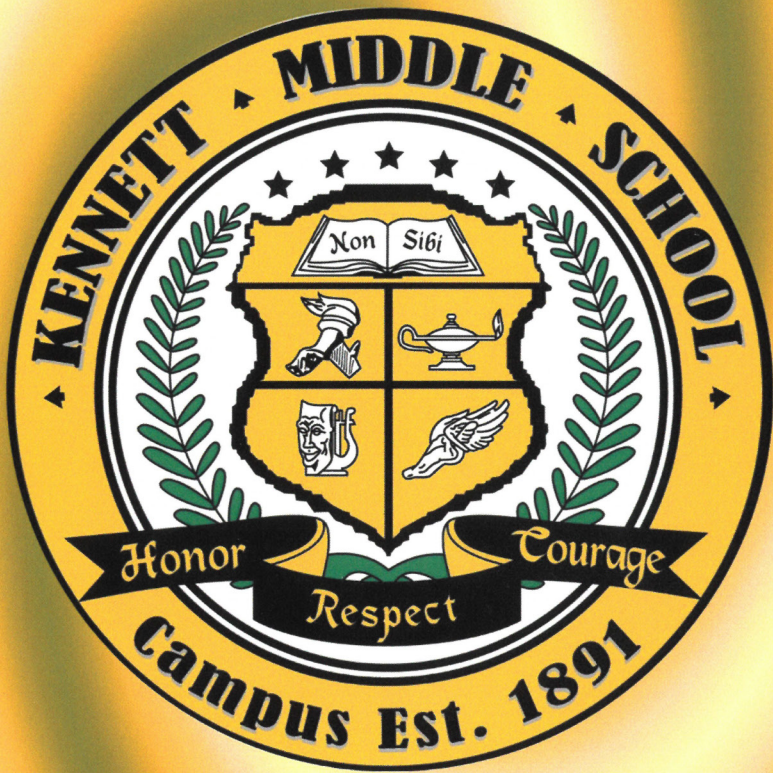


2022-2023



Home of the Indians

CALENDAR 2022-2023

KENNETT SCHOOL DISTRICT NO. 39

Monday - Friday August 15 - 18	<u>Teacher Orientation/In Service/Prof Dev</u>
Monday, August 22	STUDENTS FIRST DAY OF SCHOOL
Monday, September 5	School Dismissed - LABOR DAY
Wednesday, September 28	School Dismissed - PD DAY
Friday, October 14	End of 1 st Quarter
Thursday, October 20	School Dismissed 12:25 p.m. - (P/T Conf. 1-7 p.m.)
Thursday, October 20	Report Cards Distributed
Friday, October 21	School Dismissed
Friday, November 11	School Dismissed - VETERAN'S DAY
Monday-Friday, Nov. 21 - 25	School Dismissed - THANKSGIVING
Friday, December 16	School Dismissed 12:25 p.m.
Friday, December 16	End of 1 st Semester
December 19 - 30	School Dismissed - CHRISTMAS BREAK
Monday, January 2	School Dismissed - PD DAY
Tuesday, January 3	School Resumes - Begin 2 nd Semester
Thursday, January 5	Report Cards Distributed
Monday, January 16	School Dismissed - MARTIN LUTHER KING DAY
Wednesday, February 1	School Dismissed - PD DAY
Monday, February 20	School Dismissed - PRESIDENT'S DAY
Friday, March 3	End of 3 rd Quarter
Mon.-Fri., March 27 - 31	School Dismissed - SPRING BREAK
Friday, April 7	School Dismissed - GOOD FRIDAY
Thursday, May 18	School Dismissed 12:25 p.m. - <u>Teachers work until 3:00 p.m.</u>
Thursday, May 18	Report Cards Distributed
	TOTAL DAYS ATTENDANCE: 165

SNOW DAYS:

- | | |
|---------------|----------------|
| 1. January 2 | 4. February 20 |
| 2. January 16 | 5. April 7 |
| 3. February 1 | 6. May 19 |

WELCOME

This year can be one of the most fulfilling years of your life. It will be up to you to take full advantage of the educational opportunities which exist at KMS, both in and out of the classroom. It's very important that you realize that much of what you do during your years at KMS will have a great influence upon what opportunities exist for you later in life.

One of your primary responsibilities as a student at KMS will be to respect your fellow students, teachers, and support personnel. They, in turn, should respect you. No individual has the right or privilege to infringe upon, or deny, the rights of another individual.

This Student School Rules and Assignment Handbook has been prepared and provided to you in order to help you get acquainted with KMS and to help you organize your respective assignments throughout the course of the school year. I sincerely hope this will be a meaningful and fulfilling year for you. On behalf of the KMS administration, faculty, and support personnel, I would like to welcome you to KMS, a school where the tradition of education excellence continues . . .

Nathan Baker
Principal

KMS BELL SCHEDULE

<u>Period</u>	<u>Time</u>
1st	7:50 a.m. - 8:51 a.m.
2nd	8:55 a.m. - 9:46 a.m.
3rd	9:50a.m. - 10:41 a.m.
*4th	10:45 a.m. - 12:00 p.m.
5th	12:05 p.m. - 12:56 p.m.
6th	1:00 p.m. - 1:51 p.m.
7th	1:55 p.m. - 2:50 p.m.

4TH PERIOD LUNCH SCHEDULE

7th Grade	10:45 a.m. - 11:10 a.m.
6th Grade	11:10 a.m. - 11:35 a.m.
8th Grade	11:35 a.m. - 12:00 p.m.

VIRTUAL COURSES (SEE BOARD POLICY IGCD)

- Parents/Guardians may pick up a form from the Kennett Middle School Principal's Office.

STUDENT SCHOOL RULES AND ASSIGNMENT HANDBOOK

Students should bring their Student School Rules and Assignment Handbook to each class throughout the school day unless otherwise directed by a respective teacher. Students should utilize the Student School Rules and Assignment Handbook in the manner set forth by their respective teacher(s).

The disciplinary action taken for violation of either of the above procedures will be commensurate with the disciplinary action taken for unexcused tardies to class i.e., the third offense results in the respective administration of corporal punishment or Alternative Education Program (AEP) assignment, the fourth (4th) offense results in the respective administration of corporal punishment or AEP assignment, etc. This means of disciplinary action will provide for a reasonable, practical, and consistent manner of enforcement, and as with the tardy policy, it will be implemented on a nine (9) week/quarterly basis.

The school district will provide each student a Student School Rules and Assignment Handbook. Students who lose their Student School Rules and Assignment Handbook should purchase another one in the KMS principal's office.

STUDENT ABSENCES AND EXCUSES

(Middle School/High School)

Frequent absences of pupils from regular classroom learning experience disrupt the continuity of the instructional process. The benefit of a regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The responsibility of attendance is on the student, and is part of a student's education in the development of responsibility and citizenship.

The terms "excused" and "unexcused" will not be used; notes or telephone calls will not be required before or after an absence. The student must assume the responsibility for obtaining the make-up assignments and must complete the work within three (3) days of the absence. Should the work not be made up promptly, grade adjustment(s) will be made. Students who are absent due to out-of-school suspension will not be allowed to submit make-up assignments and will lose credit for work assigned and/or due during the period of out-of-school suspension.

It is the responsibility of the classroom teachers to provide the principal's office and/or designee with applicable attendance information. In order to accomplish this task, each teacher should maintain an accurate and organized record (grade) book, and submit applicable attendance information to the principal's office and/or designee in accordance with the procedure(s) established for the respective campus.

1. The number of days a student is allowed to be absent per semester for any particular class shall be determined by the number of days that class meets per week. If a class meets five (5) days per week, the student shall be absent no more than five (5) days per semester. If a class meets three (3) days per week, three (3) absences are allowed. If a class meets two (2) days per week, two (2) absences are allowed. For any class, the student must have regular attendance in the final two (2) weeks of the semester in order to be eligible for subject matter credit.
2. Except in certain situations with foster care children in accordance with law, Kennett students who are in violation of the attendance policy listed above will not receive credit for the course. "F" is the only non-credit symbol used.
3. First Notification – If a student is absent three (3) days in a class that meets five (5) days per week, or is absent two (2) days in a class that meets three (3) days per week, or is absent one (1) day in a class that meets two (2) days per

week, the principal or designee shall notify the parent(s) by telephone or letter of the absence(s) and the consequences of continued absences from class. Such notification shall inform the parent(s) of the number of days missed in that respective class, as well as the number of absences incurred in other classes. This respective act of informing the parent(s) will be provided on only one occasion per semester, and will serve as notification in reference to attendance related matters for any additional class(es) in which the student incurs their respective third or second or first absence.

4. Second Notification – If a student is absent five days in a class that meets five days per week, or is absent three days in a class that meets three days per week, or is absent two days in a class that meets two days per week, the principal or designee shall notify the parent(s) by telephone or letter of the absences and the consequences of continued absence from class. Such notification shall inform the parent(s) of the number of days missed in that respective class, as well as the number of absences in other classes. This respective act of informing the parent(s) will be provided on only one occasion per semester and will serve as notification in reference to attendance related matters for any additional class(es) in which the student incurs their respective fifth, third or second absence.
5. Credit Loss – If a student is absent six days in a class that meets five days per week, or is absent four days in a class that meets three days per week, or is absent three days in a class that meets two days per week, an “F” will be recorded and the principal or designee shall notify the parent(s) by telephone or letter of the absences and the loss of credit in the class due to repeated absences. Such notification shall inform the parent(s) of the number of days missed in that respective class as well as the number of absences incurred in other classes. This respective act of informing the parent(s) will be provided on each occasion there is a loss of credit in any class(es).
6. Unique Cases – Unique cases involving circumstances beyond a student’s control (such as unique health or religious reasons), concerning number two above, will be given consideration, and the above will be waived when circumstances warrant such action. Unique cases should be referred to the counselor’s office by the individual teacher(s) and/or respective parent(s). Submission of medical/doctor’s excuses will not necessarily warrant a waiver of the failure. Medical and/or other documentation will be reviewed, if applicable, only when a unique case is under consideration. The principal and concerned counselor will confer, with the decision being made by the principal. The student and/or parent(s) have the right to appeal the decision to the superintendent. In the event the superintendent concurs with the decision made by the principal, the student and/or parent(s) have the right to appeal the matter to the Board of Education. A student may be required to complete additional assignments in lieu of the missed class time. Students with disabilities or special medical needs will be accommodated in accordance with law.

RECOVERY OF CREDIT LOSS

If a student violates the attendance policy listed in number one above and incurs a loss of credit, and the credit loss is not waived, the student will be provided the opportunity to recover the loss of credit during the following semester of attendance. In order to recover credit loss, the student shall, during the following semester of attendance, be absent no more than three days in a class that meets five days per week, no more than two days in a class that meets three days per week, or more than one day in a class that meets two days per week. For any class, the student must have regular attendance in the final two weeks of the semester.

The attempt to recover the loss of credit as set forth above shall take place during the semester of attendance immediately following the semester of attendance during which the loss of credit was incurred. If a student has incurred a loss of credit due to violating the attendance policy, and would have earned credit in a class had they not violated the attendance policy, and the student plans to attempt to recover the credit loss during the following semester, the student shall, with the principal's approval, be allowed to enroll in courses for the following semester as though there had been no loss of credit. In the event that during the semester in which a student is attempting to recover the loss of credit, the student is absent from a class more than the number of days allowed for the recovery of credit loss or does not have regular attendance in the final two weeks of the semester, and requests that consideration be given due to a unique case, the student will be required to provide third party documentation for each absence incurred during that respective semester. Upon receipt of said documentation, the matter will be given consideration as set forth in number six above.

The decision to provide a student an additional opportunity to recover credit loss during the following semester of attendance as described herein will be made by the principal. This additional opportunity shall be denied if the principal has reached a reasonable conclusion that a student, as evidenced by the student's prior attempt(s) to recover credit loss in a following semester, has not acted in good faith in reference to the effort to recover the loss of credit. The opportunity to recover the loss of credit during the following semester of attendance shall not preclude a student from attempting to recover the loss of credit by successful completion of an approved summer school program. The opportunity to attend summer school to recover the loss of credit due to violating the attendance policy shall be denied if a student has previously been provided the opportunity to recover credit loss during the following semester of attendance as described herein or during a previous summer school session, and the principal has reached a reasonable conclusion that a student has not acted in good faith in reference to the effort to recover the loss of credit.

TARDINESS

Students are encouraged to be prompt to all classes in as much as this provides the opportunity for students to take full advantage of the time provided for the regular classroom learning experience and it helps prevent disruption to the continuity of the instructional process. Punctuality has a carry-over value for adult life and is a positive trait which should be developed in all productive citizens. The responsibility for punctuality is on the student and is part of a student's education in the development of responsibility and citizenship.

For All Class Periods:

- Students will be considered “tardy” if they are absent from a class for any time period which is less than one-half of the total number of minutes in the class, and the absence is not excused.
- Students will be considered “truant” if they are absent from a class for any time period which is one-half or more of the total number of minutes in the class, and the absence is not excused.

Disciplinary Consequences for being Tardy:

- The third unexcused tardy each quarter will result in the respective administration of after school detention, corporal punishment or AEP assignment.
- The fourth unexcused tardy each quarter will result in the respective administration of after school detention, corporal punishment or AEP assignment.
- The fifth unexcused tardy each quarter will result in the respective administration of after school detention, corporal punishment or AEP assignment.
- Each additional unexcused tardy during each quarter up to, and including, the tenth unexcused tardy, will result in the respective administration of AEP assignment.
- Each additional unexcused tardy during each quarter, beginning with the 11th unexcused tardy, will result in additional disciplinary action in accordance with school district policy.

Excused tardies should be granted by staff members as is applicable to do so.

Automobile problems, getting up late, etc., are not valid reasons for being late for class(es).

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Approved: 12/20/1994

Revised: 10/15/2002; 08/16/2005; 01/17/2006; 07/17/2007;

05/25/2010; 05/16/2017

MSIP Refs: 6.3, 6.5, 7.7, 8.6, 8.7, 9.6

Kennett 39 School District, Kennett, Missouri

STUDENT ARRIVAL INTO KMS CLASSROOMS

A student who enters into a respective classroom in which they are going to attend class should, upon entry into the classroom, go to a desk/chair/bench/etc., as designated by the classroom teacher and sit down. The student should remain seated unless permission is granted by the classroom teacher to do otherwise, i.e., go to the pencil sharpener, etc. In the event a student does not comply with this procedure, the student should be referred to the principal’s office.

STUDENT DISMISSAL FROM KMS CLASSROOMS

A student who is attending class in a respective classroom should wait until the classroom teacher dismisses the class, as determined by the classroom teacher, before the student gets up from their desk/chair/bench/etc., and exits the classroom. In the event a student does not comply with this procedure, the student should be referred to the principal's office.

STUDENT CARE AND MAINTENANCE OF KMS LOCKERS

A student who is assigned a locker at KMS should exercise the proper care and maintenance of their locker at all times. The student should ensure their locker is maintained in a clean and orderly manner, and that any item(s) placed inside the locker is (are) not protruding from the locker and/or placing sufficient pressure upon the locker door to prevent the door from being properly/completely closed. The student should not slam, hit, or kick any locker, to include their locker. The student should ensure their locker is locked and has not been tampered with to prevent the locker from being locked. The student should use only their assigned locker and not the locker of another student; moreover, the student should not allow another student to use their locker. **KMS LOCKERS ARE THE PROPERTY OF THE SCHOOL DISTRICT AND WILL BE INSPECTED, AND ARE SUBJECT TO BEING SEARCHED.** In the event a student does not comply with this procedure, the student should be referred and/or the locker number reported to the principal's office.

The disciplinary action taken for violation of any of the procedures regarding Student Arrival Into KMS Classrooms, Student Dismissal From KMS Classrooms, and Student Care And Maintenance Of KMS Lockers, will be commensurate with the disciplinary action taken for unexcused tardies to class, i.e., the third offense results in the respective administration of after school detention, corporal punishment or Alternative Education Program (AEP) assignment, the fourth (4th) offense results in the respective administration of after school detention, corporal punishment or AEP assignment, etc. This means of disciplinary action will provide for a reasonable, practical, and consistent manner of enforcement, and as with the tardy policy, it will be implemented on a nine (9) week/quarterly basis.

PERMISSION TO LEAVE SCHOOL

This permission must be received from the office before the student leaves. In most cases, a telephone call to or from the parent or guardian will be necessary for permission to be granted to leave school. **Students who leave school without permission will be considered truant.**

ABSENCE FROM CLASS

Students who are absent without consent will be considered truant during the time of absence and disciplinary action will be taken in accordance with applicable school district policies and procedures.

Students who arrive late to class and who have been absent from the class for one-half or more of the total number of minutes in the class, will incur an absence in the class as opposed to an excused or unexcused tardy. In the event the absence from the class was not excused, the student will be considered truant.

ABSENCE ON THE DAY OF AN ACTIVITY

Students absent on the day of a social, athletic, or other school-sponsored activity will not be allowed to attend or participate in that activity, unless arrangements have been made in advance with, and approval granted by, the school principal.

PRESENCE ON OTHER SCHOOL CAMPUSES

KMS students are not to be on any other school campus at any time for any reason, unless prior permission has been granted from the principal's office.

WITHDRAWAL FROM SCHOOL

Students who desire to withdraw from school should have their parent or guardian telephone the office (717-1105) or present a written note stating the time and reason for withdrawal. These students will receive a Withdrawal Slip from the counselor's office, present the slip, along with their books, to each individual teacher, and clear all debts. Transcripts will not be sent out of the principal's office until all school debts are paid.

ELIGIBILITY

Grades 7/8 - A seventh or eighth student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his/her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one (1) scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade.

This section shall not apply to students promoted for the first time into the seventh or into the ninth grade prior to the first day of classes.

A student who was academically ineligible the preceding grading period but meets the academic standard at the close of that grading period becomes eligible the fifth day classes are attended in the succeeding grading period.

If a student misses class(es) without being excused by the administration, he/she will not be considered eligible to participate on that date. Illness is not a satisfactory excuse. If one is too sick to come to school, he/she is too sick to participate in a school activity. All excuses should be prearranged. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

Students suspended from school may not participate in or attend any school activities while under suspension.

KMS is a member school of the Missouri State High School Activities Association (MSHSAA) and as such, is subject to all standards set forth by MSHSAA.

REPORT CARDS AND MARKING SYSTEM

Progress report cards will be given to students at the end of each quarter. These cards are for the purpose of informing the parents and students of the progress shown. The quarter grade is a mid-point grade in the semester. The semester grade is the final grade which is recorded on the student's permanent record.

The standard marking system is:

A - outstanding work	Excellent
B - above average work	Superior
C - average work	Average
D - below average work	Inferior
F - failing	Failing

Inc. - incomplete work (This mark is given when the work is not complete because of absence(s) immediately preceding grade time).

The letter grade assessed on the report card represents an achievement mark, which indicates how well the student is mastering the subject matter as compared to all other students taking the course and all who have taken the course.

The number of absences will also be marked on the card. This may vary from class to class because of field trips, activity events, etc., during only a part of the day.

Attendance and promptness to classes are very important factors in the achievement progress of every student.

Students and parents are encouraged to confer with the teacher, counselor, or both whenever progress appears to be unsatisfactory.

HONOR ROLL

All students will have an opportunity to make the honor roll. The honor roll is determined at the end of each quarter. A student must have at least a "B" or 3.0 average. KMS grades are based on a four-point (4.0) system.

NATIONAL JUNIOR HONOR SOCIETY

Any seventh or eighth grade student who has achieved an overall GPA of 3.45 on a 4.0 scale may be admitted to candidacy for election to membership. Candidates shall then be considered on the basis of citizenship, service, leadership, and character.

LIONS CLUB AWARDS

All students maintaining a 3.0 grade point average for each quarter will be eligible for a Lion's Club Award at the end of the school year.

KMS PROMOTION AND RETENTION OF STUDENTS

The sixth, seventh and eighth grades are organized on a departmentalized basis. Students in these grades will be promoted if they are making satisfactory progress in academic performance as deemed by the middle school principal and the guidance counseling staff. However, a student may be required to repeat a subject which he or she failed.

A student who fails two or more core curriculum subjects (Communication Arts, Math, Science and Social Studies) for both semesters of a respective school year, will be retained in the same grade the following year.

The middle school principal may, after conferring with the guidance counseling staff, promote a student regardless of failure if circumstances warrant such action and the promotion is deemed to be in the best overall interests of the student.

STUDENT ALCOHOL/DRUG ABUSE

The board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Kennett #39 School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all nonprescription medications, will be cleared with the school nurse or respective principal or superintendent, before being taken.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy JFG.

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

The district, pursuant to the requirements of the 1989 amendments for the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

STUDENT COUNCIL

The student council shall be organized as a body to provide for students expression and participation in government, to promote desirable relations between the students and faculty, and to promote sentiment for rules and regulations.

GUIDANCE SERVICES

The Kennett Middle School's philosophy of Guidance Service stems from the belief that guidance is based on recognition, understanding, and respect for the individual. The basic function is to help each student attain the highest possible level of mental, moral, and physical development. The guidance office works closely with members of the school, home, community and professional organizations to do the following:

1. Counsel with students in the various areas of educational and vocational planning and with personal and social problems.
2. Conduct conferences as needed with parents, students, faculty and special services personnel.
3. Administer the testing program.
4. Assist the principal by exercising preventive discipline measures.

Parents concerned about their child's program are encouraged to confer with school personnel. Appointments may be arranged by calling the counselor's office at 717-1106.

LIBRARY MEDIA CENTER SERVICES

HOURS: We open at 7:30 a.m. and close at 3:10 p.m. on Monday through Friday. When after-school tutoring is in session, we will have extended hours. Please check with the Librarian for the exact times and/or listen to the announcements.

MISSION: The mission of the Library Media Center Program of the Kennett #39 School District is to provide freedom of access to ideas and information that support teaching and learning activities. As an integral part of all curriculums, the Library Media Center Program facilitates collaboration among educators throughout the total school community. It serves as a bridge to access information outside the school, promotes an appreciation of literature, and teaches skills that enable students to become life-long learners.

For more information regarding the current policies and procedures of the Kennett #39 School District Library Media Centers and the Kennett Middle School Library Media Center, please refer to the "Kennett #39 School District Library Media Handbook" and/or the "KMS LMC Guide for Students and Parents" found online at <http://kmslmc.weebly.com> and click on "About Us".

READING COUNTS

PURPOSE: The purpose of our Reading Counts program is to encourage students to read for pleasure as well as for school work, and to increase his/her reading comprehension. The program consists of students reading a book or having a book read to him/her and then taking a quiz through the Scholastic Reading Counts Program. While the program is voluntary, we hope that students will choose to participate.

In some cases, teachers may assign book reports and students may have to take a Reading Counts quiz for a class grade.

BASIC RULES: Students may read any book regardless of the Lexile Level, unless a teacher assigns a certain book and/or Lexile Level. Students must follow the Honor Code below in order to qualify for membership in the Reading Counts Club and earn rewards.

HONOR CODE: We have high expectations for the students at Kennett Middle School. The RC Honor Code has been created to establish a common understanding as to what constitutes cheating.

- Students must sign in with their own credentials and take their own quiz.
- Students must take quizzes on books they have read recently. Books read previously in elementary school will not qualify, unless read entirely again. Abridged and/or movie versions are not acceptable.
- Quizzes may be taken up to three times if students are not able to pass with a 70% or higher.

AUTHORIZATION OF PURCHASES

All purchases of items for school organizations, class activities, etc., must be approved by the principal or his/her designee.

Unless proper authorization is obtained beforehand, the purchaser is personally responsible for the cost of the item(s) purchased.

SELLING OF GOODS AND POSTING SIGNS

Only items approved by the principal or his/her designee may be sold at KMS and/or at school activities. Only signs which have been approved by the principal or his/her designee may be posted or displayed at KMS and/or at school activities.

FOOD DELIVERY

Students should not receive any outside food deliveries during the regular school day, to include during the lunch period.

GIFT DELIVERY

Occasionally, flowers, balloon bouquets, or other decorative arrangements are sent to students during school hours with the hope of the gift being delivered directly to the classroom. Parents and special friends are requested to send such gifts to the home rather than to school. Delivery to the classroom causes an interruption and is disturbing to learning activities. If such deliveries are made to the school, they will be kept in the principal's office for the student to pick up after school hours.

SCHOOL INSURANCE

The school is not liable for medical expenses incurred from an accidental injury while in attendance during the regular school day, and attendance at or participation in any of the school-sponsored activities.

School insurance may be purchased by the parents as an aid in helping reduce expenses that may occur. It is recommended that all students have either school insurance or adequate family insurance.

FIRE, SEVERE WEATHER AND EARTHQUAKE INSTRUCTIONS

Each room will have instructions posted. Notification to move to protective areas will be by a bell and/or other signal. Teachers will escort students to assigned areas.

STUDENT FEES, FINES AND CHARGES

Purpose

The purpose of this policy is to encourage parents to keep their student(s) current financially with Kennett 39 School District. It is not the intent of this policy to hinder the educational process in any way; therefore, students in violation of this policy will continue to participate in all educational and instructional activities and opportunities and will continue to be served breakfast and lunch. This policy encompasses all grades served by Kennett 39 School District.

Violations

A student violates this policy when the student incurs a debt to the district that exceeds ten dollars. A debt to the district includes, but is not limited to, breakfast and lunch charges, lost textbook fees and library fines.

When a student's bill has exceeded ten dollars, the district will notify the parent(s) of the student(s) via an automated phone message system and will send a letter to the parents of the student(s) stating that their student(s) is in danger of being excluded from all extracurricular activities with a copy of this policy enclosed. Failure to satisfy the debt will result in the student being excluded from all extracurricular activities that are not part of the district's basic educational process. That includes, but is not limited to, participation in athletics, field trips not included in the district's basic educational program, clubs and attendance at athletic events.

Failure to Satisfy Debt to District

Any debt a student incurs in violation of this policy will continue to accumulate throughout his or her years of attendance in the district. Should a student continue to have an outstanding balance in violation of this policy at the end of his or her senior year, the student will not be allowed to participate in graduation ceremonies until such debt is satisfied.

TEXT BOOK CONTROL

Forms will be issued to teachers for record purposes.

A book will be marked on the record sheet as A, B, C, or D. New books will be marked A, a book which will last two or three years will be marked B, books which will last one or two years will be marked C, and books which will last one year or less will be marked D.

It is reasonable to assume that there will be no charge for textbooks which are not abused. Books will be normally reduced from A to B. However, there would be an abusive charge for a book which is issued in A condition and is returned in C condition.

Individual teachers will collect the abuse and lost charges and turn the money in to the principal's office.

Abused and Lost Textbook Price Guide

	New Book	
	Lost	Abused
Art	\$40.00	\$32.00
English Literature	\$40.00	\$32.00
English Handbook	\$40.00	\$32.00
Foreign Language	\$40.00	\$32.00
Social Studies	\$40.00	\$32.00
Science	\$40.00	\$32.00
Mathematics	\$40.00	\$32.00
Home Economics	\$40.00	\$32.00
Health	\$40.00	\$32.00

	Used Book	
	Lost	Abused
Art	\$32.00	\$24.00
English Literature	\$32.00	\$24.00
English Handbook	\$32.00	\$24.00
Foreign Language	\$32.00	\$24.00
Social Studies	\$32.00	\$24.00
Science	\$32.00	\$24.00
Mathematics	\$32.00	\$24.00
Home Economics	\$32.00	\$24.00
Health	\$32.00	\$24.00

LOST AND FOUND

All articles found around our buildings or grounds, such as books, jackets, caps, purses, etc., should be taken to the office.

Students may inquire about lost items before or after school.

CLOSED CAMPUS

With safety and welfare of the students in mind, the Board of Education closes the campus during the school day. You may not leave to go home. If you ride the school bus, you will remain on the campus immediately after arriving and leave only to go home.

You should not leave the campus after school and then come back to school to catch the bus. If you walk to school, you should come directly to school and go directly home.

A student who finds it necessary to leave the school grounds during the day must obtain permission from the office. **Leaving the school grounds without permission will be resolved by disciplinary action.**

BUILDING CARE AND USE

It is the responsibility of each student as well as staff members to help maintain our school in its present condition. This is your home away from home and should receive your attention and care. Destruction or abuse of school property shall be grounds for disciplinary action. Students who engage in vandalism will be required to make restitution and shall be subject to disciplinary action, and may be subject to criminal prosecution.

STUDENT CONDUCT STANDARDS PHILOSOPHY

Certain basic rules are necessary for maintaining proper order in society. Schools as part of society, need rules related to the unique place and role they occupy in society. School rules are similar to the basic rules of society but modified to meet the various age and maturity levels of the students served.

Discipline, the process of enforcing school rules, begins with the classroom teacher, who is responsible for the orderly operation of the school as well as his/her classroom. Serious or repeated infractions of a school rule may be referred to the unit principal, superintendent of schools, and Board of Education levels in an ascending orderly process with due process procedures being observed at all levels.

Corporal punishment, defined as paddling with a paddle, may be used in the discipline process. Corporal punishment must be administered in the presence of another certified staff member.

Parental involvement in the process of operating an orderly school is highly desirable. Parental assistance and cooperation will be solicited in efforts to secure behavioral changes in those students who choose not to abide by school rules.

The enforcement procedures for a standard of student conduct must be broad and flexible enough to allow for individual differences and various circumstances. At the same time, they must be specific enough to enhance consistency of disciplinary action and uniform understanding of those involved.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstances of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

REPORTING TO LAW ENFORCEMENT

It is the policy of the Kennett 39 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student whom the district is aware is under the jurisdiction of the court.

When a student becomes incorrigible and refuses to obey the principal, the police will be contacted. Attempts must be made to contact the parents, but the principal is not required to notify the parents before the police are contacted. It depends upon the severity of the situation and is up to the discretion of the principal.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

ACADEMIC CONSEQUENCES

Students who are suspended from school will not be allowed to earn credit for course work completed during the term of the suspension. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student’s discipline file pursuant to law and Board policy.

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities, plagiarism, claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration, facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension

Bullying and Cyberbullying (see Board policy JFCF)

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 is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of school suspension
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-API) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of -school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under Schedule I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under Schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also “Threats or Verbal Assault”)

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. Corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board Policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Corporal punishment (second offense only), detention (second offense only), in-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	Corporal punishment, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting, including but not limited to, kissing and groping.

First Offense:	Principal/Student conference, corporal punishment, detention, or in-school suspension.
Subsequent Offense:	Corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-API)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Once students are on school property, pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices should be turned off and kept out of sight. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time is not permitted, unless the use is part of the instructional program, required by a district-sponsored class or activity and prior approval has been granted by a district staff member, or otherwise permitted by a building administrator. Failure to cooperate will result in the electronic device, to include phones, being confiscated and held in the principal’s office for the remainder of the school day. The student’s parent/legal guardian will be allowed to pick up the electronic device at the end of the school day. In addition, students will be assigned the following disciplinary consequences:

Each Semester

First Offense:	1 day AEP
Second Offense:	2 days AEP
Third Offense:	3 days AEP
Fourth and Subsequent Offense:	5 days AEP and the student is prohibited from having their phone or other electronic device at school during the regular school day for the remainder of the semester. Failure to cooperate with this prohibition will result in additional disciplinary action in accordance with school district policy.

In the event that a student fails to cooperate and refuses to relinquish the cell phone, upon being directed to do so by a district official, the student will be assigned to the Alternative Education Program (AEP) for a period of ten days.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-API or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. Corporal punishment, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medication used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, corporal punishment, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, exclusion from activities, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension, or 1-10 days out-of-school suspension.

Truancy (see Board policy JEDA) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. A student who finds it necessary to leave the school grounds during the day must obtain permission from the office. Students leaving the school grounds without permission will be considered truant and will be subject to disciplinary action.

First Offense:	Principal/Student conference, corporal punishment, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Corporal punishment, detention or 3-10 days in-school suspension and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Make restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Make restitution. In school suspension, 1-180 days out-of-school suspension or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

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MSIP Refs: 6.6

Kennett 39 School District, Kennett, Missouri

DISCIPLINARY ACTION PROCEDURES

The Disciplinary Action Procedures which are listed below should be utilized by school district officials when addressing a student disciplinary matter. The purpose for these procedures is to help ensure that the Kennett School District (KSD) No. 39 ‘Student Discipline’ Policy is effectively implemented in a fair, firm and consistent manner. The Disciplinary Action Procedures are as follows:

1. **Informal Talk:** A school official, i.e., administrator, teacher, etc., informally speaks to a student in an effort to encourage the student to exhibit proper conduct. This informal talk can also involve a verbal warning if such a warning is warranted.
2. **Formal Conference:** A school official, i.e., administrator, teacher, etc., holds a conference with a student, and if necessary, with the student’s parent(s) and/or legal guardian(s) in an effort to make suggestions to help alleviate a respective problem. This formal conference can also involve a verbal warning if such a warning is warranted.

3. General Disciplinary Measures:

- a) **Noon or After-School Detention:** A disciplinary measure which may be implemented at the discretion of the Principal. If implemented, Noon or After-School Detention should be utilized as it is applicable to
- b) **Suspension or Loss of Privileges:** A disciplinary measure which should be utilized as it is applicable to do so.* This disciplinary measure could include recess, participation in and/or attendance at extra-curricular activities, riding the school bus, parking and/or driving a vehicle on school district property, etc.

- c) **Corporal Punishment:** A disciplinary measure which should be utilized as it is applicable to do so.* **It is hereby stated with emphasis that a student will always be given a choice of attending the Alternative Education Program (AEP) in lieu of receiving Corporal Punishment.** If the student chooses attending the AEP, the number of days the student is assigned to the AEP will be commensurate with the respective disciplinary incident.

Corporal Punishment may be removed as a disciplinary measure if it has previously been utilized in reference to a respective student and the Principal has determined that Corporal Punishment was not an effective disciplinary measure for that student.

- d) **Alternative Education Program (AEP):** A disciplinary measure which should be utilized as it is applicable to do so.* This disciplinary measure provides a student the opportunity to remain in the educational environment and work on assignments and take exams. In unique situations where warranted, a student will be allowed to leave the AEP and attend class(es) with prior approval from the Principal.

This request to leave the AEP may be made by the student, his/her parent(s) and/or legal guardian(s), and/or the classroom teacher(s). A request made by a student should be made directly to the AEP instructor who will in turn contact the Principal. A request made by a student's parent(s) and/or legal guardian(s), and/or classroom teacher(s) should be made directly to the Principal. In the event that such a request is granted, the student will be required to make up any missed time from the AEP as directed by the Principal.

In the event the assignment to the AEP is three (3) days or less, the student will be given a choice of receiving Corporal Punishment in lieu of the assignment to the AEP. If the student chooses Corporal Punishment, it will be utilized in a manner commensurate with the respective incident of misconduct.

The choice of receiving Corporal Punishment in lieu of assignment to the AEP as described above does not apply when a student incurs their 1st or 2nd unexcused tardy to the 1st Period class during a respective Quarter. Additionally, this choice does not apply if Corporal Punishment has previously been utilized in reference to a respective student and the Principal has determined that Corporal Punishment was not an effective disciplinary measure for that student.

Assignment to the AEP may be removed as a disciplinary measure if it has previously been utilized in reference to a respective student and the Principal has determined that assignment to the AEP was not an effective disciplinary measure for that student.

4. **Short-Term Suspension:** The Board of Education authorizes a Principal to suspend a student from school for up to ten (10) school days as it is applicable to do so.* The student is afforded the appropriate due process procedures and informed that he/she is subject to suspension from school.
5. **Long-Term Suspension:** The Board of Education authorizes the Superintendent of Schools to suspend a student from school for up to one hundred eighty (180) school days. The student is afforded the appropriate due process procedures and informed that he/she is subject to suspension from school. A suspension from school for more than ten (10) school days may be appealed to the Board of Education through the Superintendent of Schools.
6. **Expulsion:** The Board of Education authorizes the expulsion of a student from school as it is applicable to do so.* The Superintendent of Schools will make the recommendation in reference to expulsion to the Board of Education. The Board of Education will conduct an expulsion hearing in which the student will be afforded the appropriate due process procedures and informed that he/she is subject to expulsion. In the event the student is expelled from school by the Board of Education, the student may no longer attend school in the KSD No. 39 and/or be on any school premises for any reason without prior approval from the Board of Education or its designee.
7. **Factors to be Considered:** Factors which should be taken into consideration when making a decision regarding the consequences for violation of the KSD No. 39 ‘Student Discipline’ Policy include, but are not limited to, the following:
 - a) The age of the student.
 - b) The severity of the incident of misconduct.
 - c) The attitude of the student, to include the manner in which the student responded to the staff member(s) who reported the incident of misconduct.
 - d) The Discipline Record of the student. Students with a good Discipline Record should incur the minimum consequences as it is applicable to do so. Students with a poor Discipline Record should incur more severe consequences as it is applicable to do so.
 - e) The severity of a respective disciplinary problem which exists within a school.
8. **Fair, Firm and Consistent:** It is imperative that disciplinary action be utilized in a fair, firm and consistent manner. Consistency depends upon several variables to include, but not limited to, the following:
 - a) A thorough knowledge of the KSD No. 39 ‘Student Discipline’ Policy.
 - b) A thorough knowledge of KSD No. 39 disciplinary procedures.
 - c) A review of a student’s Discipline Record as it is applicable to do so.
 - d) Remaining cognizant of previous disciplinary action which has been taken in reference to respective incidents of misconduct.
 - e) Remaining cognizant that disciplinary consequences for the same infraction may, in some instances, differ depending upon the previous disciplinary conduct of a student. A student who has previously engaged in misconduct may incur more severe disciplinary consequences as it is applicable to do so.

9. **Policies and Procedures:** It is imperative that all means of disciplinary action be utilized in accordance with KSD No. 39 policies and procedures, as well as applicable laws.

*Please refer to the KSD No. 39 ‘Student Discipline’ Policy (Files: JG and JG-R) for specific information on student disciplinary matters, to include prohibited conduct and potential disciplinary consequences.

CORPORAL PUNISHMENT

Corporal Punishment, as a disciplinary measure, is permitted at all grade levels for correction, maintaining discipline and order, protection of property and/or for providing for the health, safety and general welfare of students, staff members, parents and patrons. Corporal Punishment may be administered by a certified staff member in accordance with school district policy.

ALTERNATIVE EDUCATION PROGRAM (AEP)

AEP will be held on the KMS Campus, Monday thru Friday. Any student assigned to AEP should report to the AEP classroom at 7:50 a.m. Students may bring their own lunch or purchase lunch through the cafeteria. Free lunch students will be provided lunch through the cafeteria. AEP rules will be strictly enforced. Students will be required to complete all assigned days to AEP, as well as demonstrate a satisfactory effort toward completing all assignments before returning to the regular classroom.

A student who fails to obey the AEP rules or refuses to attend AEP will be subject to disciplinary action, to include out-of-school suspension; moreover, the student will return to school through AEP and be required to fulfill the original AEP assignment(s) before returning to the regular classroom. In the event a student has been repeatedly assigned to AEP, the student may, upon continued misconduct, be suspended out-of-school and AEP may be removed as a disciplinary alternative. No activity will be given priority over an AEP assignment. Any student assigned to AEP will **not** be eligible for any school-related activities independent of the AEP classroom until the assignment is completed.

AFTER-SCHOOL DETENTION

Form of discipline that may be used in lieu of corporal punishment or AEP. After school detention will be used for excessive tardies, no homework, no classroom supplies, no notebooks, etc.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended out-of-school may not attend any school-related activities or be on school premises for any reason without prior administrative approval. Students who are absent due to out-of-school suspension will not be allowed to submit make-up assignments, and will lose credit for work assigned and/or due during the period of out-of-school suspension.

SUSPENSION AND EXPULSION

The principal has the authority to suspend any student for misbehavior or for other sufficient reason. The length of suspension shall be as long as the principal deems necessary to modify the student’s behavior and also be in accordance with Missouri law. There may also be a temporary loss of participation in extracurricular activities. Students whose conduct is judged to be detrimental to the student body may, on the recommendation of the superintendent and principal, be expelled from school by the Board of Education.

Examples of suspension or expulsion:

1. Continued willful disobedience.
2. Defiance or disrespect for the authority of a teacher or administrator.
3. Repeated truancy.
4. Profanity or vulgarity.
5. Fighting.
6. Stealing.
7. Smoking, gambling, illegal use of drugs, etc.
8. Immoral conduct.
9. Damaging or defacing school property.
10. Deliberately trifling in school (not passing the majority of full credit courses).

SCHOOL REGULATIONS

If a student becomes disruptive and incorrigible, and will not follow the reasonable instructions of the teacher, the principal will be notified. If the student fails to follow reasonable requests of the principal, the police will be notified. In such cases, the parents may not be notified until after the police arrive. Parents will be notified as soon as possible; however, the safety of the student and others becomes the first priority, and if the principal believes that police intervention is necessary, it will be the first priority in order to get the situation under control. In rare occurrences when the principal and/or assistant principal cannot be reached, the teacher may contact the police if a student becomes disruptive and incorrigible.

GUIDELINES FOR STUDENT CONDUCT

As KMS students, you are considered young men and women; therefore, you are expected to conduct yourselves as young men and women should in a public institution.

STUDENT DRESS/APPEARANCE CODE

The Kennett #39 School District expects student dress and appearance to be neat, etc.

Student dress and grooming should be clean and in keeping with health, sanitary, and safety requirements. All students should wear shoes, boots, or other types of footwear. Dress and grooming should not disrupt the educational environment, to include, but certainly not limited to, the regular classroom and school activities. Wearing apparel that is bizarre, in bad taste or vulgar, and/or potentially dangerous will not be permitted.

Wearing apparel should not have phrasing, words, lettering, pictures, etc., to include, but certainly not limited to, advertising which involves and/or reflects alcohol and/or tobacco products.

Wearing apparel should be worn as designated, designed, and/or intended, i.e., no sagging garments, wearing apparel backwards, etc. Students may wear caps/hats, other types of head apparel and/or sunglasses to school; however, caps/hats should be worn with the bill of the cap/hat forward, and all head apparel as well as sunglasses should be removed when entering a building and placed in the student's locker before going to class.

Wearing apparel should cover the entire waistline/midriff area of the student's body. Wearing apparel which exposes the waistline/midriff area will not be permitted; moreover, strapless, single strap, and "spaghetti" strap wearing apparel will not be permitted.

Class activities that present a concern for student safety may require the student to adjust hair and/or wearing apparel during the class period in the interest of maintaining safety standards. **ADDITIONAL DRESS REGULATIONS MAY BE IMPOSED UPON STUDENTS PARTICIPATING IN CERTAIN CURRICULAR AND EXTRACURRICULAR ACTIVITIES.**

When, in the judgment of the principal or assistant principal, a student's appearance (including hair cut or hair color) or dress is bizarre and disrupts the educational process or constitutes a threat to health or safety, the student will be required to make modifications. Hair color should be of a normal human hair color. Symbols, names, numbers, etc., shaved into the scalp will not be allowed.

The age of the student is considered when determining the negative impact of student dress/appearance. What may be considered disruptive at the elementary school may not be considered disruptive at the high school because of the age of the student.

The administration will be sensitive to the different ethnic and/or cultural differences in dress and style. However, bizarre dress in any culture and/or ethnic group may disrupt the educational process and therefore be prohibited. **IT IS RECOMMENDED THAT IF THE STUDENT AND/OR PARENT HAS ANY DOUBT, THEY SHOULD CHECK WITH THE ADMINISTRATION BEFORE ASSUMING THE DRESS/APPEARANCE WILL BE ALLOWED. MANY OF THE FASHIONS, HAIRSTYLES, HAIR COLORS, ETC., WHICH ARE SEEN ON TELEVISION AND IN OUR SOCIETY, ARE NOT APPROPRIATE FOR THE SCHOOL SETTING**

HEALTH POLICIES AND PROCEDURES

Recognizing that health and learning go hand in hand; the health room is staffed by a licensed nurse who promotes optimal health for all students in our effort to address barriers to learning and to ensure optimal learning for each child.

The school nurse or their designee assesses injuries and illnesses and provides treatment or referral to the child's health care provider or community resources. In case of serious injury or illness, emergency care is provided and the parent, guardian, or designated emergency contact is notified. Current health records, including immunization records, are maintained on each student. In addition, the school nurse serves as a resource for classroom teachers and provides health related presentations in the classrooms.

ADMINISTRATION OF MEDICINE

It is the policy of the school district that the giving of medicine to children during school hours be discouraged and restricted to necessary medication that cannot be given on an alternative dose schedule. When medicine is to be administered by the school, the medicine must be accompanied by a label affixed by a pharmacy or physician showing the name of the child, the dosage, the schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a written request from one of the child's parents asking that the medicine be administered must be provided. **All long term medication or narcotic medication must be brought to the school by the parent or legal guardian.**

Over the Counter (OTC) medications (Tylenol, ibuprofen, cough drops, topical ointments, cough syrups, etc.) must be in the original labeled container and be accompanied by a note from the child's health care provider stating the name of the child, name of the medicine, amount to be taken and when it is to be given. This request may be faxed to the school. In addition, a written request from one of the child's parents asking that the medicine be administered must be provided.

HEALTH SCREENINGS

Screenings will be provided at the following grade levels:

Vision Screening: may be done in 6, 8

Height and Weight: may be done in 6, 7, 8

Dental: may be done in 6, 8

Blood Pressure: may be done in 6, 8

Scoliosis: may be done in 6, 8

Grades 1-12

Health screenings are scheduled throughout the school year. Students who enroll after the student population screenings are completed, are new to the district, and have not been screened, will be screened after enrollment. A letter will be sent home at least one (1) week prior to the screening notifying the parent or guardian the date of the screening. Parents may notify the school nurse in writing if he/she prefers the child not be screened for any part of the screenings. Parents may also notify the school nurse in writing at the time of enrollment if they prefer their child not be screened.

Students may be referred for vision or hearing screening by a school staff member or parent who identifies a concern for the student in the classroom. The parent will be notified by the teacher or school nurse of the concern.

Parents will be notified in writing of any concerns resulting from the screenings.

CONTAGIOUS DISEASES or CHRONIC CONDITIONS

Please notify the school nurse if your child has any contagious condition. If your child has a chronic health condition of any kind (for example, asthma, diabetes, seizure disorder, etc.), please notify the school nurse so an appropriate plan for care in the school setting can be made.

If your child has a severe food or insect allergy please notify the school nurse to develop a safe plan for your student. Emergency auto-inject epinephrine is kept on hand and may be used in the event of a severe allergic reaction on any student exhibiting symptoms of anaphylaxis.

DANGEROUS ITEMS AND WEAPONS

Any item(s) deemed to be of a dangerous nature will be confiscated and the student will be subject to disciplinary action. Students should not bring any type of knife or bring any type of fireworks onto any school premises and/or to any school activities. Any item(s) deemed to be of a dangerous nature and confiscated will not be returned.

GANG-RELATED BEHAVIOR

Students are not to become involved in any type of gang-related behavior. This type of behavior is extremely detrimental to the school environment and will not be tolerated. In most instances, involvement in any type of behavior considered to be gang-related will result in suspension from school.

RADIOS, TAPE PLAYERS, CD PLAYERS, ETC.

Radios, tape players, cd players, iPods, computerized games, pagers, etc., as well as any type of electronic item(s), should not be brought to school and/or to any school activity due to the disruptive nature of such items, unless prior approval has been granted by a KMS staff member. Students who fail to comply with this rule will be subject to disciplinary action; moreover, the item(s) will be confiscated and kept in the principal's office until the student's parent(s) and/or legal guardian(s) pick up the item(s).

USE OF THE OFFICE TELEPHONE

Students will be called to the telephone during class periods only in case of emergency. The office telephones are for school business. Therefore, requests for their use should be made only when absolutely necessary. Students should not be permitted to leave class to make a phone call, unless prior approval has been granted by the principal's office.

OFFICE/WORKROOM MACHINES

Students should not use the photocopy machines. Materials should not be sent to the office or given to office workers to be copied.

SPORTSMANSHIP

Students, players, and fans are expected to exhibit proper sportsmanship. Those who conduct themselves in an unsportsmanlike manner may be excluded from extracurricular activities. Those representing the school on athletic teams and cheerleading or pep squads may be suspended or dismissed from the team or squads for unsportsmanlike behavior.

HALL TRAFFIC

To avoid congestion in the halls, keep to the right and move as quietly as possible. There is no need for running, loud talking, slamming of locker doors, etc.

Students may go to their lockers before the first period, before their lunch period, after their lunch period, and at the conclusion of the seventh period. Students may also go to their lockers before and after P.E. class and when given permission from a KMS staff member. Students should carry the books they will need rather than going to their lockers between each class.

CHILDREN AND BABIES

KMS students may not bring a child or baby to school, or onto school premises during the regular school day.

GUESTS

Students are encouraged not to bring a guest with them to school. If guests are invited, arrangements must be made in the office prior to the day of the visit. Guests will not be permitted to attend a class without prior approval of the teacher and a note from the office. Guests will not be allowed the day before vacations and during respective testing.

VISITORS TO DISTRICT PROPERTY/EVENTS

Parents and patrons of the district are welcome to visit district school and attend district events. However, all visitors during the regular school day, including Board members, shall sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose.

The Board and administration will not tolerate any person or persons whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

BUS CONDUCT

Bus drivers are in charge of the buses and students are expected to comply with their request(s). Normal conversation is expected while on the bus.

On field trips or trips to ball games, the teacher-sponsor will be in charge.

Students who refuse to promptly obey the directions of the bus driver, or willfully violate established bus rules may forfeit their privilege to ride the school bus.

VEHICLES

KMS students may not drive/bring any type of vehicle to school regardless of their age and possession of a valid drivers license.

GAMBLING

All forms of gambling are prohibited. Students should not pitch or match coins/currency. Students should not bring playing cards, dice, etc., to school and/or to any school activity.

ASSEMBLIES

A few all-school assemblies will be held during the course of the year. Assemblies which involve a particular program and/or guest speaker(s) are definitely a continuation of the classroom and proper classroom decorum should be observed. Pep assemblies, which are designed to stimulate enthusiasm and loyalty, and which are noisy by nature, will also be held during the course of the year.

SCHOOL DANCES

School dances may be held during the course of the school year. KMS dances are restricted to those students who are currently enrolled at KMS at the time of a dance. Once a student leaves the dance, the student may not re-enter the dance. Students who attend a KMS dance will be required to abide by school district policies and procedures.

HOMEROOM AND ORIENTATION

The first period class that each student has is his/her homeroom period. This period is longer than the other regular periods to allow time for the collection of lunch money and other routine school business.

Part of homeroom period during the first few days of school should be spent in discussing the Student School Rules and Assignment Handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

RIGHT OF PARENTS

1. **Right to Inspect:** You have the right to review and inspect substantially all of your education records maintained by the District.
2. **Right to prevent disclosures:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances where prior written consent has been given to the disclosure, or under the provision of *Family Educational Rights and Privacy Act* (FERPA) which allow disclosure without prior written consent.
3. **Right to request amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise that the record should be changed if the District decides not to alter the education records according to your request.
4. **Right to complaint:** You have the right to file a complaint with the *Family Educational Rights and Privacy Act* Office, Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the District's alleged failure to comply with *Family Educational Rights and Privacy Act*.
5. **Right to obtain policy:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Kennett Public School district in compliance with *Family Educational Rights and Privacy Act*. A copy may be obtained in person or by mail from: Superintendent; Kennett Public School District; 510 College Avenue; Kennett, MO 63857.

SHARING OF INFORMATION

1. The District will disclose information from a student's education and/or health records to officials of another public school, school district or post-secondary school in which a student seeks or intends to enroll. The Kennett Public School District will not further notify parents or eligible students prior to such transfer of records.
2. The District will disclose information from a student's education and/or health records to law enforcement and juvenile justice authorities, if the disclosure concerns either law enforcement's or juvenile justice authorities' ability to serve the student prior to adjudication. The entity receiving such information must comply with applicable federal confidentiality restrictions.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Kennett Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Kennett Public Schools may disclose appropriately designed "directory information" without written consent, unless you have advised the District to

the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Kennett Public Schools to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organization, include but are not limited to companies that manufacture class rings or publish yearbooks. Upon request, names, addresses, and telephone listings of secondary students to military recruiters and representatives from institutions of higher education unless a parent or eligible student contacts the district and requests otherwise. If you do not want Kennett Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within thirty (30) calendar days of receiving this notice. Kennett Public Schools has designated the following information as directory:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address of parent or eligible student
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Missouri Department of Elementary & Secondary Education

The Kennett 39 School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the

complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

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.

APPEALS TO DESE

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. *Verification.* Within 10 days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

Appeals

Appeal to the SEA

1. *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Investigation.* The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. *Hearing.* If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. *Record.* The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. *Decision.* The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. *Appeal.* The LEA may appeal the decision of the SEA to the SEA Review Board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. *Second Appeal.* An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

STATEMENT OF ASSURANCE

Kennett School District No. 39 makes no distinction on the grounds of race, sex, color, religion, handicap or national origin in providing to individuals any services, financial aid, or any other benefits. Any student having a grievance regarding discrimination under said Title IX or Section 504 that cannot be resolved by a discussion with the immediate supervisor should contact the following office:

TITLE IX & SECTION 504
Director of Special Services
205 Wiggs Street • Kennett, MO 63857
Telephone (573) 717-1132

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

General Rule

The Kennett 39 School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Kennett 39 School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

For information about your rights or grievance procedures, contact the office of the assistant superintendent at 510 College Avenue or call 717-1100.

FOOD SERVICE MANAGEMENT *(Meal Charges)*

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

Students

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge a la' carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.

3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children’s Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student’s arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district’s monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district’s Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirement.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of a la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 06/17/2014

Revised: 06/20/2017

Kennett 39 School District, Kennett, Missouri

FACTS ABOUT STATES

STATE	STATE CAPITAL	ABBR.	YEAR ADMITTED TO UNION
Alabama	Montgomery	AL	1819
Alaska	Juneau	AK	1959
Arizona	Phoenix	AZ	1912
Arkansas	Little Rock	AR	1836
California	Sacramento	CA	1850
Colorado	Denver	CO	1876
Connecticut	Hartford	CT	1788
Delaware	Dover	DE	1787
Florida	Tallahassee	FL	1845
Georgia	Atlanta	GA	1788
Hawaii	Honolulu	HI	1959
Idaho	Boise	ID	1890
Illinois	Springfield	IL	1818
Indiana	Indianapolis	IN	1816
Iowa	Des Moines	IA	1846
Kansas	Topeka	KS	1861
Kentucky	Frankfort	KY	1792
Louisiana	Baton Rouge	LA	1812
Maine	Augusta	ME	1820
Maryland	Annapolis	MD	1788
Massachusetts	Boston	MA	1788
Michigan	Lansing	MI	1837
Minnesota	St. Paul	MN	1858
Mississippi	Jackson	MS	1817
Missouri	Jefferson City	MO	1821

FACTS ABOUT STATES

STATE	STATE CAPITAL	ABBR.	YEAR ADMITTED TO UNION
Montana	Helena	MT	1889
Nebraska	Lincoln	NE	1867
Nevada	Carson City	NV	1864
New Hampshire	Concord	NH	1788
New Jersey	Trenton	NJ	1787
New Mexico	Santa Fe	NM	1912
New York	Albany	NY	1788
North Carolina	Raleigh	NC	1789
North Dakota	Bismarck	ND	1889
Ohio	Columbus	OH	1803
Oklahoma	Oklahoma City	OK	1907
Oregon	Salem	OR	1859
Pennsylvania	Harrisburg	PA	1787
Rhode Island	Providence	RI	1790
South Carolina	Columbia	SC	1788
South Dakota	Pierre	SD	1889
Tennessee	Nashville	TN	1796
Texas	Austin	TX	1845
Utah	Salt Lake City	UT	1896
Vermont	Montpelier	VT	1791
Virginia	Richmond	VA	1788
Washington	Olympia	WA	1889
West Virginia	Charleston	WV	1863
Wisconsin	Madison	WI	1848
Wyoming	Cheyenne	WY	1890

PRESIDENTS

1. George Washington1789 - 1797
2. John Adams1797 - 1801
3. Thomas Jefferson1801 - 1809
4. James Madison1809 - 1817
5. James Monroe1817 - 1825
6. John Quincy Adams1825 - 1829
7. Andrew Jackson1829 - 1837
8. Martin Van Buren1837 - 1841
9. William H. Harrison1841 - 1841
10. John Tyler1841 - 1845
11. James Knox Polk1845 - 1849
12. Zachary Taylor1849 - 1850
13. Millard Fillmore1850 - 1853
14. Franklin Pierce1853 - 1857
15. James Buchanan1857 - 1861
16. Abraham Lincoln1861 - 1865
17. Andrew Johnson1865 - 1869
18. Ulysses S. Grant1869 - 1877
19. Rutherford B. Hayes1877 - 1881
20. James A. Garfield1881 - 1881
21. Chester A. Arthur1881 - 1885
22. Grover Cleveland1885 - 1889
23. Benjamin Harrison1889 - 1893
24. Grover Cleveland1893 - 1897

PRESIDENTS

25. William McKinley 1897 - 1901
26. Theodore Roosevelt 1901 - 1909
27. William H. Taft 1909 - 1913
28. Woodrow Wilson..... 1913 - 1921
29. Warren G. Harding..... 1921 - 1923
30. Calvin Coolidge 1923 - 1929
31. Herbert C. Hoover..... 1929 - 1933
32. Franklin D. Roosevelt 1933 - 1945
33. Harry S. Truman..... 1945 - 1953
34. Dwight D. Eisenhower..... 1953 - 1961
35. John F. Kennedy..... 1961 - 1963
36. Lyndon B. Johnson..... 1963 - 1969
37. Richard M. Nixon 1969 - 1974
38. Gerald R. Ford..... 1974 - 1977
39. Jimmy E. Carter, Jr..... 1977 - 1981
40. Ronald W. Reagan..... 1981 - 1989
41. George Bush..... 1989 - 1993
42. Bill Clinton..... 1993 - 2001
43. George W. Bush 2001 - 2009
44. Barack Obama..... 2009 - 2017
45. Donald Trump..... 2017 - 2021
46. Joseph Biden..... 2021 -

MANAGING YOUR TIME

AT SCHOOL –

- Be in class on time. Nothing wastes time like having to catch up!
- Record homework tasks on the day they are assigned. Be sure to include the due dates. (SEE EXAMPLE!)
- Record tests, essays, and projects on the date they are assigned and the date they are due. Reminders in between might help too.
- Talk to your teacher about any problems you might have with homework.

21

Monday

August 2017

Grammar	Do the grammar problems 1-24 on page 32. Due Tuesday	✓ when complete <input type="checkbox"/>
Literature		<input type="checkbox"/>
Reading		<input type="checkbox"/>
Spelling		<input type="checkbox"/>
Math		<input type="checkbox"/>
Science		<input type="checkbox"/>
Social Studies		<input type="checkbox"/>
		<input type="checkbox"/>

IMPROVING YOUR STUDY SKILLS

HOW TO STUDY –

- Remember that studying is more than reading.
- Have your tools handy: paper, pen, textbook, dictionary, etc. . .
- Skim the text to get the general ideas. Then read everything more carefully.
- Sort through the information in a systematic way. Write down headings, sub-points, and supporting facts.
- Pay attention to illustrations, maps, charts, diagrams, and summaries. They will help you grasp ideas.
- After studying, test yourself.

UNDERSTANDING WHAT YOU READ –

- Get a general idea about the text by skimming the headings, bold words, and illustrations.
- Read the questions, if any, at the end of the text and use them as a study guide.
- Read as quickly as you can to help you stay on task and absorb the main ideas.
- Take notes, underline, or highlight key phrases and sentences.
- Answer the questions and study your notes. Clear up anything you don't understand by reading the selection again. If necessary, ask your teacher for an explanation.

MEMORY –

- Review what you've learned often.
- Summarize important chapters in your texts.
- Read books or articles related to your studies.
- Apply what you learn. If you learn a new math formula, try a few examples.
- Read out loud to help yourself remember.
- Use memory aids like acronyms for memorizing facts.

NOTE TAKING –

- Keep notes neat - they will be easier to study.
- Listen 80% of the time, write 20% of the time.
- Use your own words, not your teacher's. You will learn more.

PREPARING FOR TESTS –

- Avoid cramming. Start studying well before the test date.
- Make up a list of everything that's going to be on the test. Know exactly what it will cover.
- Memorize facts and formulas.
- Make up questions that you think will be on the test.

ROMAN NUMERALS

I = 1 V = 5 X = 10 L = 50

C = 100 D = 500 M = 1000

LINES & RAYS

A **LINE** has no beginning and no end.



A **LINE SEGMENT** is part of a line with a beginning and an end.

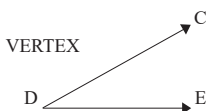


A **RAY** has only one end point.



An **ANGLE** is formed by 2 rays with a common end point called a vertex.

We write $\angle CDE$ $\angle EDC$.



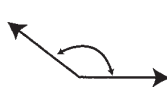
ANGLES

Acute



Less than 90°

Obtuse



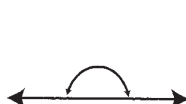
More than 90°

Right



90°

Straight



180°

MULTIPLICATION TABLE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

MATH INSTRUCTIONAL AIDS

CUSTOMARY SYSTEM

LENGTH

12 inches (in)	= 1 foot (ft)
3 feet } 36 inches }	= 1 yard (yd)
1,760 yards } 5,280 feet }	= 1 mile (mi)
6,076 feet	= 1 nautical mile

WEIGHT

16 ounces (oz)	= 1 pound (lb)
2,000 pounds	= 1 ton (T)

CAPACITY

8 fluid ounces (fl oz)	= 1 cup (C)
2 cups	= 1 pint (pt)
2 pints	= 1 quart (qt)
4 quarts	= 1 gallon (gal)

METRIC SYSTEM

LENGTH

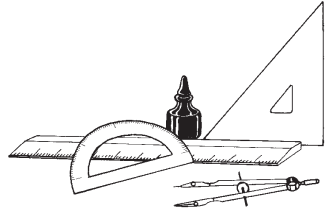
10 millimeters (mm)	= 1 centimeter (cm)
10 centimeters } 100 millimeters }	= 1 decimeter (dm)
10 decimeters } 100 centimeters }	= 1 meter (m)
1,000 meters	= 1 kilometer (km)

MASS

1,000 milligrams (mg)	= 1 gram (g)
1,000 grams	= 1 kilogram (kg)
1,000 kilograms	= 1 metric ton (t)

VOLUME

10 milliliters (ml)	= 1 centiliter (cl)
10 centiliters	= 1 deciliter (dl)
10 deciliters	= 1 liter (l)



MATH INSTRUCTIONAL AIDS

$\frac{1}{2}$ → numerator
 $\frac{1}{2}$ → denominator

ADDITION / SUBTRACTION

find common denominator

$$\frac{1}{4} (x3) = \frac{3}{12}$$

$$\frac{2}{3} (x4) = \frac{8}{12}$$

+

$$\begin{array}{r} \frac{2}{3} (x4) = \frac{8}{12} \\ \frac{1}{4} (x3) = \frac{3}{12} \\ \hline \frac{11}{12} \end{array}$$

MULTIPLICATION

multiply straight across

$$\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}$$

DIVISION

multiply first fraction by the reciprocal of the second fraction

$$\frac{1}{3} \div \frac{3}{4} = \frac{1}{3} \times \frac{4}{3} = \frac{4}{9}$$

FRACTIONS TO DECIMALS

change denominator

to a power of 10

$$\frac{3}{5} (x2) = \frac{6}{10} = .6$$

$$\frac{3}{5} (x2) = \frac{6}{10}$$

or divide numerator

by denominator

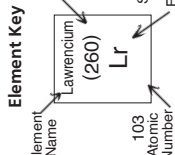
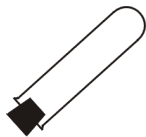
$$\frac{3}{5} = 3 \div 5 = 5 \overline{)3.0} = .6$$

Fractions, Decimals & Percentages

1	=	1.0	=	100%
1/2	=	0.5	=	50%
1/3	=	0. $\bar{3}$	=	33. $\bar{3}$ %
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.1 $\bar{6}$	=	16. $\bar{6}$ %
1/8	=	0.125	=	12.5%
1/9	=	0. $\bar{1}$	=	11. $\bar{1}$ %
1/10	=	0.1	=	10%
1/12	=	0.08 $\bar{3}$	=	8. $\bar{3}$ %
2/3	=	0. $\bar{6}$	=	66. $\bar{6}$ %
3/4	=	0.75	=	75%

PERIODIC TABLE OF THE ELEMENTS

Hydrogen 1.0079 H 1																	Helium 4.003 He 2				
Lithium 6.941 Li 3	Beryllium 9.012 Be 4															Boron 10.811 B 5	Carbon 12.011 C 6	Nitrogen 14.007 N 7	Oxygen 15.999 O 8	Fluorine 18.998 F 9	Neon 20.180 Ne 10
Sodium 22.990 Na 11	Magnesium 24.305 Mg 12															Aluminum 26.982 Al 13	Silicon 28.086 Si 14	Phosphorus 30.974 P 15	Sulfur 32.066 S 16	Chlorine 35.453 Cl 17	Argon 39.948 Ar 18
Potassium 39.098 K 19	Calcium 40.08 Ca 20	Scandium 44.956 Sc 21	Titanium 47.88 Ti 22	Vanadium 50.942 V 23	Chromium 51.996 Cr 24	Manganese 54.938 Mn 25	Iron 55.847 Fe 26	Cobalt 58.933 Co 27	Nickel 58.69 Ni 28	Copper 63.546 Cu 29	Zinc 65.39 Zn 30	Gallium 69.723 Ga 31	Germanium 72.61 Ge 32	Arsenic 74.922 As 33	Selenium 78.96 Se 34	Bromine 79.904 Br 35	Krypton 83.80 Kr 36				
Rubidium 85.47 Rb 37	Strontium 87.62 Sr 38	Yttrium 88.906 Y 39	Zirconium 91.224 Zr 40	Niobium 92.906 Nb 41	Molybdenum 95.94 Mo 42	Technetium (98) Tc 43	Ruthenium 101.07 Ru 44	Rhodium 102.91 Rh 45	Palladium 106.42 Pd 46	Silver 107.87 Ag 47	Cadmium 112.41 Cd 48	Indium 114.82 In 49	Tin 118.71 Sn 50	Antimony 121.75 Sb 51	Tellurium 127.60 Te 52	Iodine 126.90 I 53	Xenon 131.29 Xe 54				
Cesium 132.90 Cs 55	Barium 137.33 Ba 56	Lanthanum 138.91 La 57	Hafnium 178.49 Hf 72	Tantalum 180.95 Ta 73	Tungsten 183.85 W 74	Rhenium 186.21 Re 75	Osmium 190.2 Os 76	Iridium 192.22 Ir 77	Platinum 195.08 Pt 78	Gold 196.97 Au 79	Mercury 200.59 Hg 80	Thallium 204.38 Tl 81	Lead 207.2 Pb 82	Bismuth 208.98 Bi 83	Polonium (209) Po 84	Astatine (210) At 85	Radon (222) Rn 86				
Francium (223) Fr 87	Radium (226) Ra 88	Actinium (227) Ac 89	Unnilquadium (261) Unq 104	Unnilpentium (262) Unp 105	Unnilhexium (263) Unh 106	Unnilseptium (262) Uns 107	Unniloctium (265) Uno 108	Unnilennium (266) Une 109	Unnilunium (272) Unu 110	Ununbium Uub 111	Ununtrium Uut 112	Ununquadium Uuq 113	Ununpentium Uup 114	Ununhexium Uuh 115	Ununseptium Uus 116	Ununoctium Uuo 117	Ununnilium Uuu 118				
Cerium 140.12 Ce 58	Praseodymium 140.91 Pr 59	Neodymium 144.24 Nd 60	Europium 151.96 Eu 63	Gadolinium 157.25 Gd 64	Terbium 158.92 Tb 65	Dysprosium 162.50 Dy 66	Homium 164.93 Ho 67	Erbium 167.26 Er 68	Ytterbium 173.04 Yb 70	Lutetium 174.97 Lu 71	Unbinilium Ubn 119	Unbinilium Ubu 120	Unbinilium Ubu 121	Unbinilium Ubu 122	Unbinilium Ubu 123	Unbinilium Ubu 124	Unbinilium Ubu 125				
Thorium 232.04 Th 90	Protactinium 231 Pa 91	Uranium 238.03 U 92	Neptunium (237) Np 93	Plutonium (244) Pu 94	Americium (243) Am 95	Curium (247) Cm 96	Berkelium (247) Bk 97	Californium (251) Cf 98	Einsteinium (252) Es 99	Fermium (257) Fm 100	Mendelevium (258) Md 101	Nobelium (259) No 102	Lawrencium (260) Lr 103	Unbinilium Ubn 119	Unbinilium Ubu 120	Unbinilium Ubu 121	Unbinilium Ubu 122				



HELPFUL HINTS FOR LANGUAGE ARTS

Parts of Speech

Interjection – A word that shows emotion; usually grammatical connection to other parts of a sentence.

(*Wow!* What a weekend!) (*Oh,* so that’s what he meant.)

Conjunction – (and, but, or, nor) Joins together words, clauses, phrases, or sentences.

Noun – A person, place, thing, or idea (student, League City, cobra, happiness)

Pronoun – Replaces a noun (She sits next to me in class.)

Pronouns

I	you	she	his	us
them	me	your	it	hers
our	their	my	yours	him
its	ours	theirs	mine	he
her	we	they		

Verb – Shows action or being (**He** swims well. **He** is on a swim team.)

Helping Verbs

am	was	being	have	could	did	will
might	is	were	been	had	do	shall
would	must	are	be	has	can	does
should	may					

Adjective – Describes a noun and answers the questions:

How many?	She has <u>two</u> brothers.
What kind?	Northside is a <u>great</u> school!
Which one?	<u>That</u> book is mine.

HELPFUL HINTS FOR LANGUAGE ARTS

Adverb – Describes a verb, adjective, or another adverb and answers the questions:

How?	He ran <u>quickly</u> .
When?	We'll go skating <u>tomorrow</u> .
Where?	I'll wait <u>there</u> for you.
To what extent?	You are my <u>very</u> best friend!

Preposition – Comes before a noun or pronoun to form a prepositional phrase (They like to walk **along** the beach.)

Prepositions

about	along	below	down	inside
on	through	until	above	around
beneath	during	into	out	throughout
up	across	at	beside	for
near	outside	to	upon	after
before	beyond	from	of	over
toward	with	against	behind	by
in	off	past	under	without

Figurative Language Techniques:

Simile – Compares two things using *like* or *as* (Her eyes are as blue as the ocean.)

Metaphor – Compares two things directly, using *is*, *are*, *was*, or *were* (Your room is a pig sty.)

Alliteration – Repeats the beginning sound of each word (*Kyle catches quick kangaroos.*)

Personification – Gives human qualities to non-human things (The trees danced in the wind.)

Hyperbole – Shows strong exaggeration (He was so happy he could have flown to the moon.)

Onomatopoeia – Imitates sound (Boom, Hiss, Whoosh!)

Idiom – Means something different than what it says (She has a skeleton in her closet. Means: She's hiding a secret.)

Punctuation Rules

A period is used . . .

- at the end of declarative sentences and mild imperatives.
- after initials and abbreviations.
- only once for a sentence ending with an abbreviation.

A question mark is used . . .

- at the end of an interrogative sentence.

An exclamation mark is used . . .

- after a word, phrase, or sentence showing strong feeling.

A comma is used . . .

- to separate two or more adjectives of equal rank.
- to set off a direct quotation.
- to separate three or more words, phrases, or clauses in a series.
- to separate two independent clauses in a compound sentence.
- to set off a word, phrase, or dependent clause at the beginning of a sentence.
- to set off nonessential phrases, clauses, or appositives.

A semicolon is used . . .

- to separate independent clauses very close in meaning but not separated by *and*, *but*, *or*, *nor*, *for*, or *yet*.
- to separate items in a series when the series already contains commas.

A colon is used . . .

- before a list of items or details.
- before a statement that summarizes the original statement.
- before a long, formal quotation or statement.

Parentheses are used . . .

- to set off words, phrases, clauses, or sentences which are independent of the main part of the sentence.

Quotation marks are used . . .

- to set off a direct quotation. (Single quotation marks are used for quotes within quotes.)
- to set off words, phrases, or sentences referred to in the sentence.
- to set off slang and foreign words or phrases.

Capitalization Rules

- Capitalize names of particular persons, places, and things.
- Capitalize titles of rank when they come before a person's name.
- Do not capitalize the names of the seasons of the year unless they are personified.
- The words *north*, *south*, *east*, and *west* are capitalized only when they refer to sections of the country, not directions.
- The names of school subjects are not capitalized unless they are names of languages.
- All words that refer to a specific deity and sacred books are capitalized.

Rules for Titles

- All principal words in titles are capitalized. Do not capitalize prepositions, coordinating conjunctions, and articles unless they begin the title.
 - Underline the titles of books, magazines, newspapers, and films. (Italics may take the place of underlining if you are using a word processor capable of doing it.)
 - Quotation marks are used to enclose the titles of magazine articles, chapters of books, names of songs, and titles of poems.

Primary Editing Checklist

1. Have you started each sentence with a capital letter?
2. Have you capitalized names of people and places?
3. Have you ended each sentence with the correct punctuation mark?
4. Does the subject of your sentence agree with the action word (verb)?

Examples: Tom plays at the park.

They play at the park.

5. Have you written complete sentences?

Intermediate Editing Checklist

1. Check your capitalization and punctuation.
2. Spell all words correctly.
3. Check for sentence fragments or run-on sentences.
4. Keep verb tense consistent.
5. Make sure subject and verb agree.
6. Use words according to the rules of Standard English.
7. Remember to paragraph correctly.

Editing Symbols

^	add a word		close the space
^,	add a comma	#	make a space
○	add a period	≡	capitalize
∨	add an apostrophe	/	make lower case
↔↔	add quotation marks	sp	spelling error
<i>e</i>	remove		begin a new paragraph

SURVIVAL SPELLING LIST

- **to, two, too**
 1. **to** – a preposition, direction toward
I am going to the store.
 2. **two** – the number 2
I have two children.
 3. **too** – ¹also – I want some cake too.
²more than enough - I ate too much food.
- **there, their, they're**
 1. **there** – ¹an expletive to get a sentence started
There are bees in the room.
²an adverb telling where
The school is over there.
 2. **their** – possessive, belonging to them
The students carried their books.
 3. **they're** – contraction for they are
They're going with us, aren't they?
- **Have and its contraction 've (never of)**
 1. **should've** – I should've been there.
 2. **could've** – You could've been the winner.
 3. **would've** – I would've helped Henry.
 4. **must've** – You must've made a mistake.
 5. **might've** – I might've done it.
- **These must always be 2 words.**
 1. **a lot** – We have a lot of homework.
 2. **all right** – It is all right for your brother to go with you.
 3. **ought to** – (never outta) – You ought to know the answer.
 4. **have to** – (never hafta) – I have to be home now.
 5. **no one** – He had hired no one for the job.
- **all ready, already**
 1. **all ready** – two words, everyone was ready
The class members were all ready for their test.
 2. **already** – adverb, done beforehand
When we got home, my parents had already eaten dinner.
- **though, thought, through, threw**
 1. **though** – usually a conjunction used to connect
Sara went to the party even though she was sick.
 2. **thought** – verb, past tense of think
I thought you knew the answer.
 3. **through** – preposition showing direction
He came in through the door.

SURVIVAL SPELLING LIST

4. **threw** – past tense of throw

I threw the ball to Steve.

• **its, it's, your, you're, whose, who's**

1. **its** – possessive, belonging to it

The dog wagged its tail.

2. **it's** – contraction for it is

It's a nice day.

3. **your** – possessive, belonging to you

Is this your book?

4. **you're** – contraction for you are

If you're going, take me along.

5. **whose** – possessive, belonging to whom

Whose book is it?

6. **who's** – contraction for who is

Who's going with us?

• **than, then**

1. **than** – a word of comparison

Jim is taller than Bob.

2. **then** – adverb, at that time

First, I'll wash; then, I'll dry the dishes.

• **past, passed**

1. **past** – ¹adjective, already happened

The judge would not discuss the man's past offense.

²noun, time gone by

The historical story took place in the past.

2. **passed** – verb, gone by

We passed a hitchhiker on the road.

• **paid, laid**

1. **paid** – past tense of pay

I paid my bill.

2. **laid** – past tense of lay

Jill laid her books down.

• **Trying**

1. **trying** – not tring, triing

I am trying to work hard.

• **are, our**

1. **are** – verb of being

They are going too.

2. **our** – possessive, belonging to us

This is our house.

SURVIVAL SPELLING LIST

- **until, because - do not shorten into other forms**
 1. **until (not til or till)**

I will wait for you until 4:00.
 2. **because (not cause)**

I left because I was sick.
- **no, know**
 1. **no** – none, zero, refusal
No, you may have no candy before dinner.
 2. **know** – to have knowledge
I know the answer to that question.
- **among, which**
 1. **among** – preposition, within 3 or more (no u)
We were among a group of friends.
 2. **which** – a word of choice
Which one should I choose?
- **that's**
 1. **that's** – contraction for that is
That's an interesting book.
- **wear, where, were, we're**
 1. **wear** – verb, to have on, be clothed in
The clothes you wear are expensive.
 2. **where** – adverb giving direction
Where are you going?
 3. **were** – verb, past tense of are
Were you there last night?
 4. **we're** – contraction for we are
Do you think we're going along?
- **accept, except**
 1. **accept** – to take, receive
Please accept my gift.
 2. **except** – preposition, but, without
Everyone except me was invited.

IMPORTANT DATES

TEST ASSIGNMENTS, BIRTHDAYS, APPOINTMENTS,
ETC.

January <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	February <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
March <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	April <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
May <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	June <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

IMPORTANT DATES

TEST ASSIGNMENTS, BIRTHDAYS, APPOINTMENTS,
ETC.

July <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	August <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
September <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	October <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
November <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	December <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

