

BHMS



2011/2012

**STUDENT
HANDBOOK**

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Please note...this handbook contains information which students and parents may find helpful for the upcoming school year. However, this contains only a portion of the school board policies. Full listings of the board policies are available for your inspection on the school district web page at <http://www.warrencor3.org>

BHMS Contact Information:

300 Kuhl Avenue

Warrenton, MO 63383

Website = <http://www.warrencor3.org/>

Phone: (636) 456 – 6903

Fax : (636) 456 - 1445

BHMS Administration:

Principal – Mr. Steven Barnes

Associate Principal – Mr. Shawn Kelsch

Assistant Principal – Ms. Tina Sutherland

BHMS Mission Statement:

Building Character
Higher Learning
Model the Warrior Way
Student Success

BHMS 2011/2012 theme:



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Calendar for 2011 – 2012 School Year

August 18.....	First Day of Classes – Full Day
September 2	Professional Learning Community NO SCHOOL
September 5	Labor Day – NO SCHOOL
October 7.....	Professional Learning Community NO SCHOOL
October 17.....	1st Quarter Ends
October 26.....	Parent-Teacher Conf. NO SCHOOL
October 27.....	Parent-Teacher Conf.– NO SCHOOL
October 28.....	NO SCHOOL
November 11.....	Professional Learning Community NO SCHOOL
November 23, 24, & 25	Thanksgiving Break – NO SCHOOL
December 22	2nd Quarter Ends/ 1st Semester Ends
December 23 – January 2.....	Christmas Break – NO SCHOOL
January 3	Classes Resume
January 13	Professional Learning Community NO SCHOOL
January 16.....	M.L. King Jr. Day – NO SCHOOL
February 17	Professional Learning Community NO SCHOOL
February 20.....	President’s Day – NO SCHOOL
March 7	3rd Quarter Ends
March 9.....	Parent-Teacher Conf. NO SCHOOL
March 19- 23.....	Spring Break – NO SCHOOL
April 6.....	Good Friday/ PLC DAY – NO SCHOOL
April 27	Professional Learning Community NO SCHOOL
May 14	Professional Learning Community NO SCHOOL
May 22	4th Quarter/ 2nd Semester Ends (12:30 dismissal)

-SNOW MAKE-UP DAYS-

The order of snow make-up days is: January 2, 16, February 20, May 23, 24, 25, 29, 30, 31, June 1, April 27*, May 14*

*1/2 make-up days April 27 and May 14 will be student half days followed by teacher PLC days.

ANNUAL NOTIFICATION OF FERPA RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

The Warren County R-III School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

RIGHT TO INSPECT: Parents or eligible students have the right to inspect and review substantially all of the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURES: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA which allow disclosure without prior written consent, of items of directory information of which you have not refused to permit disclosure for the purpose of including this type of information in school or district publications. Examples include but are not limited to honor roll or other recognition lists, event programs such as a drama playbill or graduation list, yearbook, club activity lists, sports activity publications showing team member information, etc. The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff, persons elected to the School Board, person employed by or under contract with the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest related to the discipline of a student; providing a service or benefit or benefit relating to the student or student's family, such as health care, counseling, job placement, financial aid, maintaining the safety and security of the campus, or providing goods and services such as class rings, yearbooks, fundraiser programs, etc.

The Warren County R-III School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered directory information:

Students in kindergarten through eighth grade -- Student's name; parent's name; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

High school and vocational school students -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends within ten (10) school days after receipt of the annual notice. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record which you believed to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning any alleged failure by the District to comply with FERPA.

RIGHT TO OBTAIN POLICY: Parents or eligible students also have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be obtained in person, by mail from the Superintendent's office or from the District's website at <http://www.warrencor3.org>

MILITARY RECRUITERS DISCLOSURE OF STUDENT INFORMATION

In accordance with the provisions of the amendments to the Elementary and Secondary Education Act, the Warren County R-III School District will provide names, addresses and telephone numbers to military recruiters upon request, unless the parents notify the school district in writing that such information may be disclosed only with prior written consent. The District is also required to permit military recruiters to have the same access to students as is provided to post secondary institutions and prospective employees.

WARREN COUNTY R-III SCHOOL DISTRICT

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Jamie Smith Director of Special Services 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901	Title IX Coordinator Dr. Tom Muzzey Superintendent 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901
Americans with Disabilities Act (Title II) Coordinator Jill Lawson Director of Curriculum & Instruction 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901	Age Discrimination Act and Age Discrimination in Employment Act Coordinator Dr. Greg Klinginsmith Assistant Superintendent 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building
1222 Spruce Street
Room 8.100
St. Louis, MO 63103
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights
Department of Labor and Industrial Relations
P.O. Box 1129, 3315 W. Truman Blvd.
Telephone: 573-751-3325

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001
Telephone: 202-353-1555

ACCIDENTS:

Every injury of significance in the school building, on the school grounds, at practice sessions or any event sponsored by the school must be reported immediately to the person in charge and to the principal's office as soon as possible.

SCHOOL HOURS:

Standard office hours for Black Hawk Middle School are 7:00 a.m. to 4:00 pm.

Unless riding a bus, students should not report to school before **7:15 a.m.** unless they have special circumstances that have been approved by the administration. Students should go directly to the commons area upon arrival. If students arrive at school prior to the start of classes they may be required to move to various designated location depending on the academic needs of the particular student.

Students must leave the building and grounds by **3:15 p.m.** unless they are attending a supervised school event.

Pick up and Drop Off: All pick up and drop off should be done at the circle drive located in front of doors 5 and 6 of the Middle school. Please note it is a traffic violation to stop on Kuhl street to drop off or pick up kids and could be subject to ticketing. If you are waiting for your student to exit the building please use designated parking places for waiting. Do not use the circle drive for parking/waiting. It is for pick up or drop off only.

10/11 Regular Bell Schedule:

1st - Advisory	7:45	-	8:01
2nd Hour	8:05	-	8:55
3rd Hour	8:59	-	9:49
4th Hour	9:53	-	10:43
5th Hour	10:47	-	12:03
	Lunch A (6th)		10:47 – 11:11
	Lunch B (7th)		11:13 – 11:37
	Lunch C (8th)		11:39 – 12:03
6th Hour	12:07	-	12:57
7th Hour	1:01	-	1:51
8th Hour	1:55	-	2:45

ATTENDANCE POLICY:

Students are required by Missouri state law to attend school. Parents should contact school as soon as possible to report absences.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension up to ten (10) days in a semester. After the tenth unexcused absence or tenth day of OSS accrued in a semester or the combination of both unexcused absences and OSS, no credit will be earned for that work.

The following absences may be excused with verbal or written documentation from the parent or guardian if received within two (2) school days of the student's return to school.

1. Illness or injury of the student.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected.
3. Medical appointments.
4. Funeral. The building principal may require a program or other evidence from services as well.
5. Religious observations.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances.

All other absences and any absence for which required documentation is not provided are unexcused.

Students are expected to make up assignments from missed classes within the following time period: Students will be allowed one (1) day for each day absent plus one (1) extra day. (Example: A student missing two [2] days will be allowed three [3] days for make up.) Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

GENERAL INFORMATION:

A successful middle school year includes:

- a. Regular attendance – Our building goal is to maintain at least 95% or higher for all students.
- b. Following all the school rules. A detailed description of all school policies, rules and consequences are included in this handbook. You are expected to read and understand them all.
- c. Listening to and following the instructions of faculty and staff.
- d. Completing all homework
- e. Respecting each other and modeling the Warrior Way
- f. Paying attention to your appearance and dressing for success (See pg. 28 for detailed dress code).

Personal Property

The school is not responsible for items stolen. Keep expensive or valuable property at home. **NO** large sums of money, expensive jewelry, radios, CD/tape players, I-pods, MP3 players, other digital devices, laser pointers, phones, pagers, games, skateboards, etc. should be brought to school.

Visitors

Visitors should report to the main office to sign in and get a visitors badge. No student visitors.

Phone Calls

Office phones are for emergency purposes only. Students must obtain a pass from teachers during class to use them, not between classes. Long distance calls must be placed with a calling card or collect.

Cancellations

The “School Reach” telephone system will be utilized for cancellations and other important information.

Change of Address

Promptly inform the office if you change your address, telephone, or email. It is very important that the office be made aware of all changes for safety purposes.

Computer Use Policy

In order to use the computers, information networks, and the internet at Warren County R-III School District, students and their parents must agree to the “Student Technology Usage & Internet Safety Policy. (found on pages 33-37) . Students and parents must complete all sections of the agreements on pages 37 and 38 and return them to school.

Eligibility for Activities

Eligibility to attend activities and other special events will be determined on the type of activity planned. Attendance history along with incidents of misconduct which result in Academic Reassignment, Bus Suspension, or Out of School Suspension will be deciding factors most commonly used to determine eligibility to participate or attend.

The following activities are provided to enhance students’ educational experience:

1. Clubs – A variety of clubs have been established based on student interest.
2. Middle School Honor Society – Honor society recruits students who have a grade average of 3.667 or above and who are of good character. Induction ceremonies are held for new members after the end of first semester.
3. Student Council – Student council is the representative government of the student body. It acts as the liaison group between students, teachers, and administration.
4. Socials – There will be socials held throughout the year. The same rules that apply during the school will apply during the social. Any student who is on OSS or assigned to AR on the day of the social are not allowed to attend the social. **STUDENTS ABSENT ON THE DAY OF THE SOCIAL WILL NOT BE ALLOWED TO ATTEND.** All students will be expected to remain at the social until it ends. Only those students who have parents picking them up early will be allowed to leave. Parents must pick them up at the door. All others must leave at the conclusion of the social.

Extra-Curricular Sports

The following sports activities are a part of the Warren Co. R-III School District and Black Hawk Middle School Sports Program for which students will be given a Student Athletic Policy Handbook. They are required to provide a completed physical form and adhere to all regulations set forth in the policy handbook.

1. Cheerleading – Football and basketball squads consist of 7th and 8th grade students.
2. Cross-country – 7th and 8th grade boys and girls may participate. September – October.
3. Football – 7th and 8th grade boys may participate. September – October.
4. Volleyball – 7th and 8th grade girls may participate. September – October.
5. Basketball – 7th and 8th grade boys and girls may participate. November – February.
6. Track – 7th and 8th grade boys and girls may participate. March – May.

Field Trips

Students must be in good standing with all classes in order to be eligible for a field trip. Students attending school sponsored field trips must pick-up their assignments prior to the day of the trip. All students will be expected to return this work on the first day back to school.

Leaving School

1. Please arrange early pick up ahead of time. Parents should send a signed note with student's name, grade, time, and reason for leaving.
2. Parents must sign-out students in the main office. If returning the same day, they must sign back in at the main office.
3. Students will receive a pass to present to teachers upon returning to class.
4. Those students leaving school without permission will be considered truant. Discipline procedures will be taken.
5. Leaving for lunch is not permitted.

Lockers

1. Student lockers are the property of Warren Co. R-III School District.
2. Student lockers remain at all times under the control of the Warren Co. R-III School District.
3. Students are expected to assume responsibility for their own lockers and the security of its contents. THEREFORE, YOU MUST ONLY USE THE LOCKER ASSIGNED TO YOU.
4. Warren Co. R-III School District retains the right to inspect lockers at any time.
5. No stickers or materials of a permanent nature are allowed on the lockers.
6. *Locker Locations: (See map on pages 31-32)*

Lunch

Students are provided a lunch period each day. They may bring their own lunch, purchase a Type "A" lunch, or buy Ala-Carte items at individual prices. The regular price for a tray lunch is \$2.50. The regular price for a tray breakfast is \$1.50. Proper behavior will be expected while in the lunchroom. Loss of privileges, such as eating with friends, or more severe consequences will occur for excessive disruption.

Lunch money should be put into an envelope and labeled WITH STUDENT NAME & AMOUNT for pickup during first hour. All lunch money should be deposited by 9:00 a.m. **Please fill out the Free and Reduced Lunch application even if you don't think you will qualify.**

HEALTH & MEDICATION SERVICES:

The middle school has a full-time registered nurse on staff. Students must obtain a pass to visit the nurse's office from a teacher. Only emergency visits are allowed between classes.

Any student infected with a contagious or infectious disease or has had a temperature of 100 degrees or higher shall not be allowed to attend school for at least 24 hours after the fever has dropped or medical authorities have indicated that the student may return.

Immunization records are required and maintained for all students. DTP (Diphtheria, Tetanus, Pertussis), Polio, MMR (Measles, Mumps, Rubella), and Hepatitis B are all required by Missouri law for the 6th, 7th, and 8th graders.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. The district will provide Advil or generic substitute, Tylenol or generic substitute, upon written permission from parent/guardian up to six (6) doses per semester. Further dosage will only occur with written doctor's permission. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Students are not allowed to keep medication in their bags or lockers. Doing so may result in disciplinary measures.

GRADES, GRADE CARDS, & PROGRESS REPORTS:

Grade cards are distributed four times a year. Grades are based on a 4-point scale. All students will receive a progress report every three weeks. Reports should be signed by parents and returned to the teacher. Each quarter you should receive 2 progress reports and a grade card.

The district's approved grading scale and equivalent percentages are as follows:

95-100 = **A** = 4.000 points
90-94 = **A-** = 3.667 points
87-89 = **B+** = 3.333 points
83-86 = **B** = 3.000 points
80-82 = **B-** = 2.667 points
77-79 = **C+** = 2.333 points
73-76 = **C** = 2.000 points
70-72 = **C-** = 1.667 points
67-69 = **D+** = 1.333 points
63-66 = **D** = 1.000 points
60-62 = **D-** = 0.667 points

0-59 = **F** = 0.000 points

BHMS Honor Roll System:

Based on Grade Point Average (GPA) at quarter grade card

Principal's Honor Roll = 4.000 GPA

A Honor Roll = 3.667 – 3.999 GPA

B Honor Roll = 3.000 – 3.666 GPA

GUIDANCE & COUNSELING:

1. Counselors are available to assist students with academic and personal problems. Appointments can be made for students in several ways. The student can ask the advisory teacher to email the counselor and the counselor will see the student as soon as possible. The student can also stop by the counseling center, as time between classes allows, and schedule a time. Parents may also schedule appointments by telephone.
2. The counselors may request to see a student, or in the case of emergencies, students may request permission from teachers to see the counselor. Parents are encouraged to contact the guidance department should they have questions or concerns regarding their child's course of study or personal needs at school.
3. Topics that the counselors can address with students include, but are not limited to, peer mediations, homework problems, attendance, bullying, teacher-student relationship, and friendship concerns.
4. The counselor and teacher must clear changes in a student's schedule with the office.

ALCOHOL/ DRUG ABUSE POLICY:

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

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

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

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

HARASSMENT POLICY:

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, national origin, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this policy, the term "school personnel" includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, disability, sexual orientation or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Retaliation

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment or harassment based upon race, color, disability, national origin or sexual orientation will not affect the complainant's or reporter's future employment, grades, learning or working environment or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliate against any person who reports an incident of alleged sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

HAZING AND BULLYING POLICY:

In order to promote a safe learning environment for all students, the Warren County R-III School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

ELECTRONIC DEVICE POLICY:

The Warren County R-III School District prohibits the use or display of video or audio recording equipment, including cellular devices, on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts, and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

See page 23 for the consequences associated with electronic devices.

HALLWAY & CLASSROOM BEHAVIOR EXPECTATIONS:

Students are expected to behave in the following manner:

1. Walk at all times within the building.
2. Open only your own locker.
3. Refrain from blocking hall traffic.
4. Use moderate voice. NO profanity.
5. Keep hands and other body parts off other people.
6. Keep food and drink in the breakfast and lunch areas.
7. Follow all directions, rules, and guidelines of school employees.
8. Posters or banners must have office approval before being displayed.
9. Bring all necessary materials and arrive to class on time.
10. Complete all assignments and turn them in on time.
11. Take care of textbooks. Students will be fined for lost or damaged books.
12. Do not cause disruption in the classroom.
13. Students are expected to “dress-out” for physical education with proper gym shoes. NO street shoes!
14. Safety glasses should be worn for classes where eye safety is a concern.
15. Students are prohibited from bringing any item to school to sell.

DISCIPLINE POLICY:

The objective of the code of conduct is to establish rules with regard to the conduct of all Middle School Students. The following information is a condensed version of the Warren County R-III Discipline Policy pertaining to the students of the Middle School. A full listing of board policies are available for your inspection on the school district web page at <http://www.warrencor3.org>

These rules have been deemed appropriate and necessary for the maintenance of a wholesome school climate. As such, students and parents should review this Code of Conduct.

These rules and standards apply to student conduct:

1. On school premises
2. On school buses
3. Involving school property
4. At school functions of any kind
5. At school bus stops

STUDENT RIGHTS AND RESPONSIBILITIES

It is vitally necessary to all students to assume responsibility for their behavior while enrolled in the public schools in the Warren County R-III School District. Students are responsible for the way they exercise their rights, and they must accept the consequences of their actions and recognize the boundaries of these rights.

Each student is expected to abide by the laws of the State of Missouri and the United States, and by the policies of the School Board of the Warren County R-III School District and the administrative procedures of the particular school where he/she is a student.

All students will be afforded due process as guaranteed by our constitution. The process will be in accordance with state law and with the provisions outlined in the Board's Policy and Regulations on Student Suspension and Student Expulsion.

Before being suspended students have the right:

1. To be given oral or written notice of the charges against them.
2. To be given oral or written explanations of the facts which form the basis of the proposed disciplinary actions.
3. To be given the opportunity to present their version of the incident.

SCHOOL OFFICIALS RIGHTS AND RESPONSIBILITIES

The Board of Education may establish written policies and the Superintendent of Schools may establish written administrative procedures of general application governing student conduct in all schools. Each principal within his or her school and each teacher within his or her classroom may establish additional building regulations which are deemed appropriate and which follow administrative procedures that are consistent with Board of Education policies.

SCHOOL SEARCH POLICY

To maintain order and discipline in the schools and to protect the safety and welfare of student and school personnel, school authorities may search a student, student lockers, or student book bags under the circumstances outlined in the guidelines below, and may seize any illegal, unauthorized, or contraband materials discovered in the search.

SCHOOL PROPERTY – School lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because it is subject to search at any time by the school officials. Students are responsible for whatever is contained in desks and lockers issued to them at school.

STUDENTS OR PERSONAL PROPERTY – Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.

STUDENTS REFUSAL OF A SEARCH – Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search or where the search cannot safely be conducted. Parents may also be contacted. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

SEIZURE OF ILLEGAL MATERIALS – If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

ILLEGAL OR UNAUTHORIZED MATERIALS – For the purposes of this policy, “illegal or contraband material” includes all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol or alcoholic beverages, abusable glue or aerosol paint, other inhalants, guns, knives, weapons, or incendiary devices.

REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized persons, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

PARENT RIGHTS AND RESPONSIBILITIES

Parents' responsibilities for the education of their children do not stop after the child enters school. Parents continue to have the responsibility to get students to school on time, to keep them rested, and to make sure their homework is done.

Parents have the following rights and responsibilities:

1. To know the progress their children are making in school,
2. To confer with teachers and other school personnel about their children,
3. To have access to student records of their child, and
4. To appeal on behalf of their children.
5. To receive timely notification of disciplinary consequences (or inquiries) initiated by the school district or legal authorities.

DISCIPLINARY ALTERNATIVES:

The person or group empowered to utilize each alternative is listed after each alternative according to the key.

1. Student Conference	T,P,S,B	<u>Key</u>
2. Parent Conference	T,P,S,B	T=Teacher
3. Referral to Counselor	T,P,S,B	P=Principal
4. Assignment of Extra Work	T,P,S,B	S=Superintendent
5. Depriving of Certain Earned Privileges	T,P,S,B	B=Board of
6. Reprimand	T,P,S,B	Education
7. Behavioral Contract	T,P	
8. After School Detention	T,P,S,B	
9. Academic Re-Assignment	P,S,B	
10. Short Term Suspension	P,S,B	
11. Saturday Detention	P,S,B	
12. Long Term Suspension	S,B	
13. Expulsion	B	

Teachers and principals are also encouraged to explore innovative, positive alternatives to change behavior in their classes and their schools.

Detention

A detention period is used for students who have been given a detention notice by a teacher or principal because the student has not followed the accepted standards or policies of a particular classroom or of the school.

The following are administrative procedures governing detention and the assignment of detention:

Guidelines:

1. A student who has been assigned detention will be informed of that assignment.
2. Assignments and detentions are not synonymous.
3. An assignment can be for more than one detention.
4. Students are required to bring textbooks or library books to detention.

5. Students are to use the textbooks/library books and to spend their time studying.
6. Students are to remain quiet during the detention period unless spoken to by the teacher.
7. Students are expected to be in the room and seated at a desk when the detention period begins.
8. Students are expected to be in the detention room unless excused by the teacher.
9. Students are to remain awake and sit upright.
10. Students must be in the detention room on the day they are assigned unless they have been excused by one of the principals.
11. Students who are absent from school on the day they are assigned to the detention period are to complete it the first day they return to school.
12. Additional detentions or suspensions will be assigned if the above rules are not followed.
13. Students who do not serve detention will be assigned additional detentions or suspensions.
14. Students are expected to comply with any additional tasks assigned by the administration.

Academic Re-Assignment

A building principal or assistant principal may authorize academic re-assignment for the well-being of a student or the school environment.

Guidelines:

1. Students will be assigned to a special class where they will be adequately supervised at all times. The academic re-assignment teacher will see that each student has textbooks and class assignments from his or her regular teachers.
2. Additional conferences with the school counselor and/or principal(s) may be scheduled at the discretion of a principal.
3. Students may not participate in extra-curricular activities while they are under academic re-assignment. They will receive credit for work completed during the period of academic re-assignment. Failure to use time wisely resulting in the incompleteness of assignments may result in a "0" for the uncompleted work.
4. Students will be notified of building regulations concerning procedures in the academic re-assignment room when he/she enters the academic re-assignment room. Failure to follow rules in the academic re-assignment room may result in out-of-school suspension.
5. Serious misconduct in the academic re-assignment room may result in additional disciplinary action.
6. A parent conference may be required before the student is returned to regular classes.
7. Students must earn their way back into the regular classroom by following all academic re-assignment rules and completing all assignments to the satisfaction of the supervising teacher.

OUT-OF-SCHOOL SUSPENSION

A building principal may, for the well-being of a student or of the school environment, suspend a student out of school for a period of not more than ten school days. The student will be afforded the opportunity of an informal hearing. The principal or assistant principal will notify the student's parent(s) or guardian of the situation and inform the student either verbally or in writing of the reason for the suspension. The superintendent has the authority to extend the suspension up to one

hundred and eighty school days or to shorten or to revoke the suspension. The student and/or parent(s) involved will have the right to appeal a suspension of more than ten school days in length to the Board of Education. Suspension will generally be used for serious or chronic offenses.

1. Students under suspension are not allowed to be within 1,000 feet of school grounds unless:
 - a. The parent/guardian calls and makes arrangements with a principal.
 - b. The parent/guardian accompanies the student to the campus.
2. Students under suspension are not allowed to participate in or attend any extracurricular activities sponsored by the school until the suspension has been served. Such activities include: basketball games, football games, dances, concerts, club meetings, and other school sponsored activities.
3. A student's absence from school during an out-of-school suspension is an unexcused absence. Credit may be earned for work completed in accordance with the attendance policy.
4. Student suspensions may extend into the next school year at the discretion of the principal.
5. A parent/guardian conference with administrator(s) may be required before the student is allowed to return to classes.

SUSPENSIONS FOR MORE THAN 180 DAYS AND EXPULSIONS

Only the Board of Education can expel a student or suspend a student for more than 180 days. A full listing of board policies are available for your inspection on the school district web page at <http://www.warrencor3.org>

DISCIPLINE CODE:

Abbreviations

AR = Academic Reassignment
BC = Behavioral Contract
CI = Classroom Isolation
Conf. = Conference

LA = Legal Authority
CWS = Conference with Student
LP = Loss of Privileges
LT = Long-Term Suspension

OSS = Out-of-School Suspension
PC = Parental Contact
poss. = Possible
TO = Time Out

The Warren County R-III discipline policy is designed to foster student responsibility, respect for others, and the orderly operations of district schools. No policy can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses, which if committed by a student, will result in the imposition of a specific penalty.

Reporting to Law Enforcement

It is the policy of the Warren County School District to report all crimes occurring on school grounds 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 (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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.

Offense:

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	No credit for the work, grade reduction, or replacement assignment, detention or AR
Subsequent	No credit for the work, grade reduction, course failure, AR, or OSS

ARSON - Starting a fire or causing an explosion with the intention to do damage to property or buildings. NOTE: In case of flagrant arson, more severe penalties may be used, including contact with LA and up to expulsion.

First	PC, poss. contact with LA, conf. with principal, poss. 1-180 day OSS, restitution
Second	PC, poss. contact with LA, conf. w/ principal, 10-180 day OSS, restitution, poss. expulsion
Subsequent	PC, contact LA, 10 days OSS w/ recommendation for LT and/or expulsion, restitution

BULLYING (see Board policy JFCF) - Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence; verbal taunts; name-calling and put-downs; threats; extortion; theft; damaging property; exclusion from a peer group; and cyber bullying, including use of websites, e-mail, texting and other electronic means.

First	Detention, AR, 1-180 days OSS
Subsequent	1-180 days OSS, poss. expulsion

BUS MISCONDUCT (see Board policy JFCC) – All school rules and consequences apply to riding all district buses. Safe and orderly bus transportation will require that students are consistently respectful toward the bus driver by following all instructions, rules, and regulations of the school bus transportation system.

Any offense/infraction committed by a student on any district-owned bus shall be treated in the same manner as if the offense was committed at school, in full compliance with School Board policy for school bus misconduct/misbehavior.

In the event a student is removed/suspended from the bus, in accordance with the consequence(s) for his/her infraction(s), it is the parent(s)/guardian(s)' responsibility to provide appropriate transportation for the student to and from school during his/her bus suspension. If the student fails to attend school during the bus suspension, the Warren County Truancy Officer and/or School Resource Officer will be notified and legal action may be taken. Additional bus suspension will be added if the student fails to attend school. The following behaviors will not be permitted on the bus. These behaviors are grouped according to the seriousness of the offense. More serious behaviors will result in harsher consequences. Behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

BUS MINOR OFFENSE (see Board policy JFCC) - (a) not sitting in assigned seat; (b) changing seats; (c) moving on bus while in motion; (d) jumping on or off bus before it comes to a complete stop; (e) eating, drinking; (f) throwing objects, (g) making loud noises; (h) refusing to follow directions. These are examples of unacceptable behaviors, but not an exhaustive list.

First	CWS
Second	Detention
Third	1-3 days off bus
	Any further minor infractions advance to First Major through all grade levels

BUS MAJOR OFFENSE (see Board policy JFCC) –(a) Creating a loud disturbance (example: excessive horseplay) that would endanger those on the bus; (b) disrespectful, intimidating, or threatening remarks, obscene gestures, or profanity directed at a bus driver; (c) disrespect, threatening remarks, use of profane or abusive language, or harassment toward another student (includes slapping, spitting, marking, throwing objects or food at another student); (d) flagrant insubordination; (e) indecent exposure; (f) bus vandalism/destruction of property; (g) fighting/assault; (h) fireworks, weapons and guns; (i) possession and use of tobacco by students; (j) student alcohol and other drug possession/use; (k) throwing objects or littering from the bus. These are examples of unacceptable behaviors, not an exhaustive list.

First	3 – 5 days off the bus
Second	10 days off the bus
Subsequent	40 days off the bus

Any further major infractions will result in an additional 40 days, up to the permanent loss of bus

COMPUTER MISUSE (see Board policy EHB and procedure EHB-AP) - Inappropriate use of the computer (Internet included) is any action by a student to view, print or distribute pornographic materials, access private files, harassing, insulting or unauthorized tampering of hardware and/or employing the network for commercial purposes.

First & Subsequent	Detention hour to OSS, LP depending on severity of misuse, poss. LP
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CONTROLLED SUBSTANCES, ALCOHOL - POSSESSION/USE (see Board policies JFCH and JHCD) - This section may include, but not be limited to, the illegal use, sale, transfer, intent to sell, possession or being under the influence of intoxicants, alcohol, physical or mind-altering chemicals, including unauthorized inhalants. Drugs, including prescription or over-the-counter or drug-like substances, including any represented to be drugs and any paraphernalia used for such purposes are prohibited on or in school property or at school activities or events, or in any vehicle while being used to transport students for the school district.

First	PC, LA, OSS up to 10 days, poss. 11-180 days OSS, counseling, poss. expulsion
Subsequent	11-180 days OSS, PC, LA, expulsion

CURRICULAR DISRUPTION - A pattern of classroom disruption that takes away from the curricular process.

First	PC, detention hour to 1 day AR
Second	PC, up to 3 days AR
Subsequent	PC, 1 day AR to 5 days OSS

DISHONESTY - Any act of lying, whether verbal or written, including forgery.

First	Nullification of forged document. CWS, detention, AR, poss. 1-10 days OSS
Subsequent	Nullification of forged document. Detention, AR, 1-180 days OSS, poss. expulsion

DISRESPECT/INSUBORDINATION - Refusal to follow instructions or insubordination. This includes refusal to identify one's self, challenging authority, refusing to obey a reasonable request, running from adult and lying to an adult in authority. NOTE: In case of flagrant disrespect/insubordination, more severe penalties may be used, including contacting LA, and up to expulsion.

First	Detention period to 1 day AR
Second	Detention to 3 days AR
Subsequent	1-3 days AR to 10 days OSS, poss. LT

DISRUPTION OF SCHOOL-SPONSORED EVENT - Students whose actions cause a disturbance at or stoppage of a school-sponsored event, including athletic contests, performances, commencement exercises or assemblies.

- First PC, AR, OSS
- Subsequent OSS, poss. LA, poss. LT

ELECTRONIC DEVICES (see Board policy KKB) - The Warren County R-III School District prohibits the use or display of video or audio recording equipment, including cellular devices, on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
 2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
 3. At open meetings of the Board of Education or committees appointed by or at the discretion of the Board.
 4. As otherwise permitted by the building principal.
- This applies to all electronic devices for the entire school year. (Example: cell phone in September = first offense; I-pod in January = second offense, and digital camera in March = third offense.)

If an electronic device is seen or heard with a student, the district has set the following procedure for all grade levels:

- First Confiscation. Student may pick up from office after the final bell.
- Second Confiscation. Parent must pick up from office.
- Third Confiscation. Parent must pick up from office, plus the student will serve a penalty of AR.
- Subsequent Confiscation. Parent must pick up from office after the final bell, plus the student will serve 1-10 days OSS with poss. referral to superintendent

EXTORTION - Threatening or intimidating any student for the purpose or intent of obtaining money or anything of value from that student. NOTE: In case of flagrant extortion, more severe penalties may be used, including contact of LA, up to expulsion.

- First PC, conf. with counselor, contact LA, 1-10 days AR
- Second 3-5 days AR or OSS, PC, and principal for readmittance, contact LA
- Subsequent Up to 10 days OSS, PC, poss. recommendation for LT, contact LA

FAILURE TO MEET CONDITIONS OF SUSPENSION - Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. In determining whether to suspend or expel a student, 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

- First PC, detention, AR, 1 - 180 days OSS, poss. expulsion
- Subsequent PC, detention, AR, 1 - 180 days OSS, poss. expulsion

FAILURE TO SERVE DETENTION - Not serving assigned detention in the allocated time.

- First Additional detentions, AR
- Subsequent 1-5 days AR

FALSE ALARM - Setting off alarms when there is no cause to do so, including fire alarms, 911 calls, bomb threats, or other acts causing evacuation of the building which endangers the welfare of students.

- First 5-10 days OSS, LA, poss. LT or expulsion
- Second 10 days OSS with poss. LT or expulsion
- Subsequent 10 days OSS with poss. LT or expulsion, LA

FIGHTING (legally defined as “Public Affray”) - occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence towards each other, in any angry or quarrelsome manner or do each other willful mischief; or if any person shall assault another and strike him in any public place to the terror or disturbance of others, the person or persons shall be deemed guilty of a misdemeanor. NOTE: Within the school setting, school officials may determine that an act of “near fight/physical contact” in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than fighting. The Safe Schools Act of 1996 stipulates that:

1. A person commits the crime of assault while on school property if the person:
 - a. Knowingly causes injury to another person; or
 - b. With criminal negligence, causes physical injury to another person; or
 - c. Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person, and the act described under subsection (a), (b) or (c) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in the service of the school or school district, or arose as a result of a school or school district-sponsored activity.
2. Assault while on school property is a CLASS D FELONY. A Safe Schools Incident Report will be filed with law enforcement.

First	5-10 days OSS, poss. LT, LA
Second	8-10 days OSS, poss. LT
Subsequent	Up to 10 days OSS with poss. recommendation for LT or expulsion

GAMBLING - Possession and/or use of any gaming devices involving the exchange of money and/or services/favors. Also any actions normally associated with gambling, such as pitching or matching coins, wagering or betting on sports events or participation in pools, playing cards or dice. NOTE: In case of flagrant gambling, more severe penalties may be used, including LT or expulsion.

First	Detention hour, 1 day AR, PC, poss. LT
Second	Detention to 3 days AR, LA, PC, poss. LT
Subsequent	PC, LA, up to 10 days OSS, poss. LT

GANG-RELATED ACTIVITIES - As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity. NOTE: In case of flagrant gang-related activity, more severe penalties may be used, including contacting LA, and up to expulsion.

First	PC, removal of gang identification items, poss. contact with LA, poss. detentions and written paper to be reviewed by counselor
Second	PC, removal of gang identification items, contact with LA, 1 day AR to 3 days OSS
Subsequent	PC, contact with LA, up to 10 days OSS, poss. LT or expulsion

HARASSMENT - GENERAL (see Board policy AC) - General harassment is any form of conduct that does not fall under either the Racial/Ethnic or Sexual Harassment sections and is deemed to create an intimidating or hostile environment and may take any of the following forms: comments, slurs, jokes, insults and name calling; written material including, but not limited to, graffiti, notes, epithets, computer bulletin entries, pictures, posters, cartoons and/or written materials; defacing or damaging personal property and or school property including, but not limited to, defacing and/or damaging of property belonging to an individual; physical threats including, but not limited to, physical attacks. NOTE: In cases of flagrant harassment, more severe penalties may be used, including contact of LA and/or up to LT.

First	PC, detention to 10 days AR, poss. LA, counseling
Second	PC, up to 5 days OSS, poss. LA, counseling
Subsequent	5-10 days OSS with poss. recommendation of LT or expulsion

HARASSMENT - RACIAL/ETHNIC (see Board policy AC) - Racial and ethnic harassment is conduct of a racial and/or ethnic nature, which has the effect of creating, in a reasonable person, an intimidating, hostile or offensive educational or work environment and may take the following forms: comments, slurs, jokes, insults and name calling; written material including but not limited to graffiti, notes, epithets, computer bulletin entries, pictures, posters, cartoons and/or written materials; defacing or damaging personal property and/or school property including, but not limited to, defacing and/or damaging of property belonging to an individual who intimidates or harasses the individual due to their race and/or ethnicity; racial and/or ethnic physical threats including but not limited to physical attacks.

NOTE: In cases of flagrant harassment, more severe penalties may be used, including contact of LA and/or up to LT.

First	PC, detention to 10 days AR, poss. LA, counseling
Second	PC, Detention to 5 days OSS, poss. LA, counseling
Subsequent	5-10 days OSS with poss. recommendation of LT or expulsion

HARASSMENT - SEXUAL (see Board policy AC) - Inappropriate behavior that portrays sex or sexual conduct in a manner offensive to community standards. Words, spoken or written, touching, or other physical contacts of a sexual nature violate this guideline.

NOTE: In cases of flagrant harassment, more severe penalties may be used, including contact of LA, and/or up to LT.

First	PC, detention to 10 days AR, poss. LA, counseling
Second	PC, Detention to 5 days OSS, poss. LA
Subsequent	5-10 days OSS with poss. recommendation of LT or expulsion

HAZING (see Board policy JFCF) - 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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First	AR, poss. 1-180 days OSS
Subsequent	1-180 days OSS, poss. expulsion

HORSEPLAY - Physical exchanges between two or more students, not intended to be violent in nature, but exceeding acceptable levels.

First	Detention hour to 3 days AR, PC
Second	Detention to 5 days AR, PC
Third	3 days AR to 5 days OSS.
Subsequent	Up to 10 days OSS

IMPROPER OR UNAUTHORIZED STUDENT INTERACTIONS - Any inappropriate, unauthorized or undisciplined student interactions, as determined by school officials, within a school zone. NOTE: In case of flagrant improper student interactions, more severe penalties may be used, including contacting LA, and up to expulsion.

First	PC, detention, AR, to 3 days OSS
Second	PC, AR, to 5 days OSS
Subsequent	3-10 days OSS with poss. LT or expulsion, LA

INCENDIARY DEVICES - 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. NOTE: In case of flagrant incendiary device issues, more severe penalties may be used, including contacting LA, and up to expulsion.

First	Confiscation. Warning, PC, detention, AR
Subsequent	Confiscation. PC, detention, AR, or 1-10 days OSS.

INJURIOUS OR EXCESSIVE BEHAVIOR - Excessively repeated discipline infractions or referrals as defined by school officials.

First	5-10 days OSS with poss. LT or expulsion, LA
Subsequent	8-10 days OSS with poss. LT or expulsion, LA

INTIMIDATION OR THREATS - Intentionally placing a student in a situation where mental or physical harm can take place. This may include verbal, written or physical aggression, harassment via insults, sexual innuendos, or verbally provoking a fight. NOTE: In case of flagrant intimidation or threat, more severe penalties may be used, including contacting LA and/or up to LT.

First	PC, detention to 5 days AR
Second	PC, detention to 3 days OSS
Subsequent	3 days AR to 10 days OSS with poss. rec. LT or expulsion

INTOLERANT COMMUNICATIONS TOWARDS A STUDENT - Speech or conduct in the classroom or during school activities that detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. This can include spreading rumors, name calling, provocative or inciting language, obscene, disparaging, demanding communication and verbal abuse. NOTE: In case of flagrant intolerant communications, more severe penalties may be used, including contacting LA, up to LT or expulsion.

First	Detention to 5 days AR
Second	Detention to 3 days OSS
Subsequent	3 days AR to 10 days OSS, with poss. rec. LT or expulsion

INTOLERANT COMMUNICATIONS TOWARDS A STAFF MEMBER - Speech or conduct in the classroom or during school activities that detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. This can include spreading rumors, name calling, provocative or inciting language, obscene, disparaging, demanding communication and verbal abuse. NOTE: In case of flagrant intolerant communications towards a staff member, more severe penalties may be used, including contacting LA, and/or LT or expulsion.

First	1 day AR to 5 days OSS
Second	5 days AR to 10 days OSS
Subsequent	Up to 10 days OSS with poss. rec. LT or expulsion

LEAVING CLASS WITHOUT PERMISSION - Leaving the classroom without verbal or written permission from a staff member.

First	PC, detention hour to AR
Second	PC, detention, AR
Subsequent	AR to 5 days OSS, poss. LT

PHYSICAL ASSAULT OF STUDENT - The offense of assault and battery is committed if a person:

- a. Attempts to cause or recklessly causes physical injury to another person;
 - b. With criminal negligence, causes physical injury to another person by means of a deadly weapon;
 - c. Purposely places another person in apprehension of immediate physical injury;
 - d. Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person;
 - e. Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.
- NOTE: Within the school setting, school officials may determine that an act of "physical contact" in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than assault. The Safe Schools Act of 1996 stipulates that:
1. A person commits the crime of assault while on school property if the person:
 - a. Knowingly causes injury to another person; or
 - b. With criminal negligence, causes physical injury to another person; or
 - c. Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person, and the act described under subsection (a), (b) or (c) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in the service of the school or school district, or arose as a result of a school or school district-sponsored activity.
 2. Assault while on school property is a class D felony.

NOTE: In case of flagrant assault, more severe penalties may be used, including contact with LA and up to expulsion.

First	PC, 3 days AR to 10 days OSS, contact LA
Second	3-10 days OSS, PC, contact LA
Subsequent	10 days OSS with recommendation for LT

PHYSICAL ASSAULT OF PERSONNEL - Any aggressive physical contact with a staff member, including but not limited to pushing, striking, biting, clawing and kicking. NOTE: For a more detailed description of assault, see the definitions in “Physical Assault of Student.”

First Up to 10 days OSS, PC, contact LA, poss. recommendation for LT or expulsion
Subsequent 10 days OSS and recommendation for LT or expulsion, PC, contact LA

PHYSICALLY ENDANGERING BEHAVIOR - Pushing, shoving, spitting, kicking, tripping (in anger) or behavior that may or may not cause harm to one’s self or another student.

First PC, 1-5 days AR, poss. LA
Second PC, 5 days AR to 5 days OSS, contact LA
Subsequent 5-10 days OSS with the poss. recommendation of LT and contact of LA

PUBLIC DISPLAY OF AFFECTION (PDA) - Physical contact that is inappropriate for the school setting.

First Verbal warning to detention
Second Detention hour to AR
Subsequent Detention to 10 days OSS

SEXUAL ACTIVITY - Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First CWS, detention, AR, or 1-180 days OSS.
Subsequent Detention, AR, 1-180 days OSS, or expulsion

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 Confiscation. CWS, detention, AR, or 1-180 days OSS.
Subsequent Confiscation. Detention, AR, 1-180 days OSS, or expulsion.

STEALING/KNOWINGLY IN POSSESSION OF STOLEN PROPERTY - *Under a \$20 value.*

First PC, restitution, AR, 1 – 3 days OSS, counseling, and LA
Second PC, restitution, AR, 3 – 8 days OSS, and LA
Subsequent PC, restitution, 3 – 10 days OSS, poss. LT, and LA

Over a \$20 value. NOTE: In case of severe stealing, more penalties may be used, including contacting LA, and up to expulsion.

First PC, restitution, AR, 1 – 5 days OSS, and LA
Second PC, restitution, 3 – 10 days OSS, and LA
Subsequent PC, restitution, LA, 5 – 10 days OSS, poss. LT.

STUDENT DRESS CODE – (See Board Policy JFCA-AP)

BHMS Dress Requirements:

It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. Student dress and grooming will be the responsibility of the individual and his/her parents within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. Students must wear footwear at all times. Slippers are unacceptable.
3. Items of clothing or jewelry associated with a controlled substance are not permitted. No handcuffs, chains, or spiked/studded jewelry may be worn.
4. Hats, caps, hoods, or other headgear should be removed upon entering the building. These items may be worn as you are exiting the building.
5. Students shall not wear clothing or accessories bearing the following messages:
 - a. statements advocating, obscene, profane, immoral, illegal, sexual, or violent behavior
 - b. statements advertising, promoting, or picturing alcohol, tobacco, or drugs
 - c. language or symbolism that reflects the occult or gang affiliation
6. Clothing shall be restricted in the following ways:
 - a. Clothing/Stickers/Insignia/Colors/Visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation, or other criminal activity (including rebel flags and swastikas)
 - b. All undergarments, including bra straps, must be covered. Tank tops, spaghetti straps, and muscle shirts are not permitted.
 - c. Bellies and lower-backs must be covered.
 - d. Buttocks, top and bottom, must be covered at all times. Skirts and shorts must be longer than the student's fingertips. Pants/shorts/skirts with holes cannot expose skin above fingertip length.
 - e. Low-cut shirts that expose the breasts are not permitted.
 - f. Sagging pants are not permitted. Pants should be worn at hip height and cover all undergarments
 - g. Bedroom wear may not be worn to school. Blankets may not be brought to school unless related to a school sponsored event, and must be left in lockers until the event takes place.
7. Dress and grooming will not be such as to disrupt the teaching/learning process, cause a threat to safety, or cause undue attention to an individual. When in question, final judgment of a student's appearance or mode of dress is at the discretion of the principal.
8. Class activities that present a concern for student safety may require the student to adjust his/her hair and /or clothing during the class period in order to meet safety standards.
9. Additional dress regulations may be imposed upon such standards participating in extracurricular activities.
10. Regulations may be altered according to special school-sponsored activities.

The district has set the following consequences for all grade levels:

First	Remove or turn the clothing inside out, P/C
Second	Remove or turn clothing inside out, detention, AR and P/C
Subsequent	Remove or turn clothing inside out, AR, OSS

TARDY - If a student is not in the classroom when the bell rings, he/she will be considered tardy for that class.

First	CWS
Second	CWS, PC
Third	Detention, PC
Fourth	Detention, PC
Fifth	PC, 1 day AR
Subsequent	PC, 1-10 days AR, 1-10 days OSS

TECHNOLOGY MISCONDUCT - 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. This also includes using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. NOTE: In case of flagrant technology misconduct, more severe penalties may be used, including contacting LA, and up to expulsion.

- First Confiscation and/or restitution if appropriate. Detention hour to OSS, depending on severity of misuse, poss. LP
- Subsequent Confiscation and/or restitution if appropriate, AR, OSS and/or LP

TOBACCO POSSESSION/USE - Products may include, but are not limited to: cigarettes, cigars, chewing tobacco, snuff or similar items and look-alike items.

- First PC, 1-3 days OSS, counseling
- Second PC, 3-5 days OSS, poss. LA, counseling
- Subsequent 10 days OSS with the poss. recommendation of LT or expulsion

TRUANCY (see Board policy JED and procedures JED-API and JED-AP2) - Any unauthorized absence from school or class shall be considered as “truancy.” A student is considered truant whenever there is an absence from school or from class without the knowledge or consent of the parent or guardian. On rare occasions a parent or guardian may be aware of an absence and the school will still consider it as truancy. Any student who tells his/her parent/guardian that there is no school on a particular day, then stays home or visits with a friend will be considered truant. Students who leave the school grounds during the school day without the permission of parent/guardian and the school authorities will be considered truant. Known truancy will be referred to the juvenile office and/or the Children’s Division (CD) of the Department of Social Services. Students will be counted truant if they are absent from class for more than seven (7) minutes (this includes the four-minute passing time) without a pass excusing them.

- First PC, 1 day AR, counseling
- Second PC, 3 days AR, poss. contact LA, counseling
- Subsequent PC, 10 days AR to 10 days OSS with the poss. recommendation of LT, LA

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 CWS, detention, AR, poss. 1-180 days OSS
- Subsequent 1-180 days OSS, poss. expulsion

VANDALISM (see Board policy ECA) - Willful damage or attempts to damage any property, real or personal belonging to school, staff or student. NOTE: In case of flagrant vandalism, more severe penalties may be used, including contacting LA, and up to expulsion.

- First Make restitution, plus detention hour up to 3 days OSS, poss. LA, PC
- Second Make restitution, plus 1 day AR to 5 days OSS, contact LA, PC
- Subsequent Make restitution, plus 5-10 days OSS, PC, LA, poss. LT

WEAPONS - POSSESSION, USE OR ATTEMPTED USE (see Board policy JFCJ) - All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. These environments include, but are not limited to district-owned buildings, leased or rented facilities, school-sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during and after school.

Student Reporting - Students who see or become aware of a weapon in school must not touch it or remain in its presence. Notify an adult immediately.

Exceptions: Pursuant to Missouri statutes, exemptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties, school district-approved firearm safety courses, school district-approved possession and use of dangerous weapons by a ceremonial color guard, school district-approved gun or knife shows, school district-approved possession and use of starter guns for athletic contests.

Category I Weapons: A blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, projectile weapon (including bow, arrows, pellet gun, sling shot, paint ball gun), a rifle, a shotgun, a spring gun, a switchblade knife, or a taser/stun gun.

NOTE: Any knife may be classified as a Category I Weapon regardless of blade length.

Category II Weapons: Poisons, nunchucks, throwing stars or other devices that could be used as a weapon to threaten others.

Category III Weapons (other items that will be viewed as weapons): Live ammunition (bullets, shotgun shells, etc.), fireworks, firecrackers and smoke bombs, throwing darts, laser pointers, nuisance items and toys, unauthorized tools, mace, etc.

First and
Subsequent
Offenses

Category I

Firearms Loaded or Unloaded B PC, confiscate weapon, contact LA, 10 days OSS, referral to the superintendent, recommend LT up to expulsion

Non-Firearm Use or Attempted Use B contact LA, confiscate weapon, PC, 10 days OSS, poss. recommendation for LT or expulsion

Non-Firearm Possession B contact LA, confiscate weapon, PC, 1-10 days OSS, poss. recommendation for LT or expulsion

Category II

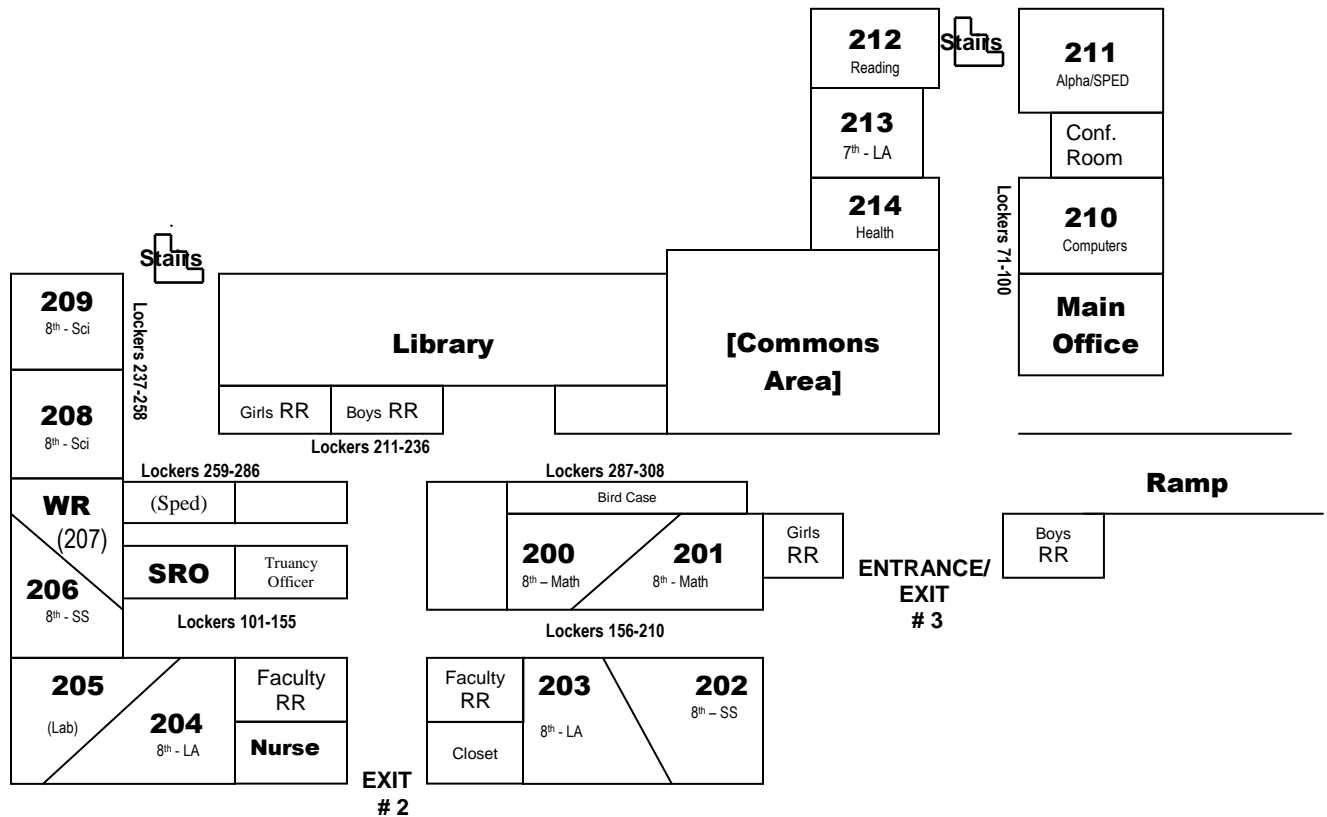
Use or Attempted Use B PC, confiscate object, 1-10 days OSS, poss. rec. LT or expulsion, contact LA

Possession - Confiscate object, PC, 1-10 days OSS, contact LA

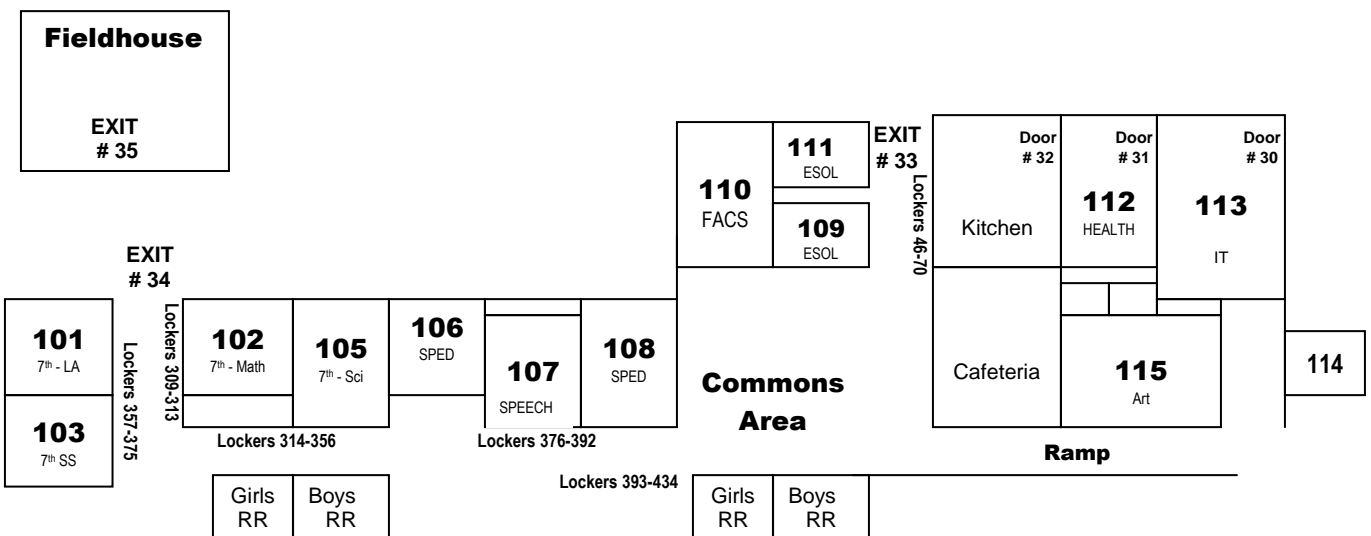
Category III

Possession or Use - PC, counseling, confiscate object, poss. TO, poss. contact with LA, detention to 10 days OSS

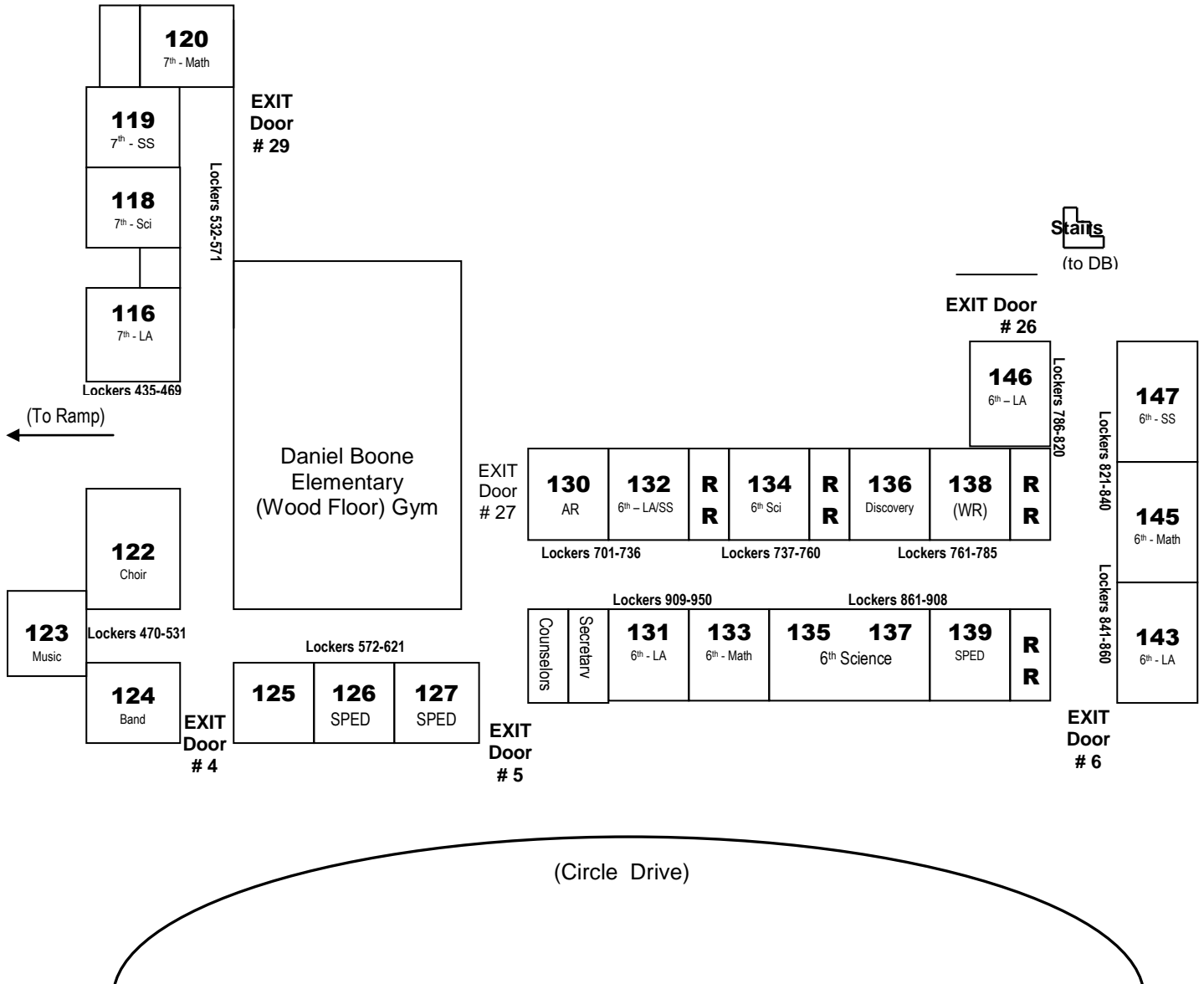
BHMS Map – Upper Level :



BHMS Map – Lower Level :



BHMS Map – Single Level:



STUDENT TECHNOLOGY USAGE & INTERNET SAFETY POLICY AGREEMENT

The Warren County R-III School District's technology and Internet resources are provided for the purpose of maximizing the educational opportunities and achievement of its students. The intent of this policy is to outline safe and acceptable use of district technology and Internet resources by all users. Users must agree to follow the district's policies and procedures and must have a signed *User Agreement* on file with the district before they are allowed access to district technology and Internet resources. This agreement is renewed on a yearly basis for all users.

General Expectations and Regulations

A consistently high level of personal responsibility is expected of all users granted access to district technology and Internet resources. All users are expected to follow all policies, regulations, procedures and guidelines set forth by the district. Use of these resources is a privilege, not a right. No user will be given an ID, password, or other access to district technology if he or she is considered a security risk by the superintendent or designee. Any violation of district policy, regulations or procedures regarding technology usage including unauthorized access, "hacking", bullying or harassment of others may result in warnings, usage restrictions, discipline actions, and/or legal proceedings. Any attempt to violate the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. Internet access services are provided by the Mo. Research and Educational Network (MOREnet). All users of district technology and Internet resources must abide by MOREnet's acceptable use policy, which may be viewed at www.more.net/content/service-policies.

Although district technology is provided for educational purposes, parents should be aware that there may be times when students may be browsing non-educational sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using online media and Internet resources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

Definitions -

For the purposes of this policy the following terms are defined:

Technology Resources – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Social networking - establishing, maintaining, posting to, or otherwise participating in an electronic community on websites, blogs, or through accounts on social networking sites, which allow users to create custom profiles; post pictures and text; blog or comment; publish videos, photos or photo albums; on-line applications or custom layouts.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

All district technology users should be aware of the following:

- All users granted access to the district's technology resources are expected to maintain a high level of professional and personal responsibility.
- Limited personal use of the district's technology resources by authorized employees is permitted to the extent that it does not impact job performance and does not include activities that violate any provision of district policies or procedures, hinder the use of the district's technology for the benefit of its students or waste district resources.
- If an employee witnesses a violation of the internet usage policy, the employee shall report the incident to their supervisor.
- If a student witnesses a violation of the internet usage policy, the student shall report the incident to the building principal.
- The district filters Internet content. This limits the Internet sites that can be accessed by all network computer users including students, teachers, administrators, other staff and visitors. Because e-rate funds are used to provide the district's Internet access, the district must comply with the Children's Internet Protection Act (CIPA) by using a CIPA compliant content filtering system. These limits do not provide a foolproof filter to limit access to controversial material and the district will not be liable for any damages as a result of accessing objectionable material.
- All electronic-based information technology activity, including email and Internet searches, are subject to monitoring by the district Technology Department and students and employees have no right of privacy in any such data. Any discovered computer activity including, but not limited to an email message or Internet search that deals with inappropriate or illegal activities will be reported to the appropriate authority. Personal information and personal data files from individuals suspected of committing a crime may also be turned over to investigators by administrators of the district. The district will comply with any search warrants including those issued under the USA Patriot Act of 2001 which targets terrorist offenses.
- Passwords are not to be used by unauthorized individuals. Individuals provided with system passwords will assume responsibility for the proper use of those passwords. If a student or staff member feels that there is a security problem on the network, misuse of a district password, or a compromised password should report the matter immediately to the Technology Director.
- All users must abide by existing state and federal laws regarding electronic communication, including accessing information without authorization, sharing passwords, or causing a system to malfunction. All users must abide by the terms of service and use for any online service as well as all district policies governing electronic data and electronic mail (email) retention.
- All software installed on district servers must be approved prior to installation by the Technology Department. Student projects posted on district servers must follow district guidelines for acceptable content. District policies on student publications will also extend to school-sponsored web publications.
- Use of online educational services, including social media services utilized by the district for educational purposes only, provide online forums for students and staff to use for instructional collaboration, communication, and document sharing and storage. User accounts are set up and maintained by the district whereby staff and students can access their accounts and communicate with groups both inside and outside of school. Students and staff are required to follow administrative guidelines and instructions for use and are subject to the terms of the Technology and Internet Usage Policy Agreement. Program training is required and provided through the Technology Department.
- Students or employees who engage in investigatory activities commonly described as "hacking" are subject to loss of privileges and district discipline, as well as the enforcement of any district policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the district, a business, or any other governmental agency obtained through unauthorized means.
- Students and employees are expected to abide by generally accepted rules of electronic network etiquette: be polite in all communications; use appropriate language; do not share personal information other than as required by the district; do not damage, disrupt or prohibit use of the network by others; assume all transmissions via the network are public.

Technology Administration

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

The following activities and behavior are prohibited:

- Sharing your user ID and/or password with another person. The user is responsible for his or her account information and for actions taken by any person using his or her ID or password.
- Any attempt to capture, share, or use another user's login account information.
- Accessing, copying, sharing, deleting, or otherwise modifying the files and/or data belonging to other users.
- Any attempt, whether successful or unsuccessful, to interfere with the ability of others to utilize district technology.
- Use of district technology or any personally-owned device in an attempt to hack into or gain unauthorized access to any technology system or resource or to connect to other systems either inside or outside of the district
- Any attempt to alter a user account in any way without authorization.
- Any activity that damages or disrupts technology, alter its normal performance, creates a denial of service, or cause it to malfunction in any way, including mass consumption of technology resources that inhibits the use by others.
- Any activity intended to discriminate, attack, bully, harass, or otherwise harm other people or their work including participation in such activity off campus that creates a material disruption of school operations.
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise inappropriate language or speech communicated through district technology resources, including participation in such activity off campus that creates a material disruption of school operations.
- Downloading, installing or running any type of software, shareware, freeware, audio/video media or other programs or systems not authorized by the school district.
- Violating the limitations of district-owned or personally-owned software licenses.
- Violating any copyright laws, including downloading, distributing or copying copyrighted software, music, videos or any type of copyrighted material.
- Using district technology resources to access, view, share, or distribute information or material that is pornographic, obscene, child pornography, harmful or obscene to minors, pervasively indecent or vulgar, or otherwise objectionable, including material that advertises any product or service not permitted to minors.
- Using district technology for any illegal activity or to access material that promotes or advocates illegal activity.
- Unauthorized viewing or use of any electronic information or data including restricted information.

- Using district technology resources for soliciting, advertising, non-district fund-raising, or commercial purposes or for financial gain.
- Use of web-based email, chat rooms, messaging, videoconferencing, or other forms of electronic communications not authorized by the district.
- Use of any type of removable media from outside the district on district equipment.
- Disclosing any personally identifiable information about yourself or others including but not limited to name, school, address, telephone numbers, email address, or other personal contact or family information.
- Contact by students with someone they have communicated with on-line without parental approval. Students shall promptly report any communication he or she receives that is inappropriate or makes the user feel uncomfortable in any way to a teacher or other school employee.
- Downloading, storing, relaying or running any game or entertainment software or game server software, including games that run inside of web browsers except for specific instructional purposes as authorized by the district.
- Accessing fee services without permission from an administrator. Users who access such services without permission are solely responsible for all charges incurred.
- Attempting in any way to bypass, weaken or disable any district security system or device including the web content filtering system.
- Utilizing or attempting to use any personally owned technology device, including but not limited to any wired or wireless equipment, media device or player, or software of any type in order to connect to any district technology resource without prior authorization of the Superintendent or designee.
- Removing or relocating any technology resource without permission from an administrator or Technology Department staff member. At no time shall any district technology resource be removed from the district's premises without prior authorization. All damages incurred due to the negligent or intentional misuse of the district's technology will be charged to the user.

Consequences for violating the district's Technology and Internet Usage Policy will be enforced and include, but are not limited to: suspension of district network privileges; revocation of network privileges; suspension of computer and Internet access; revocation of computer and Internet access; school suspension; expulsion; employee disciplinary action up to and including dismissal; legal action to recover financial damages; criminal legal action.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Students and staff shall notify a teacher, administrator, or supervisor immediately if they encounter any violation of the Student Technology and Internet Usage Policy Agreement. Questions concerning use of district technology and Internet resources should be addressed through an administrator or the Technology Director.

Please sign and return the accompanying form.

(Revised and Board Approved April, 2011)

Both sections on both sides must be completed.

STUDENT TECHNOLOGY and INTERNET SAFETY POLICY AGREEMENT

I have read the Warren County R-III School District Student Technology Usage and Internet Safety Policy Agreement and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action as required to enforce this policy, including, but not limited to, suspension or revocation of my access to district technology, suspension or expulsion from school, and/or legal action.

I understand that my use of the district's technology and Internet resources is not private and that the school district may monitor all electronic files and communications as well as all other use of district technology and Internet resources. I consent to the interception and access to all electronic files and communications using district technology and Internet resources as well as downloaded material and all data stored on the district's technology and Internet resources, including deleted files, pursuant to state and federal law, regardless whether the resources are accessed on campus or remotely.

_____	_____
Student's Name (Print)	School Year
_____	_____
Student's Signature (Grades 2 – 12 only)	Date

PARENT/GUARDIAN AGREEMENT

I have read the district's Technology Usage and Internet Safety Policy Agreement. I understand that violation of these provisions may result in disciplinary action taken against my child including but not limited to suspension or revocation of my child's access to district technology and Internet resources, suspension or expulsion from school, and/or legal action.

I understand that my child's use of the district's technology and Internet resources is not private and that the school district may monitor my child's electronic files and communications as well as all other use of district technology and Internet resources. I consent to district interception and access to all of my child's electronic files and communications using district technology and Internet resources as well as downloaded material and all data stored on district's technology resources, including deleted files, pursuant to state and federal law, regardless whether the resources are accessed on campus or remotely.

I release the district, its personnel, and all affiliated institutions from any and all claims and damages of any nature arising from my child's use of, or inability to use district technology and Internet resources, including but not limited to claims that may arise from unauthorized or misuse of these resources or exposure to potentially harmful or inappropriate material or people. I agree to be responsible for any damages or unauthorized costs incurred by my child in use of the district's technology and Internet resources.

- I give permission for my child to utilize the school district's technology and Internet resources.
- I give permission for my child to utilize the school district's technology resources with the following exception: *I do not wish for my child to access the Internet as an individual user on an individual computer but may participate in classroom instruction where Internet sites are chosen and used by the teacher and displayed to the class.*
- I do not give permission for my child to utilize the school district's technology resources.

_____	_____
Parent Signature	Date
_____	_____
Home Address	Home Phone

(Revised and Board Approved April, 2011)

Both sections on both sides must be completed.

STUDENT HANDBOOK AGREEMENT

I have read the Black Hawk Middle School handbook and agree to abide by the guidelines and procedures provided. I understand that violation of these provisions may result in disciplinary action taken against me.

Student's Name (Print)

School Year

Student's Signature

Date

PARENT/GUARDIAN HANDBOOK AGREEMENT

I have read the Black Hawk Middle School handbook and agree to abide by the guidelines and procedures provided. I understand that violation of these provisions may result in disciplinary action taken against my child.

Parent Name (Print)

Date

Parent Signature

Home Phone

E-Mail Address

Cell Phone