, tobacco, or controlled substances.
7. Additional hardware that is not necessary is not to be worn.
- **Students who come to school dressed inappropriately will be sent home to change or will wait in the office while a change of clothes is brought to school. Absence caused by inappropriate dress will be unexcused.**

STUDENT MEAL PRICES

Breakfast: \$1.75

Lunch: \$2.90

Extra Milk: \$0.65

SUSPENSIONS (Out of School) POLICY-JGD

1. Suspensions or temporary removals from school are limited to ten (10) school days per referral by principals. Such action is taken to discipline students for breaking school rules. Parents must be notified of the reason for suspension and be given a chance to appeal through local school authorities, if they so desire.
2. Students will be informed of the nature of the violation and the intended punishment. They will be presented with the evidence and given the opportunity to discuss the case. Parents wishing to appeal the disposition of the misconduct cases or suspensions should appeal through the building principal and if necessary, the superintendent or his designee, and then the Board of Education.
3. Suspensions are treated as verified absences.
4. Scheduled days off from school or snow days cannot count as suspension days.
5. A student may not be on any school grounds during the assigned suspension before, during, or after school.
6. A record of the suspension will be placed in the student's permanent file if it is a violation of the Safe School Act.
7. Per policy, students may make up missed work for credit.

TEXTBOOKS POLICY-IIA

Students will be charged for lost or damaged textbooks. If charges are not paid before school is out, they will be collected at the time of pre-enrollment for the next year. Theft reports must be completed immediately whenever a book is missing. All students are issued a lock and a locker to help prevent theft. Theft reports may be obtained from the school office.

TRADING AND SELLING

Students are prohibited from selling and/or trading items on school property except school approved fundraisers.

TRANSPORTATION

Questions that arise concerning bus problems are to be directed to the Department of Transportation at **271-1470**. In the event the Board of Education makes a change to policy that conflicts with policies outlined in the student handbook, the Board policy takes precedence.

TELEPHONE USE

Wireless communication devices may be used for learning at the discretion of the teacher. Students must get permission in order to use the office phone or their personal cell phone during the school day. Riverbend is a cell phone free school and cell phones must be turned off and may not be visible during school hours, except when approved by staff or in the commons area during lunch. If seen, the phone will be confiscated and returned at the end of the day.

WEAPONS IN SCHOOL POLICY-JFCJ

The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at anytime, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapons, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with Policy-JGE.

Verification and Review of Handbook / Permission to Attend Events

To: Riverbend Office

I hereby give my child, _____, permission to attend any school-sponsored activity during school hours for the current school year.

It is understood that the school will inform me of the date and place of the activity, however this will serve as the permission slip. It is understood that the child is still under school supervision and that reasonable precautions will be taken by those persons in charge to prevent injuries, but neither those in charge nor the school district shall be held responsible in case of an accident.

The student handbook is designed to inform students and their parents/guardians about the school. The student handbook is not all inclusive as the School Board Policies also apply to students at Riverbend School. Your signatures below further indicate that the student and parent/guardian are aware of the information included in the student handbook. The handbook will also be viewable on the district website:

<http://www.mvr3.k12.mo.us>.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Permission to Photograph

Opportunities occasionally arise whereby your students may be videotaped, audio taped or photographed on campus by authorized individuals, such as a media representative or members of our staff. There may also be opportunities for your child's name and/or picture to be posted on our website. Our commitment to safeguarding your child's well-being, safety and privacy in this regard is important to us. **A parent or legal guardian must notify the district in writing that they do not want their child's name or picture on our website or to be videotaped, audio taped, or photographed.**