

2025-2026

Archie Elementary Student Handbook



School Colors: Red & White	Mascot: Whirlwind	Hashtag: #ArchieStrong
Address: 302 W. State Rt. A Archie, MO 64725	Website: http://archie.k12.mo.us	Phone Number: (816)293-5312 Fax Number: (816)293-5712
Events: Archie R-V App	School Facebook Pages: Archie School District Archie Parents as Teachers	Community Facebook Pages: Archie PTO Archie Little League- Football, Volleyball, Basketball, Cheer

Archie Elementary

Welcome to Archie Elementary, home of the Whirlwinds! We are committed to providing quality educational opportunities to all students. This handbook is designed to acquaint both students and parents with the school's practices, procedures, expectations, programs, and services. We hope it will answer questions you have about our school and that you will keep it for future reference.

Basic School Rules:

- It is never ok to be disruptive to learning.
 - It is always ok to be a "good learner".
 - It is always ok to ask for help.
- It is never ok to be hurtful.
 - It is always ok to be a good friend.
 - It is always ok to be kind.
- Practice safety.
 - Follow the classroom expectations.
 - Follow the common area expectations.
- Respect property.

Goals for Life:

- I CAN make good choices even if I am mad (or have an overwhelming feeling).
- I CAN be okay even if others are not okay.
- I CAN do something even if I do not want to (or if it's hard).

School Song

(Melody to "Anchors Aweigh")

Hail, hail to Archie High!

Hail, hail to you!

You are the school we love.

To you we will be true, true, true, true.

Through years of work and play,

Courage we'll show.

Hail, hail to Archie High!

We'll cheer for you; we'll fight for you!

Hurrah! Hey!

Red White Fight Fight

Red White Fight Fight

Red White Fight Fight

Fight Fight Fight

Archie R-V School District

DISTRICT TOP PRIORITIES

*Student Achievement and Learning
Staff Recruitment and Retainment
Resources: Budget, Communication, Facilities, and Technology
Climate, Culture, Safety and Security*

MISSION

The mission of the Archie R-V School District is to provide a high-quality education in a safe, positive environment to foster lifelong success for all.

VISION

The vision of the Archie R-V School District is to be a district where everyone experiences success.

BELIEFS

- *We believe all students and staff members deserve a safe and productive environment.*
- *We believe that positive, supportive student and teacher relationships, as well as community partnerships, are vital to student success.*
- *We believe in recruiting and retaining an inspiring, innovative staff.*
- *We believe in developing a staff which utilizes best instructional practices.*
- *We believe in high expectations and accountability for all.*
- *We believe in equipping learners to become successful citizens in a diverse society.*
- *We believe in fostering lifelong curiosity and resourcefulness in all learners.*

Archie Elementary
2025-2026 CALENDAR HIGHLIGHTS
[2025-2026 School Calendar](#)

August 18.....	Back to School Night
August 20	First Day of Classes
September 1	Labor Day/No School
September 4	PTO Meet and Greet
September 8	Monday School & Grandparents Breakfast
September 12.....	Student Yearbook Pictures
September 15	No School/Staff PD
September 22.....	School IS in Session (Monday School)
September 26.....	Homecoming Parade & Game
September 29.....	No School
October 6.....	No School
October 13.....	No School/Staff PD
October 16.....	End of 1st Quarter
October 20.....	No School
October 27.....	Parent-Teacher Conf. 11:30-7:30 pm
October 31.....	Fall Parties
November 3.....	No School
November 10.....	School IS in Session (Monday School)
November 17.....	No School/Staff PD
November 24.....	School IS in Session (Monday School)
November 26-28.....	Thanksgiving Break
December 1.....	No School/Staff PD
December 3.....	K-5 Winter Concert
December 8.....	No School
December 15.....	School IS in Session (Monday School)
December 19.....	Winter Parties/End of 2 nd Quarter/Early Release 1:00 p.m.
December 19-January 5	Winter Break/No School
January 5.....	No School/Staff PD
January 12	No School or Snow Make Up Day
January 19.....	No School- Martin Luther King Day
January 26.....	School IS in Session (Monday School)
February 2.....	No School

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February 9.....No School/Staff PD
 February 13.....Valentine Parties
 February 16.....Presidents' Day/No School
 February 23.....No School or Make Up Snow Day
 March 2No School
 March 9-16.....No School Spring Break
 March 16.....No School/Staff PD
 March 23No School or Make Up Snow Day
 March 30.....School IS in Session (Monday School)
 April 3-6.....Easter Break
 April 13.....No School
 April 20.....No School
 April 22.....Preschool Enrollment Night
 April 27.....School IS in Session (Monday School)
 April 29.....Kindergarten Readiness Night
 May 4.....No School or Make Up Snow Day
 May 5-8.....Teacher Appreciation Week
 May 11.....No School
 May 17.....Graduation
 May 18.....School IS in Session (Monday School)
 May 18.....Kindergarten Graduation/Preschool Moving Up Ceremony
 May 20.....Field Day
 May 21.....End of 4th Quarter/Projected Last Day/Student Release at 1:00 p.m.

Inclement weather days or school closure days will be made up on 4/13, 1/12, 2/23, 5/4, 3/23, and 5/22. Alternative Method of Instruction (AMI-virtual) days will be used at the discretion of administration. AMI days may be used earlier in the event of extended closure.

Archie R-V School Board

Ryan Grimes, President	Jeremey Pettet, Vice President	Julie Smith, Treasurer	Rebecca Deardorff, Secretary
Nick Curtis, Member	Mark Houchen, Member	Missy Lyons, Member	Chad Reynolds, Member

School Board Meetings

7 p.m. in the Library Media Center

8/18, 9/15, 10/20, 11/17, 12/15, 1/19, 2/16, 3/16, 4/20, 5/18, 6/15, 7/20

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Directory

Dr. Michelle Wityk, Superintendent	Tamara Stroud, Elementary Principal
Lee Harmon, Special Education Director	Carolyn Johnston, K-12 Counselor

Preschool	Kathy Duckworth Kara Essenpries Kristi Piepmeier Lyn Salamone
Kindergarten	Cali Faherty Mallory Setzer
First Grade	Becky Petty Colby Sherrell
Second Grade	Rachel Hufferd Beth Shipley
Third Grade	Kylee Jenkins Jordyn New
Fourth Grade	Debbie Alford Morgan Bradley
Fifth Grade	Jennifer Jacobs Vicki Wehmeyer
Art	Taylor Mooney
Instrumental Music	Adam Mills
Librarian	Kendra Parker
Parents as Teachers Preschool Director	Kristi Reynolds
Physical Education	Patricia Moore
Special Education	Nicole Johnson Jen Watson
Speech	Amanda Dunn
Title I	Jaimee Cowan Pamala Heide Serethene Thomas
Vocal Music	Lexi Bryson

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<u>Support Staff</u>	
Administrative Assistants	Angela Donald Anna Hall Pam Medcalf
Business Office Manager (acting)	Dana McIntire
Behavior Interventionist/Focus Room Facilitator	Shelley McCullough
Cashier	Kaylie Cameron (breakfast) Anna Hall (account management & lunch)
Cooks	Donna Peirce, Manager Margarett Guthrie Janet Smith Sue Wilson
Custodians	Roxanne Baker Patrick Farrar Kerry Morris Clifton Schroder Penny Sidwell
Head of Maintenance	Johnny Ford
Nurse	Andrea Stottlemire Quincy Lewis
Special Education Paraprofessionals	Becky Christiansen Melissa Cogan Shanda Collins Raelin Debrick Hannah Jacobs Marley Kilian Jordan Parrott Nikki Tenholder
Superintendent Administrative Assistant	Becky Deardorff
Transportation-Ecco Ride, Bus Manager	Stacie Hopkins

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Attendance

Attendance is one of the keys to academic progress. Families can help their child succeed by encouraging his/her attendance except for illness or family emergencies.

- If a student is tardy five times (arriving after 8:00 a.m.) or shows a consistent pattern of signing out early, the school will contact the parents to discuss an attendance plan.
- Parents or guardians need to call the school by 9:30 a.m. to report an absence. Attendance is recorded in the following ways:
 - A- absent, no contact from home
 - V- verified absence, contact from home to school was made
 - M- medical, medical note was provided, excused absence
- Assignments/Instruction Missed
 - Students must request work in advance of an anticipated absence or after returning from an absence. Work must be completed and turned into the teacher within two days of their return. Failure to do so may result in lowered grades. It is the parent's responsibility to request work and ensure the student makes it up.
 - Our goal is to help every student succeed. If student work is not returned, a meeting will be scheduled to make alternative plans.
 - Students will receive a zero in every class missed for each day they are absent regardless of the reason for the absence. Once make-up work is received by the teacher (on time), the zero will be removed from the grade book and the proper grade will be given.
 - If make-up work is not received on time, the zero will be averaged with all other grades. In most instances, students receive one day for each day missed to turn in all make-up work, unless special arrangements are made in advance with individual teachers.
 - Open communication and teamwork with the teacher is imperative when students are absent from school.
- Multiple Absences
 - At four absences, the teacher will contact the parent to discuss student progress or lack of progress due to absences. A letter will be mailed from the school with attendance status and an explanation of our attendance policy.
 - When a student reaches eight absences, a letter will be sent requesting that the family contact the principal to discuss the instructional time being missed.
 - At 20 absences (which is one full month of school days) a letter will be mailed home. Parent(s) must meet with the teacher and principal concerning possible retention. A referral to the Division of Family Services or Attendance Court will be made.
 - At 30 days, retention will be seriously considered due to loss of instruction.
- Students that sign out early or do not attend field trips, contests or other school sponsored activities will be counted absent for that time.
- Students must be at school the day of a performance in order to participate.

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Admissions

Students are admitted to Archie R-V schools when records from the sending school indicate appropriate academic standing for admission. High school students are admitted to respective grade levels according to the current number of credits earned and their eligibility to graduate on schedule. Junior High students who fail one or more semesters of core curriculum (Communication Arts, Math, Science, or Social Studies) during the school year must complete a semester of core curriculum in summer school in order to be eligible to move on to the next grade. Students seeking admission to Archie R-V schools must be residing with their legal guardian within the Archie school district. This does not apply to students over the age of 18 or students that are considered homeless.

Non-resident students may enroll in Archie R-V schools with the approval of the Board of Education and with tuition payment. The Archie R-V Board of Education sets the tuition rate annually. Questions regarding non-resident tuition should be directed to the Superintendent of Schools. Transportation is not provided for non-resident students.

- **Enrollment**

Pre-enrollment for grades PK-Kindergarten will be completed before the closing of school in May. This will enable the administration to make decisions regarding classes to be offered for the following school year. Actual enrollment/registration for preschool-5th grade will be in August before the school year begins.

- **Your Student Record**

Education records are available to parents and students on request. Student records are not available to any outsider, person, or agency, except as required or permitted by law, without the expressed written consent of the parent or student 18 years or older.

AMI (Alternative Method of Instruction) Day

In the event that the school system needs to close, the district may implement the use of an AMI day. AMI stands for Alternative Method of Instruction, which means instruction can take place virtually. Schools are granted a maximum of five days that could be designated as AMI days. We believe that serving our students face-to-face is always the best case scenario; however, these days will be used if necessary.

AMI day expectations for student in grades PK-5th:

- The classroom teacher will send a message through Rooms indicating the videos, directions, and/or a message regarding the day's instruction and work.
- Paper packets will be created and placed in student backpacks. Do not remove until the AMI day.
- Students are responsible for watching any instructional videos, completing any online or paper assignments and returning them to school.
- Depending on the age of the student, parents/guardians will need to guide their students through this process and assist with directions.
- Teachers will track completed assignments.
- If you have any questions or need assistance, the family is expected to contact the teacher.
- Assignments given should not take the entire day. If your child is struggling, please reach out to the teacher.
- Special education teachers will follow the AMI expectations listed within the student's IEP.

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AMI day expectations for teachers:

- Teachers will have packets prepared for students in backpacks.
- Login information will be sent home for students to access extra practice on district purchased platforms.
- If applicable, teachers will share videos or recordings of instruction to be taught or reviewed.
- Teachers will be available to answer questions from parents/students.
- Assignments will be given for reading, math, and science or social studies.
- Teachers will check Rooms and emails for messages. They will also check-in with students and/or parents.
- Teachers will be available to respond to questions via Rooms or email from 11:00 a.m. to 7:00 p.m., allowing parents time to assist their children after work hours if needed.

Cafeteria-Drinks-Meals

- Breakfast and lunch menus are available digitally at <https://myschoolmenus.com/organizations/1630> or visit www.archie.k12.mo.us
- Breakfast is served from 7:40 a.m.-8:00 a.m.
- See classroom schedule for grade level lunchtime.
- Payment Information
 - Cash or checks for lunch payments should be in an envelope with the student's name and amount on it.
 - Money should be given to the cashier or secretary prior to lunch in order to be added to the account.
 - All money given to the cashier will be applied to the account. No change will be given.
 - Money can be added to your child's account through the student portal as well. There is a service charge for using this feature.
 - A free and reduced breakfast and meal program is available for all who qualify. Families who meet Federal guidelines are encouraged to apply. Free and reduced lunch forms can be obtained in either the school office. All paperwork must be completed and approved in order to take part in this program.
 - All charges must be paid in full to attend class field trips and to participate in extra activities.
- Students must remain in their assigned area during lunch.
- A respectful volume should be maintained in the cafeteria as well as keeping the area clean.
- Food and drinks should stay in the cafeteria.
- Elementary students are not allowed to have carbonated or caffeinated beverages in the classroom or cafeteria. Water bottles used throughout the day should contain only water.
- Kindergarten-2nd grade students are not permitted to use microwaves.
- Grades 3-5 may use a microwave if they can safely manage the task independently.
- This time is designated for students to engage with their peers and develop social skills. Parents or special guests may join their student at a designated table during special occasions, as approved by the school.

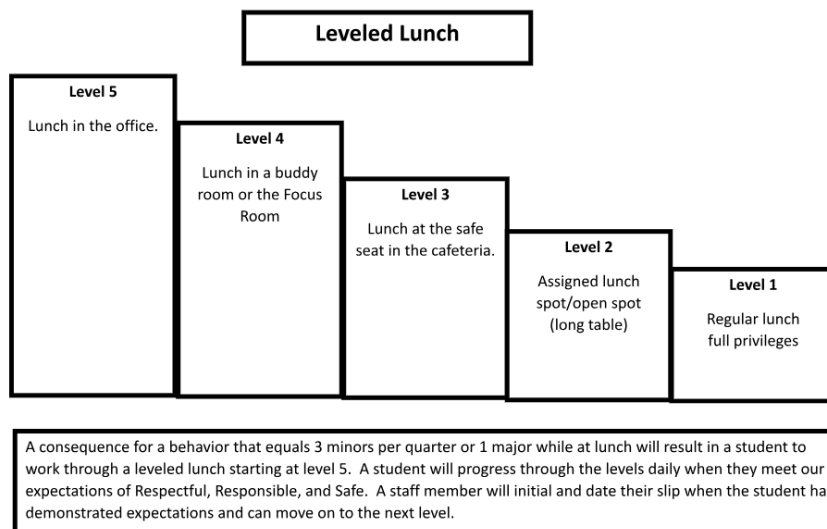
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Breakfast	Cost		Lunch	Cost
PreK-12th Reduced	\$0.30		PreK-12th Reduced	\$.40
PreK-5th Grade Full	\$1.90		PreK-5th Full	\$2.45
6th-8th Grade Full	\$2.10		6th-8th Grade Full	\$2.70
9th-12th Grade Full	\$2.10		9th-12th Grade Full	\$2.80
Adult	\$3.50		Adult	\$4.50

Extra Milk	\$0.50
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Rules for the Cafeteria

- Remain quiet and orderly while waiting to be served.
- Once seated, remain seated unless permission has been given to leave the seat.
- Focus on eating.
 - If you have concerns about what your child is eating, please contact the teacher.
 - Encourage your child to eat their entire lunch.
- Speak quietly with your neighbors.
- Clean up your lunch area when finished eating.
- Throw away ALL trash in the trashcan before putting your tray away.
- Be considerate of the rights of others by demonstrating appropriate table manners and food etiquette.
- Follow directions given by the adults in charge in a prompt and respectful manner.
- Do not leave the lunchroom with food or drink purchased from the cafeteria.
- Should a student struggle to follow the cafeteria expectations, leveled lunch will be used.



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Cell Phones and Electronic Devices

In accordance with **Missouri Senate Bill 58** and school board policy 2656, the use of cell phones and other personal electronic devices is strictly prohibited at all times during the school day. This includes class time, passing periods, lunch, and any other time between the first bell and dismissal.

The use of cell phones during the school day presents significant risks related to academic dishonesty, bullying, harassment, and school disruptions. To maintain a safe and focused learning environment, students must keep all devices powered off and out of sight during school hours.

Violations of this policy will result in the following disciplinary actions:

- 1st Offense: After School Detention
- 2nd Offense: In-School Suspension (ISS) and parent/guardian must pick up the phone
- 3rd Offense: 3 Days ISS and a parent/guardian must pick up the phone
- 4th Offense: 5 Days ISS, parent/guardian must pick up the phone, and the student will be required to turn in their phone to the front office upon arrival to be locked and secured for the remainder of each school day

This policy is designed to support a safe and distraction-free learning environment. Repeated violations may result in additional disciplinary measures as outlined in the student code of conduct.

Chromebook Devices

The Archie R-V School District recognizes the role technology plays in the future of today's youth. Along with the regular curriculum, proficiency in current and future technology will give our students the opportunity to stay up to date with techniques and practices that will contribute to our students' continued success.

This document contains the parameters for the 1:1 Chromebook Initiative, the purpose of which is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Archie R-V School District purchases and owns the device and distributes to students to use for educational purposes during the academic year.

Chromebooks will be assigned to students in grades K-12 at the beginning of each school year. Students must show proficiency on the digital citizenship curriculum requirements and the Chromebook Usage Agreement must be signed by the student and parent annually before a Chromebook will be distributed to the student.

The Archie R-V School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students. Internet access is a privilege, not a right. It is provided to conduct research and to communicate with others. Inappropriate use will result in cancellation of those privileges and may result in additional disciplinary or legal actions.

Users must adhere to District policies, regulations, procedures and other district guidelines. Users must immediately report any security problems, misuse or failure of the District's technology resources to an administrator or teacher.

Chromebook Handling, Treatment & Usage

General Precautions

- The student device is school property and all users will follow the Archie R-V School District technology usage agreement and the Archie R-V Chromebook usage agreement. Students are responsible for the general care of the Chromebook issued by the school.

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- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the student device to prevent damage.
- Student devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Archie R-V School District.
- Chromebooks should not be left unsupervised.
- District labels on the devices may not be removed by the student or any other person.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

Care of Device

- Students are responsible for the general care of their District-supplied student device. Student devices that are broken or fail to work properly must inform a teacher, who will then create a ticket for the technology department to evaluate the device. If subjected to rough treatment, severe damage can occur to a device. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean on the top of the device when it is shut.
 - Do not place anything near the device that could put pressure on the screen.
 - Clean the device with a soft, dry cloth or anti-static cloth.
 - Do not "bump" the device against walls, floors, etc. as it will eventually break the device.
 - Food and drink is not recommended near your Chromebook.
- To maximize battery life:
 - Turn down volume.
 - Turn down brightness.
 - Exit any applications you are not using.
 - Shut down the device completely when not in use.

Using your Device at School

Student devices are intended for use at school each day. In addition to teacher expectations for student device use, school email, school messages, announcements, calendars and schedules will be expected to be accessed using the Chromebook.

Digital Citizenship

Archie School District's students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's society. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This acceptable use policy supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Digital Citizenship enables students to effectively build knowledge in how to protect themselves. This will allow our students to function effectively in personal, community, and workplace environments.

- **Respect Yourself:** Select online names and nicknames that are appropriate. Carefully consider the information and content that you post online.
- **Protect Yourself:** Do not publish personal details, contact details or a schedule of your activities.
- **Respect Others:** Do not use technologies to bully or tease other people. Do not share or use another student's password to log into the network or any software applications.
- **Protect Others:** Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Suitably cite all use of websites, books, media, etc.
- **Protect Intellectual Property:** Request to use the software and media others produce.

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- **Act Responsibly:** Follow all Archie R-V School's rules for behavior while using your Chromebook or other technology related pieces of equipment or software.

Social Media and Online Safety Guidelines for Students:

- All student social media accounts will be PERSONAL accounts. School related pages will be created by school personnel such as an activity sponsor, coach, teacher or administrator.
- Be aware of what is posted online. What a student contributes leaves a digital footprint for all to see. Do not post anything one wouldn't want others (familiar or unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birth dates and pictures. Do not share passwords with anyone besides teachers and parents.
- Stop, Block, and Tell: Don't respond to any cyber-bullying message(s); block the person sending the message(s); tell a trusted adult!
- Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to sources of which one might refer.
- Be aware that pictures may also be protected under copyright law. Get permission to use images.
- Do not misrepresent oneself by using someone else's identity.
- Students who see inappropriate material that makes one feel uncomfortable or is not respectful should report the material to a parent or teacher right away.

Repair and Replacement Costs

Loss, Damage, or Theft

- By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of damage to a borrowed device, the borrower must report the incident to the teacher, who will then inform the technology department personnel or the building administrator within one school day of the occurrence. If user negligence is determined in the device damage, the borrower will be assessed repair or replacement costs.
- Chromebooks Undergoing Repair
 - Loaner Chromebooks may be issued to students who have paid the cost of the repair. They will leave their Chromebook for repair with the office administrative assistants who will facilitate repair through technology department personnel.
 - If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
 - If repair is needed due to a faulty device, the school will provide a loaner Chromebook while repairs are being completed.
 - Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.
- Theft/Damage Costs
 - The Archie R-V School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.
 - The Archie R-V School District will assess the Chromebook damage and repair or replace the device based on an evaluation by the technology department personnel. Parents/students will be charged for full replacement cost of a device and/or accessories that have been damaged due to misuse, negligence, abuse, or loss.

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ESTIMATED COST OF REPAIRS

Part/Chromebook Damage	Replacement Fee
Charger/Power Adapter	\$35
Screen	\$60
Keyboard/Mousepad/Palm Rest	\$70
Bezel (around screen)	\$42
Entire Chromebook	\$300
Top Cover	\$35
Bottom Cover	\$45
Other Parts	Determined at time of repair

Community Connections

- Parent Teacher Organization (PTO) is an organization that plans family events throughout the school year, raises money for school projects and helps create family connections. The PTO provides a variety of volunteer opportunities for adults throughout the year. Follow them on Facebook at Archie PTO or watch for flyers to come home. Contact our PTO President, Sarah Sierks, at sarahjosierks@gmail.com if you would like more information or would like to serve on the PTO Board.
- Parents As Teachers (PAT) is a parent education and family support program that serves families from pregnancy until the child enters kindergarten. PAT holds many events throughout the school year for our little learners and their families. For more information about how the Archie PAT program can benefit you and your child, contact Mrs. Kristi Reynolds at kreynolds@archie.k12.mo.us.
- Youth sports are community led. Enrollment forms/money is often turned in at the school; however, we do not manage these teams. Watch for flyers and Facebook posts throughout the year. Football, cheerleading, soccer, basketball, and baseball are the sports available for many students. Here are some of the Facebook connections:
 - Archie Youth Football
 - Archie Youth Cheerleading
 - Archie Youth Volleyball
 - Archie Youth Soccer

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Daily Procedures

School Day

- Students may enter the building at 7:40 a.m. for breakfast or supervision in the dome.
- Students are released to go to class at 7:50 a.m.
- Students are in class learning from 8:00 a.m.-3:28 p.m.
- Students who arrive after 8:05 a.m. will be counted tardy.
- No student is to leave school grounds during school hours without permission of the parent and principal.

Pick-Up and Drop-Off

- For safety reasons, students need to be dropped off or picked up at one of the following locations:
 - Car rider line- enter parking lot off A highway, drop-off and pick-up at north dome doors
 - Crosswalk- students use crosswalk on South Ohio Street
 - We ask that all patrons follow the Pick-Up and Drop-Off procedures. Please do not park and exit your vehicle unless going to the front office.
- There will be staff members present to assist with drop-off and pick-up. Please remain in your vehicle to help keep the line moving.
- Preschool and kindergarten students must have a parent or adult present at the bus stop or to walk the student to/from school.

Arrival

- Students may enter the building at 7:40 a.m. each school day; there is no supervision for students prior to this time.
- Students have a choice of two locations prior to being dismissed to go to class. They will sit in the dome with their grade level or eat breakfast in the cafeteria.

Dismissal

- Parents checking their children in or out of school MUST report to the office.
- The office is a busy place at the end of the day; therefore, we ask that any transportation changes be made by **noon** to ensure students and teachers have been notified.
- A note from the parent/guardian is necessary if a child is to change his/her regular routine before or after school.

Early Dismissal Due to Weather

In the event that the school district needs to close for any reason, including extreme weather, parents will be notified by:

- Infinite Campus email/call, Facebook, Rooms, and School App.
- Broadcasts will also be made on our local television channels.
- Please inform/discuss with your child and the office of the proper procedure to follow when there is an early dismissal.

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Purpose

The purpose of the dress code is to ensure a safe, respectful, and distraction-free learning environment for all students. The school expects students to dress in a manner that supports their academic success while maintaining respect for themselves and others.

General Guidelines- Clothing must be appropriate for a school setting.

- No images, language, or logos promoting drugs, alcohol, tobacco, violence, hate speech, or sexual content.
- No profanity or derogatory terms.
- Clothing must cover undergarments and private body parts at all times.
- Tops must have straps/sleeves and must cover the chest, back, and midriff.
- Bottoms (pants, skirts, shorts) must be long enough to fully cover undergarments and the buttocks, whether sitting or standing, and be longer than the shirt.
 - Shorts must be clearly visible below the hem of the shirt and must clearly cover the buttocks. Extremely short shorts or athletic-style shorts that do not provide full coverage are not permitted.
- Leggings and other form-fitting pants may be worn when tops meet the guidelines outlined above.
- No spandex shorts may be worn during the school day.
- Footwear must be worn at all times.
- For safety, shoes must be secure and appropriate for activities such as privileges, recess, or physical education. No slippers, flip-flops, wheels, or heels that create a safety hazard.

Headwear

- Hats, hoods, and other head coverings are not allowed indoors unless worn for medical reasons or religious purposes.

Special Attire

- Students may be required to wear specific clothing for physical education, science labs, or other specialized classes for safety and hygiene reasons.

Enforcement

- Staff will address violations of the dress code in a respectful, non-disruptive manner.
- Students in violation may be asked to change, cover up, or turn their clothing inside out.
- Repeated violations may result in parent contact and further disciplinary action per the school's conduct policy. K–5 parents will be contacted for repeated violations.

Equity and Respect

This policy is designed to be gender-neutral and culturally sensitive. Enforcement will not disproportionately target any gender, race, body type, or background.

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Field Trips

Field trips are valuable instructional opportunities designed to extend learning beyond the classroom setting. Each class will take one field trip during the school year.

- Classroom teachers will determine the number of parents allowed to attend the trip and may vary due to the nature of the field trip and location.
- Head room parents/helpers are given the first option to attend. (Join & volunteer through PTO)
- Parents/Helpers that have a school background check will be permitted to assist with groups of students, otherwise students must remain with the teachers.
- ***Siblings, including preschool aged children, are NOT allowed to attend the field trip.*** This allows for the parent helpers to focus on the experience of the student.
- Students must ride the bus to the field trip destination and are strongly encouraged to ride back to school from the event, this is a once a year opportunity with their classmates.
- Parents needing to make other arrangements must contact the teacher and/or principal 48 hours prior to the trip. Students who do not return with the class will be counted absent for the time missed.
- Because field trips are a privilege, students experiencing difficulty with behavioral performances may not be allowed to participate in the field trip.

ALL school rules, including dress code and alcohol/tobacco use, are expected to be adhered to on school field trips.

Guests/Visitors

Parents and patrons are encouraged to visit school. Instructional time is a priority at Archie Elementary; please call the office at 816-293-5312 to schedule an appointment. Visitors must sign in/out at the office and wear a visitor's badge. If you are bringing treats for your child's class, please make arrangements with the classroom teacher. Treats will be dropped off in the office to avoid classroom disruptions.

Grade Cards/Benchmarking/Classroom Assignments

- Report cards and benchmarking results will be sent home to parents each quarter approximately one week after the end of the second, third and fourth quarters. First quarter report cards will be picked up at conferences.
- Our goal is 100% participation in parent/teacher conferences. Please help us obtain that goal by meeting with your child's teacher.
- Parents are welcome to contact their child's teacher for a conference at any time during the school year.
- Attendance is mandatory for vocal and instrumental music student performances in elementary school. Grades will be lowered for non-attendance, except in cases of excused absences (arranged in advance through the instructor).

Class assignments will be made in the best interests of all students and in an attempt to keep a balance between classes. The principal has the final authority in scheduling and assigning students.

Archie Elementary

Health

Please ensure that your child observes a regular bedtime, eats a good breakfast and drinks plenty of water. These habits will help your child be healthy and ready to learn.

- Medications
 - If your child needs to take medicine at school, all medications must be in a bottle with the patient's name, doctor's name, medication name, dosage amount and the time of day to be given.
 - A doctor must prescribe all medications, including over the counter medicine.
 - A "Consent of Medication" form may be picked up from the school nurse.
 - If dosages are to be changed, please send a new bottle with correct amount of medicine printed on it. If this is not possible, we will accept a phone call from the doctor's office or a handwritten note signed by the physician.
 - A parent, guardian or other adult must deliver the medication to the school.
- Illness or Injury- If a student has a significant injury or illness, the nurse will notify parents. Students with the following symptoms will be sent home from school and may return to school after 24 hours without a fever (no fever reducing medicine) and/or symptoms:
 - Temperature of 100.4 or above
 - Severe colds, cough, sneezing, skin conditions, or skin lesions
 - Suspicion of contagious disease
 - Vomiting
 - Red or discharging eyes
 - Any condition which endangers the health of another student or staff members
- Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment. The student will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent/guardian about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality. If a student has a persistent infestation after 6 weeks or 3 separate cases within one school year, the District will form a team that may include the student's parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue. Parents/guardians should expect a phone call from the nurse or other school official at the first indication or presence of lice/nits.
- If you have a concern or question about an injury or visits to the nurse, please contact your child's teacher or the nurse.

Archie Elementary

Personal Property

Students are reminded that personal property that is not needed for schoolwork should not be brought to school. Students should not bring the following items to school unless they have been given permission by the teacher or administration:

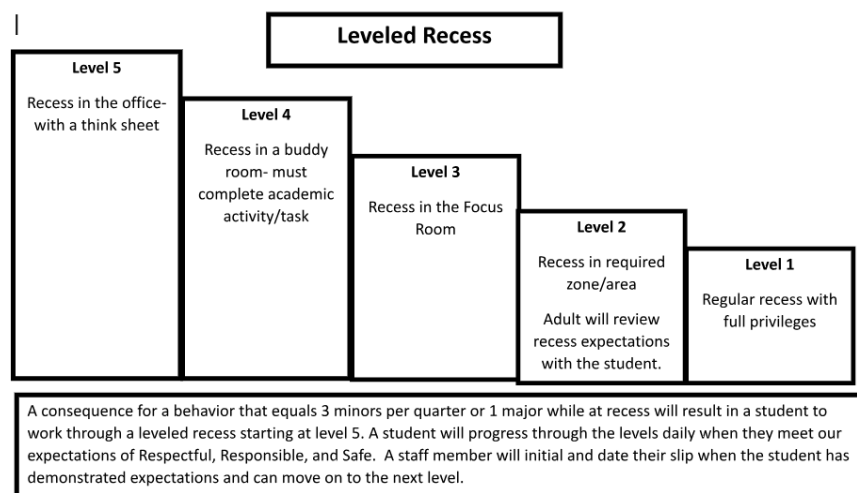
IPads/Tablets/IPods/MP3	Misc.electronics	Skateboards	Laser lights
Playing/Trading cards	Cash	Toys	Games

There are to be no animals at school functions or brought into the school building for Show and Tell due to possible allergies of some students. Contact Mrs. Stroud for permission.

Recess

Creating a safe and fun outdoor experience is important to us. The playground rules and expectations will be reviewed with students.

- Students will have outdoor recess when the temperature and/or wind chill are above 20 degrees. Recess will be held inside if the temperature or wind chill is 20 degrees or below.
- Light jackets or sweatshirts are required with temperatures below 50 degrees.
- Coats, gloves and a hat/hood are required at temperatures between 21 and 49 degrees.
 - Write name and or initials on the tags of all outerwear.
 - Send a jacket/coat in your backpack when in doubt.
 - There will be a "Lost and Found" area for items that have been misplaced. If they are not claimed by the end of the quarter, they are donated to a local charity.
- Recess will also be held inside if there is inclement weather.
- Personal property from home should not be brought to school to play with at recess.
- There are times that students do not report injuries or problems at recess. If your student shares information that seems to have not been shared with staff, please notify the school. It is important that students are safe and have fun.
- Should a student struggle to follow the recess expectations, leveled recess will be used.



Archie Elementary

Textbooks and Library Books

The school furnishes all chromebooks, textbooks and workbooks. Students are expected to take care of their books and will be required to pay replacement costs for lost and damaged materials.

Library is one of the elective classes at Archie Elementary. This provides students the time to learn about new authors, find a genre they enjoy, and become familiar with the resources available to them. It is important that students return books so they are able to check out books each week. Students who lose library books must pay the replacement cost, and students will be required to pay for repairs for damaged books. Students who move during the year are responsible for returning library books. Grade cards will be held until fines are paid.

Transportation

Riding the school bus is a privilege extended to students and it can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the immediate authority of the bus driver and must behave in accordance with the school district's rules. Distracting the driver is a very serious hazard to the safe operation of the vehicle. If there are any actions that distract the driver, a student will be removed from the bus for a period of time to be determined by the principal.

Basic Bus Regulations

- No food, gum, drinks, glass or animals on buses.
- Sit in assigned seats the duration of the bus ride.
- Wait safely at your designated bus stop. (The driver is not required to wait if students are not already at the designated stop.)
- When getting off the bus, wait for the driver to direct you across the road.

Bus Offenses

- First Offense: Warning (student and principal conference with parent contact.)
- Second Offense: Three days suspension from the bus with parent contact.
- Third Offense: Five days suspension from the bus.
- Each offense after the third will result in additional weeks of suspension from the bus.

Serious infraction or infractions which breach Missouri Safe Schools Act will result in direct discipline from the school, regardless of the order of offense. If a turnaround is required on patron property, prior permission shall be obtained from the property owner. If the property owner wishes not to allow a turnaround, then those students shall be picked up at the next closest stop.

Walkers or Bicyclists

- When walking or riding a bike to school, do not arrive before 7:40 a.m..
- Walk on the left-hand side of the road, facing into oncoming traffic. Walk single file and step off the highway when meeting a vehicle. When crossing A Highway, do so at the crossing protected by the crossing guard.

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- Students who ride bicycles to school should ride on the right-hand side of the road, as close to the edge as possible. All bikes should be stored at the bike racks located by the dome north entrance and locked for safety.
- Students living east of the railroad tracks should ride the scheduled bus.

ALL HANDBOOK RULES AND PROCEDURES WILL APPLY TO SUMMER SCHOOL UNLESS PARENTS ARE INFORMED OTHERWISE.

Discipline Guide for Students

Board of Education Revised
June 2010

A Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Archie R5 Schools. No code can list each and every offense that may result in the use of disciplinary action. Students can, however, expect to be held accountable for any action which disrupts the learning environment or contributes to an unsafe atmosphere in school, on any property of the school, on any school bus going to or returning from school or during any school sponsored activities. Clear expectations, limits and appropriate consequences for the following behaviors are provided to give information and guidance to Archie R5 students and their parents/guardians.

The safety of each student and staff member is a top priority for the Archie School District. When investigating a situation, (in accordance with state statute and Board policy) the district reserves the right to search students, student belongings, student lockers and vehicles on school premises and at any school sponsored event. School administrators also have the legal authority to interview a student, regardless of age with or without the student's legal guardians present. The school administration will attempt to inform legal guardians before the interview if possible or within a reasonable timeframe after the interview as appropriate.

Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrator or referred to the Superintendent of Schools as the circumstance may warrant in order to maintain general school discipline for the educational benefit of all students. A student's prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. Students who show evidence of being chronic repeat offenders will be subject to more severe disciplinary consequences including out of school suspension. First time occurrences of such severity of behaviors involving violence or threats of violence, will be disciplined at the individual discretion of the building and/or district level administrators.

Archie Elementary

ALCOHOL, DRUGS or NARCOTICS or any substances represented to be controlled or alcoholic

Under the Influence/Use/Possession/Distribution of Alcohol or Drugs: The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities: or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district is prohibited and will not be tolerated. Students in violation of this policy will be suspended from attendance at and participation in all extra-curricular activities for up to 180 school days. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMO.

Grades 4-5 First Offense	Up to 180 days OSS or 30 days OSS/ISS + SAR Contract (See Below) and report to Juvenile Authority
Second Offense	Refer to Superintendent for 90-180 days OSS or Expulsion and report to Juvenile Authority
Repeat Offense	Report to Law Enforcement (or Juvenile Authorities per Safe Schools Act)

Grades K-3 First Offense	Parent Contact, up to 5 days OSS
Second Offense	Parent Contact, up to 10 days OSS
Repeat Offense	Refer to Superintendent for up to 30 days OSS

(SAR) SUBSTANCE ABUSE REHABILITATION CONTRACT The SAR contract includes the following stipulations that may be modified by the District as an acceptable alternative to the long-term OSS approach. As a condition of the SAR Contract, the student's attendance record may be reconsidered if the student and legal guardian agree to be responsible for the cost and adherence to the following criteria:

- 1) The student will undergo an independent behavioral or psychological evaluation by a licensed agency to determine the students' extent of addiction. The District will receive a copy of the written independent evaluation.
- 2) The student and parents agree that the student will successfully and fully participate in a licensed drug rehabilitation program and/or participate in the school-based educational program. This treatment will continue until it is agreed by the parents and school officials that the desired behavioral modifications have been achieved.
- 3) A comprehensive drug screen (urinalysis) as determined or approved by the District will be conducted at student expense prior to being admitted back to school on a probationary basis. If the test is negative for drugs the student may return to school and will submit to random drug screening at the discretion of the principal for a period of up to 180 school days.
- 4) Should the student fail to meet the requirements of the SAR Contract, the District will consider all factors involving the disciplinary and rehabilitation process and take the appropriate disciplinary action including the enforcement of the original suspension.

ALL Rehab and screening expenses are to be borne by the student's family or legal guardian.

- This policy procedure may be abandoned and/or the length of the suspension may be modified by the principal based upon the individual merits of each student's situation.

Archie Elementary

ARSON:

Starting or attempting to start a fire or causing or attempting to cause an explosion

Any Offense

Up to 180 days OSS or expulsion: notification to law enforcement. Documentation in student's discipline record.

ASSAULT:

Knowingly causing physical injury to another person; or with criminal negligence, causing physical injury to another person by means **of a deadly weapon; or recklessly** engaging in conduct which creates a grave risk of death or serious injury to another person or knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative. The act or acts described above occur on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity. This violation is a **CLASS D FELONY** and will be reported to the appropriate law enforcement agencies.

***VERBAL THREAT: A Class C misdemeanor and in addition to school consequences, will be reported to Law Enforcement.**

First Offense

Up to 10 days OSS

Repeat Offense

Refer to the Superintendent for expulsion and contact Juvenile Authorities

FIGHTING:

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

Grades 4-5 First Offense

Parent Contact, up to 5 days ISS

Second Offense

Parent Contact, up to 10 days OSS

Repeat Offense

Parent Contact, up to 10 days OSS

Grades K-3 First Offense

Parent Contact, up to 3 days restricted activities

Second Offense

Parent Contact, up to 5 days restricted activities

Repeat Offense

Up to 3 days OSS, Parent Conf. prior to readmittance

BUS MISCONDUCT:

Archie Elementary

Any offense committed by a student on a district owned or contracted bus which would be punished if the offense had been committed at the student's assigned school. The rules of good bus conduct are the same as expectations for good classroom conduct which include showing respect and obeying reasonable requests from the adult in charge. *Please remember that riding an Archie R-5 bus is a privilege, not a requirement. To ensure good transportation service, students and parents should become familiar with the following safety rules.*

1. Do not extend any part of the body or belongings out of the bus windows.
2. All students are to sit in assigned seats on all regular route buses.
3. Leave the bus windows closed unless permission from the driver has been given to open them.
4. Keep voices at a normal conversational tone. Do not yell or make loud noises that may distract the driver.
5. Report any damage to the driver. Any acts of vandalism will be paid for by the student (s) responsible and may result in other assigned discipline.
6. Animals will not be transported on the bus.
7. Food and drink are not appropriate on the bus. Exceptions to this may be made on activity trips.
8. Inappropriate behaviors which will result in disciplinary action include: swearing, persistent refusal to submit to the driver's authority, or possession of tobacco, scuffling or fighting, littering and/or throwing objects from the bus, moving around while the bus in motion, being excessively loud, vandalism to the bus, etc.
9. Once loaded, students are to remain on the buses for the duration of the route and not enter other school buildings.
Violation of the bus rules and disregard for the driver's authority will be reported to the building principal and may result in the following discipline being assigned.
10. Regulation of electronic devices on buses is regulated at the discretion of individual bus drivers.

First Offense	Warning letter sent home and/or conference with parents
Second Offense	3-day bus suspension
Third Offense	5-Day bus suspension
Fourth Offense	Bus suspension for the remainder of the semester

*****Serious violations could result in immediate and long-term suspension regardless of the number of previous violations**

CLOSED CAMPUS POLICY:

Once students have entered their school, they do not have permission to leave the school campus during school hours unless properly supervised by school personnel.

Grades 4-5 First Offense	Up to 5 days ISS
Second Offense	Up to 10 days ISS
Repeat Offense	Up to 10 days OSS

Grades K-3 First Offense	Parent, student, Administrator conference
Second Offense	Parent contact, up to 3 days restricted activities
Repeat Offense	Parent contact, up to 5 days restricted activities

COMPUTER / INTERNET / E-MAIL USE

Archie Elementary

All Archie R-5 students will be expected to follow the **District Acceptable Use policy**. The use of computers and computer services is a privilege which may be revoked by teachers, principals and/or district administrators at any time for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages, to include any materials posted on the R-5 District website and anything that would be considered cyber-bullying. **Personal laptops and other wireless devices** are not to be brought to school for network access to the Internet. All **flash drives or other forms of data storage** from home must be virus-scanned before they can be loaded onto school computers. Tampering with computer data or theft of computer data may be considered a Class A Misdemeanor or Class D Felony and be prosecuted as such.

First Offense	Suspension of computer privileges for a period of time determined by the building administrator and up to 10 days ISS
Repeat Offense	ISS and up to loss of privileges for 365 days and up to 10 days OSS

DISRESPECT, DEFIANCE or INSUBORDINATION:

Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning. Any threats and/or physical aggression toward a school official will be grounds for expulsion.

Grade 4-5 First Offense	Up to 5 days ISS
Second Offense	Up to 10 days ISS
Repeat Offense	Up to 10 days OSS

Grade K-3 First Offense	Parent, student and Administrator conf. with possible loss of privileges.
Second Offense	Parent contact up to 3 days restricted activities
Repeat Offense	Parent contact up to 5 days restricted activities

DISRUPTIVE SPEECH or CONDUCT:

Conduct or speech, whether verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions; this also includes using obscenity, obscene gestures, swearing, cursing, etc. or words which are spoken solely to harass, bully, intimidate or injure other people, such as defamation of a person's race, religion or ethnic origin. Extreme disruptive behavior can be grounds for immediate OSS at all levels.

Grade 4-5 First Offense	Up to 5 days ISS
Second Offense	Up to 10 days ISS
Repeat Offense	UP to 10 days OSS

Grade K-3 First Offense	Parent contact up to 3 days restricted activities
Second Offense	Parent contact up to 5 days restricted activities

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Repeat Offense	Up to 3 days OSS, Parent Conf. prior to readmittance to school
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EXTORTION, BULLYING, and/or RUMORS:

Threatening or intimidating any student to include such behaviors for the purpose of, or with the intent of obtaining money/anything of value from the student. This offense in conjunction with physical force is grounds for immediate OSS.

Grade 4-5 First Offense	Parent contact up to 3 days ISS, Return or Restitution
Second Offense	Up to 10 days ISS and Restitution, Juvenile office informed
Repeat Offense	Up to 5 days OSS and Restitution, Juvenile office informed

Grade K-3 First Offense	Parent contact, Return/Restitution, Lose privileges
Second Offense	Parent contact, Restitution, Up to 3 days restricted activities
Repeat Offense	Parent contact, Restitution, Up to 3 days restricted activities

FAILURE TO OBSERVE THE CONDITIONS OF IN-SCHOOL SUSPENSION:

Student social privileges are revoked during ISS. Failure to act in a mature manner with respect for self and others will result in removal from ISS.

Grade 3-5 First Offense	OSS in addition to the original ISS penalty
Second Offense	Up to 3 days OSS
Repeat Offense	Up to 5 days OSS

FALSE ALARM:

Setting off alarm when there is no cause to do so, including fire alarms, 911 calls, or other acts causing evacuation of the building which could endanger the welfare of others. *Making a false bomb report is a Class D felony and is subject to immediate suspension. This violation will be reported to the appropriate law enforcement agencies.

Grade 4-5 First Offense	Parent Contact, up to 10 days ISS
Repeat Offense	Up to 10 days OSS, Contact Juvenile Authorities

Grade K-3 First Offense	Parent Contact, Restricted Activities
Repeat Offense	Up to 3 days OSS, Parent Conf. prior to readmittance to school

Archie Elementary

FORGERY/MISREPRESENTATION:

Misrepresenting parent or guardian with the purpose of excusing from school, class or any other parental consent. This includes all written notes, phone calls, or correspondence. This includes academic dishonesty defined as any form of cheating that is blatant, repeated and serious in offense beyond the realm of the individual teacher's classroom management plan.

Grades 3-5 First Offense	Parent Contact and up to 3 days ISS
Second Offense	Up to 5 days ISS
Repeat Offense	Up to 10 days ISS

GANG RELATED ACTIVITIES:

Any activity characteristic of or identified by the individual's admission to gang membership or by the exhibiting of any item of clothing which is common to gang members, the display of mannerisms which identify the individual as a gang member, visible tattoos that indicate gang membership, admitting to detailed knowledge of gang activity, admitting to or being known by a moniker, displaying jewelry or other paraphernalia common to gang members.

Grade 4-5 First Offense	Parent contact, Removal of gang related items and notify Juv. Law.
Second Offense	Up to 5 days OSS. Removal of gang related items and notify Juv. Law
Repeat Offense	Up to 10 days OSS. Removal of gang related items and notify Juv. Law

Grade K-3 First Offense	Parent contact, Removal of gang related items and notify Juv. Law.
Second Offense	Up to 3 days Restricted activities. Removal of gang related items and notify Juv. Law
Repeat Offense	Up to 5 day Restricted activities. Removal of gang related items and notify Juv. Law

USE OF A PHONE or ELECTRONIC DEVICE ON SCHOOL PROPERTY:

During instructional time students are not allowed to use a cell phone, hand-held radio, remote modem devices, audio, video, music or game device or any other handheld communication device on school property during school hours.

First Offense	Confiscation and warning
Second Offense	Confiscation and 1 day ISS, parent/guardian must pick up the phone
Third Offense	Confiscation and 3 days ISS, parent/guardian must pick up the phone and the student and parent must meet with an administrator to draft a memorandum of understanding
Fourth Offense	Confiscation and 5 days ISS, parent/guardian must pick up the phone, and the student will be required to turn in their phone to the front office upon arrival to be locked and secured for the remainder of each school day

Archie Elementary

Possession or Use of Disruptive/Harmful Devices or Items

Any propellant or explosive device, firecrackers, water balloons, snowballs, rocks, peashooters, stink bombs, water guns, etc.

Grade 4-5 First Offense	Up to 3 days ISS
Second Offense	Up to 5 days ISS
Repeat Offense	Up to 5 days OSS

Grade K-3 First Offense	Parent, student, administrator conf., may lose privileges
Second Offense	Parent contact, up to 3 days restricted activities
Repeat Offense	Parent contact, up to 5 days restricted activities

Posturing

The physical and verbal acts that could potentially lead to an altercation

First Offense	Up to 3 days ISS
Second Offense	Up to 5 days ISS, restrictions in place
Repeat Offense	Up to 5 days OSS, restrictions in place

PROFANITY DIRECTED TOWARD A STAFF MEMBER:

First Offense	Up to 5 days OSS
Second Offense	Up to 10 days OSS
Repeat Offense	Up to 10 days OSS

PUBLIC DISPLAY OF AFFECTION:

Hugging, kissing or any physical contact which is inappropriate in the school setting.

Grade 4-5 First Offense	Student Conference
Second Offense	Parent Contact
Repeat Offense	Up to 3 days ISS and restricted activities

Grade K-3 First Offense	Student Conference
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Second Offense	Parent Contact
Repeat Offense	Up to 3 days restricted activities

Sexual Harassment

Inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards, including words, spoken or written, touching or other physical contact of a sexual nature.

Grade 3-5 First Offense	Parent contact, up to 5 days ISS
Second Offense	Parent contact, up to 10 days ISS
Repeat Offense	Parent contact, up to 10 days OSS

Grade K-2 First Offense	Parent contact, up to 3 days restricted activities
Second Offense	Parent contact, up to 5 days restricted activities
Repeat Offense	Up to 3 days OSS, Parent conf. Prior to readmittance to school

SEXUAL MISCONDUCT:

Engaging in any sexual behavior or sexual acts on school grounds, in or on any property belonging to the school, or on school sponsored trips or activities. This also applies to behavior which subjects another person to sexual contact with or without the person's consent including acts covered by the Safe Schools Act 1-113 1301 & 1298 such as forcible rape (566.030 RSMo), forcible sodomy (566.060 RSMo), sexual assault (566.040 RSMo)

First Offense	Up to 30 days OSS
Repeat Offense	Refer to Superintendent for expulsion and report to law enforcement

PETTY THEFT:

(Petty) stealing or attempting to steal private or school property valued at less than \$750.00

Grade 4-5 First Offense	Parent contact, restitution, and up to 10 days ISS
Repeat Offense	Parent contact, restitution, and up to 10 days OSS

Grade K-3 First Offense	Parent contact, restitution, and up to 3 days restricted activities
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Archie Elementary

Repeat Offense	Parent contact, restitution, and up to 5 days restricted activities
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LARCENY THEFT:

(Larceny) stealing or attempting to steal private or school property valued at \$750.00 or more.

First Offense	Up to 10 days OSS and refer to law enforcement
Second Offense	Refer to Superintendent for suspension and refer to law enforcement
**Severity of first offense may be referred to the Superintendent for long term suspension/ expulsion	

TOBACCO/VAPOR/ELECTRONIC CIGARETTES - USE or POSSESSION:

Including but not limited to cigarettes vapor/electronic, cigars, chewing tobacco, snuff, matches, lighters or similar items. Students are not to use or have possession of tobacco products at school activities or on school property. All tobacco will be confiscated.

Grade 4-5 First Offense	Parent Contact and up to 3 days ISS
Second Offense	Parent Contract and up to 5 days ISS
Repeat Offense	Parent Contact and up to 10 days OSS

Grade K-3 First Offense	Parent Contact
Second Offense	Parent Contract, Loss of Privileges
Repeat Offense	Parent Contact, up to 3 days restricted activities

TRUANCY:

Absence from school or class without the knowledge and/or consent of parent and school officials. This includes being on or off campus, but out of assigned area without permission of school officials or being absent and not having parent contact with the school and office upon returning to school.

Grade 4-5 First Offense	Parent contact and 1 day ISS
Second Offense	Parent contact and 3 days ISS, possible contact to authorities
Repeat Offense	Parent contact and 5 days ISS, possible contact to authorities

Grade K-3 First Offense	Parent contact, loss of privileges
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Archie Elementary

Second Offense	Parent contact, up to 3 days restricted activities
Repeat Offense	Parent contact, up to 5 days restricted activities

VANDALISM:

Willfully causing substantial damage or attempting to cause substantial damage to any property, real or personal, belonging to school, staff or students. **Institutional (school) vandalism is a Class A misdemeanor and will be referred to Law Enforcement Officials. If damage exceeds \$2,000, the offense is a Class D felony. Both of these classes of offenses will be subject to long-term suspension**

Grade 4-5 First Offense	Parent contact, up to 5 days OSS, Student/Parent assume cost and/or labor for repairs
Repeat Offense	Up to 10 days OSS, Student/Parent assume cost and/or labor for repairs

Grade K-3 First Offense	Parent contact, up to 5 days restricted activities, Student/Parent assume cost and/or labor for repairs
Repeat Offense	Up to 3 days OSS, Parent conf. prior to readmittance to school, Student/Parent assume cost and/or labor for repairs

VIOLENT BEHAVIOR/THREATS OF VIOLENCE/TERRORISTIC ACTS/THREATS OF TERRORIST ACTS INCLUDING THREATS TO HARM OTHERS OR ONESELF, to INCLUDE BOMB THREATS

Any Offense	Immediate Out-of-School Suspension for up to 180 days OSS or expulsion upon referral to superintendent. Notification to law enforcement. Documentation in student's discipline record.
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WEAPON(S) - POSSESSION, USE or ATTEMPTED USE:

Bringing onto the school grounds or property any item that is ordinarily considered to be a weapon such as defined in The Safe Schools Act of 1996, section 571.010, RSMo: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a bladed instrument, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife and others not named. School property includes, but is 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. (This policy shall not be construed to prohibit the Board of Education from allowing a Civil War reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.) *This violation will be reported to the appropriate law enforcement agencies.*

Any Offense	Expulsion or suspension of not less than one year and Contact Law Enforcement
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Archie Elementary

Public Notice

Grievance Procedure

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One-Principal or Immediate Supervisor (Informal and Optional-may be bypassed by the grievant)-Employees with a grievance of discrimination on the basis of sex, race, national origin, or disability may first discuss it with their principal or immediate supervisor, with object of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin, or disability may discuss it with the teacher, counselor, or building administrator involved.

Level Two-Title IX and Section 504 Coordinator(s)-If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Notice of Non-Discrimination:

As per Board of Education policy adopted October 12, 1989, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Archie R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Archie R-V compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Jeff Kramer, Title IX and Section 504 Coordinator, 302 West State Route A, Archie, Missouri, 816-293-5312, who has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Community Information

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/ other health impaired, multihandicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, with complaints with the U.S. Department of Education of the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is

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available for public review during regular school hours on days school is in session in the office of the Superintendent of Schools.

Public Schools in the State of Missouri are required to conduct an annual census on all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District of whose parent/legal guardian resides in the District. This Census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is admitted. If you have a child with a disability or know of a child with a disability, who is not attending the public school, please contact your school district, Archie R 5 School.