

**BUNKER
ELEMENTARY
STUDENT HANDBOOK
2017-18**



Welcome to Bunker Elementary

Dear Parents and Students,

On behalf of the faculty and Board of Education, it is with great pleasure that I take this opportunity to welcome you to Bunker Elementary School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

The purpose of this handbook is to help you learn as much as possible about school policies, procedures and services we offer. The Table of Contents will guide you through the handbook and should be useful to answer any questions you may have about our school.

Please feel free to visit our school at any time. We welcome visitors and volunteers! We do ask that for the safety of our students, you check in at the elementary office each time you are visiting our Elementary School. If you are interested in visiting one of our classrooms, please notify the office in advance so we can arrange a time and a date for you to observe.

We look forward to this school year with great excitement. Through the home, school and community working together we will achieve great levels of success and all of our students will have a rewarding year.

If you have further questions at any time, please feel free to call the Elementary Office at 689-2211 ext. 4. Also listed are the extension numbers that are used most often; I hope this will be helpful to you when you are calling the school.

Once again, Welcome!

Mrs. Gore
Elementary Principal

High School Office	ext. 0
Principal, Transportation, Counselor, Secretary	
Central Office	ext. 3
Superintendent	
Elementary Office	ext. 4
Principal, Secretary, Nurse	

Bunker R-III School District Mission Statement

Embracing the philosophy that all students can learn, we at Bunker R-III accept as our mission the task of educating our students to their fullest potentials, providing them with a positive, stimulating atmosphere where they can develop intellectual curiosity through a free exchange of ideas. Our graduates shall possess such qualities as self-esteem, pride, proper social behaviors, responsibility, and mature work ethics. Furthermore, we believe that developing young adults prepared to assume their roles in a democratic society can best be accomplished through the cooperative efforts of all personnel, parents, and community.

Bunker Elementary School Mission Statement

The Bunker Elementary staff is committed to:

- the development of responsible individuals who value themselves and others
- providing a positive learning environment
- the guidance of students in obtaining goals toward lifelong learning
- being positive role models in and out of the classroom and including family and community in the learning process of our students.

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Attendance

Students should not arrive at school prior to 7:30 A.M. in the mornings.

If a student has more than 13 absences during the school year, s/he will be retained in the same grade the following year; unless the student receives a waiver of the attendance requirement from the Attendance Committee. If a student misses more than 13 days, this will result in the parent having to petition the Attendance Committee (which will consist of the building principal, classroom teacher and school counselor) to explain **ALL** absences in order to possibly waive the attendance requirement. This petition will require a letter addressed to the Attendance Committee that explains **ALL** absences, with appropriate documentation for those absences. Parents/guardians are encouraged to maintain written records and any documentation you receive to account for your child's absences. It will not be the responsibility of the school to maintain this documentation. In order for a waiver to be granted, it will be important for the absences to be excused absences. The following are excused absences:

1. Personal illness (as documented with a doctor's excuse or if the school nurse sends a student home)
2. Death of a Relative
3. Religious Observance
4. Vacations that are Prearranged (One per school year allowed)

After 6 absences, a letter will be mailed to the parents/guardians of the child informing them of these absences. After 13 absences, another letter will be mailed to the parents/guardians explaining the waiver process. The Attendance Committee will communicate their decision through writing to the parents/guardians. If the parents do not agree with the Attendance Committee's decision, they may appeal to the building principal and, ultimately, to the Superintendent of this district.

Students will have the same number of days to make up work as the number of days absent. It is the student's responsibility to ask for the make-up work and turn the work in to the teacher when due.

School activities are exempt from, and will not count toward absences.

Any student who is attending or participating in an extra-curricular activity must be at school no less than four hours on the day of the activity (or the school day prior to any weekend activity). Emergency situations will be excused at the administrator's discretion.

Schedule

7:35 -----Breakfast
8:00 -----First Bell
8:04 -----Classes Begin
10:45 -----Lunch: Preschool, Kindergarten, 1st, and 2nd
11:15 -----Lunch: 3rd, 4th, 5th
2:58 -----Elementary dismissed
3:04 -----High School dismissed

Tardiness

Due to the school's busy schedule, tardiness is discouraged. Being at school on time is part of learning a sense of responsibility. If a student is continually late, disciplinary action will be taken to correct the problem (see discipline policy-Truancy or Tardiness.)

Leaving School

Leaving school without permission is strictly prohibited. Students are not to leave the school grounds for any reason after arriving at school unless the student is accompanied by a parent or guardian and must be checked out to leave through the office or the health office. Please see the discipline policy- Truancy or Tardiness.

Bad Weather Reports

School closings, because of inclement weather, will be announced on School Messenger (the school's broadcast system) as well as KTJJ, KSMO, and KZNN radio, and on television- Channel 12 and 3 when possible. Unscheduled closings due to equipment failure or weather may also occur. Every family should have a plan, and each child should know where to go if an emergency arises and school is dismissed early.

Bus Transportation

Riding a bus is a privilege. The following rules apply to all students who ride a bus:

1. The bus driver is in charge of the students and the bus.
2. Classroom conduct is to be observed by students while riding the bus. Ordinary conversation will be allowed.
3. No "HORSE PLAY" will be allowed.
4. Students are not to stand or move from seat to seat while the bus is in motion.
5. Students are not to extend arms or hands out of the bus window.
6. In accordance with Missouri Law, the student is responsible to pay for any damage done to a bus by a student.
7. The driver will not discharge riders at places other than the regular bus stop near the home or at school without the proper authorization by parents or the principal.
8. Elementary students who need to ride a bus home with someone else need a note from their parent to obtain a bus pass from the office.
9. No glass bottles or other types of glass containers will be allowed on the bus.

Students who fail to obey these regulations may be disciplined and/or suspended from riding the bus. Please see the discipline policy concerning bus or transportation misconduct.



Activity Bus Rules

Only elementary students may ride the activity bus to elementary ballgames and other activities. Junior high and high school students will not be allowed to ride the bus to elementary ballgames or activities. Persons allowed on the bus are: Coach/Assistant Coach, Cheerleading Sponsor, ballplayers, cheerleaders, pep club members, managers, scorekeepers, stats keepers, and bus driver. Children of the participating coach/sponsor may ride the bus if they are age/grade appropriate. Elementary students will not be allowed to ride the bus to a high school activity, and high school students will not be allowed to ride the bus to an elementary activity. Exceptions will be made at the discretion of the building administrator and coaches/sponsors.

Field Trips & Class Trips

Field trips and class trips are privileges, not rights and are designed to supplement different elementary curriculums. Students will be required to ride the bus to all school field trips and teachers will determine the number of chaperone's that attend. **Any student who has more than four office referrals or has been suspended out of school (OSS) at any point during the school year will not be permitted to attend field trips. Students are also required to maintain at least 90% attendance during the semester of the field trip to be eligible to participate.** The building principal may consider certain exceptions to the attendance requirement.

Crossing Guards

Our school as part of our safety program employs a school crossing guard. Respect and obedience of patrol rules are expected at all times, and parents should encourage their children to use the designated crossing areas. Jaywalking is dangerous and against the law. Parents who transport their children should be aware of and observe the special signs around the school. **Children should be dropped off at the front of the school on Eagle Pride Drive.** There should be **NO** traffic between the elementary building and the early childhood building. **Parents should *never* use the back lot to drop children off for school or pick them up after school has dismissed.**

Playground Rules

1. Treat others with respect.
2. Use appropriate language.
3. Students are expected to obey all safety rules concerning the playground and equipment.
4. Students must stay within the boundaries of the playground. The tree area, beyond the nurse's office and the hill in the grass area are all outside of the playground boundary.
5. All objects such as rocks, sticks, etc. will not be thrown by anyone.
6. Students may only leave the playground area with permission of the duty teacher.
7. Shoes must be worn at all times.
8. Respect the space and property of others.
9. Ball playing and behavior on the basketball court is expected to follow gym class rules. Students not participating in the game should play in an area other than the court.
10. Playground games must be safe and approved by the teacher.

Discipline

All students are expected to behave in a safe and respectful manner while at school. If, however, a student becomes disruptive, we reserve the right to employ firm discipline. Our school discipline policy conforms to both local and state policies. Corporal punishment shall be used as a measure of correction or of maintaining discipline and order in school. It shall be used when all other alternative means of discipline have failed. Corporal punishment shall only be administered by the principal with a witness present. Parents will always be notified prior to administering corporal punishment.

Below are some guidelines for discipline and the methods to be used for certain offenses.

Academic Consequences

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

Prohibited Conduct

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

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

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

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

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

Assault

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

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

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

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

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

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

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

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

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

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

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

False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

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

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

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

Harassment, including Sexual Harassment (see Board policy AC)

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

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

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

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

Hazing (see Board policy JFCF) - 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 district-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 inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing can occur even when all students involved are willing participants.

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

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

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

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

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

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

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

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

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, in-school suspension or corporal punishment.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

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

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

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

Tobacco

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

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

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

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, corporal punishment or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension, corporal punishment or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) - Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

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

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

Weapons (see Board policy JFCJ)

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

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

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

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

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

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

*Any offense that constitutes a “serious violation of the district’s discipline policy” as defined in Board policy JGR will be documented in the student’s discipline record.

Additional Offenses – any offenses not covered in the discipline section of the handbook will be disciplined at the discretion of the teacher and/or principal according to the seriousness of the offense.

“Pride is a personal commitment. It is an attitude which separates excellence from mediocrity.”

Dress Code

Bunker R3 School District Student Dress Code (Board Approved 2017)

It is not the intent of these regulations to limit the rights of parents in determining appropriate dress and grooming for their children. Of paramount importance in the design of this dress code are concern for health and safety of students and avoidance of distractions from the educational purpose. Nothing in this code should be interpreted to limit teachers in making and enforcing regulations in the interest of safety and avoidance of distractions to the educational process in specific teaching situations. Student dress should not create undue distraction to the educational process and should be reasonable and prudent.

Examples of clothing, accessories, jewelry, and hair that are unacceptable are as follows:

- #1: Pants that are worn so that they show underwear; shorts or skirts that cause distraction and are not reasonable in length. Shorts and skirts should be at least fingertip-length.
- #2: Jeans with holes located above the shorts length requirement must have shorts underneath or lining material sewn in behind the hole. (underwear/boxers, etc. do not count as lining)
- #3: Shorts or leggings that expose or reveal undergarments. Leggings, tights, and similar tight fitting items must be covered by upper apparel that extends to the mid-palm of the hand.
- #4: Shirts that bare midriff or back or have plunging necklines or sleeves. No straps under one and a half inches wide should be visible.
- #5: Headgear; (hats, caps, bandannas, do-rags, and hoods of any kind) are not to be worn in the school building during school hours.
- #6: Backpacks may be used during school time. Students found to be carrying undesirable items in backpacks could be disciplined and forfeit their right to carry a backpack in school
- #7: Prom Guidelines:
Basic concepts of the school dress code policy will be enforced. Attire that is overly revealing, extremely short, low cut, or excessively sheer is not appropriate for any school activity. Proper undergarments should be worn with dresses; undergarments should not be exposed. Males are to keep their dress shirts on during the dance. Please keep this in mind when renting or purchasing your attire. Please choose wisely and check with a school administrator prior to the dance if you are in doubt.
- #8: Ornaments or articles of clothing with beer, tobacco, alcohol, or drug logos or emblems; obscene or suggestive slogans or slogans that promote violence on clothing.

Normally, students will be asked to correct dress code violations immediately or be sent home. Refusal to follow dress code could result in disciplinary action.

The administration will assess the severity of each dress code violation and make the final ruling.

No policy can be written to cover all examples that occur each year. The student dress practices and fashion changes from time-to-time and the administration will determine if these disrupt the educational process.

Additional standards may be imposed in certain situations.

What to Leave at Home

Anything not needed for class should be left at home. Cameras, radios, recorders, skateboards, pets, knives, matches, lighters, guns, electronic games, cigarettes, etc. should not be brought to school. Toys should not be brought unless the teacher gives his/her permission for them to be brought to class. Students should not sell or trade items at school. Cell phones may be brought to school, but should be kept in a secure place and not used during the school day. Backpacks should be used to carry materials to and from school but should not be used during the school day. (See discipline policy- Nuisance Items)

Valuables at School

School personnel try to prevent losses, but they are not responsible for students' personal property. Large amounts of money or valuables should not be brought to school.

Textbooks and School Property

The Bunker School system furnishes textbooks to all students. The care of the textbooks is the responsibility of each student. If the textbooks are damaged or lost, the student is expected to pay for them. Report cards will be withheld until library fines or other charges are paid. Any student, who damages school property, windows, books, or equipment, is responsible for payment.

Report Cards

A report card will be emailed to parents following the end of each grading period. If parents would like to receive a paper copy of the report card, they may request one from the office. Grades are assigned as follows:

A : 100-96	B- : 83-80	D+ : 69-67
A- : 95-90	C+ : 79-77	D : 66-63
B+ : 89-87	C : 76-73	D- : 62-60
B : 86-83	C- : 72-70	F : 59 & below

Students are retained if they fail two or more solid subjects at their grade level.



Grade Standards for Extra-Curricular Activities

According to Board Policy, Bunker Elementary students must meet the same grade standards as high school students in order to participate in extra-curricular activities:

1. A student who receives one "F" on the quarterly report card shall be suspended from participation in the next game or activity immediately following the distribution of report cards for that quarter.
2. A student who receives two or more "F's" on their quarterly report card shall be suspended from participation in extra-curricular activities immediately following report card distribution for that quarter and remain ineligible until progress reports for the new quarter indicate grades meeting the standards listed above.

Elementary students are eligible to participate in Elementary Basketball, Elementary Cheerleading, Readers' Club, Elementary Student Council, Newberry, and Quiz Bowl as extra-curricular activities.

Honor Roll

Students listed on the Elementary Honor Roll must earn an A or B in all graded subjects.

Promotion/Retention of Students

The Bunker R-III School District is committed to the continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained. (Refer to Board Policy IKE)

Factors that will be considered when viewing student progress and possible retention:

1. Students failing two or more major subjects (Reading/Communication Arts, Mathematics, Social Studies, Science)
2. Reading one or more grade levels below expectation
3. Poor Attendance – (see attendance policy)
4. Professional recommendation (Counselor, Teacher, Principal)

Grades are reviewed at mid-term and the end of each quarter. Students who are not working on grade level will be given the opportunity to receive additional educational assistance in the Title I program and/or after school tutoring. Parents will be made aware of any academic concerns at the end of first quarter during Parent/Teacher Conferences. Students who are still at risk of retention will have another parent conference scheduled at the end of third quarter. The parents will meet with the counselor, principal and classroom teacher to decide the course of action for the best interest of the student. If an agreement cannot be met, the final decision will rest with the school administration.

Interruption of Class Time

The staff and administration of our elementary school is committed to providing uninterrupted time on task for maximum student learning. The school office will provide morning announcements and a daily bulletin. Announcements for the day should be in the office by 8:25. The intercom will also be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

Telephone

The school phone is a business phone and is to be used only for that purpose. No student will be allowed to use the phone unless given permission by the classroom teacher or principal. Students **should not** use the phone after school is dismissed to make after school arrangements. Arrangements should be made prior to or during regular school hours. A student cannot be called out of class to talk on the phone, except in the case of emergency.

Visitors

All visitors must stop by the office to get a visitor's pass before visiting a classroom. Student visitors are not permitted during the school day. Parents are encouraged to help us in making this a successful year for all our students. We invite you to visit our school, talk to us, ask questions, and/or volunteer to help in the education of our students. Parents are welcome to visit school for the purposes of observation, conferences, and volunteering. Conferences and visits should be prearranged with the teacher. Unnecessary interruptions consume time and hinder the educational process.

P.T.O.

We urge you to support our Parent Teacher Organization (P.T.O.) by joining the organization. The elementary school receives financial support for various items from P.T.O. It serves the students in many ways, and thus serves the school. Your help and support are needed. P.T.O. will have 1 meeting a quarter. The months for the meeting are as follows: September, November, February and April.

Insurance

Student Insurance is available to all students at the beginning of each school year. Information will be sent home with students. Parents will have a choice of purchasing the school day or the 24-hour coverage. Students who participate in elementary sports are recommended to have some type of insurance and parents must sign an insurance waiver. Additionally, students who participate in elementary sports need to show proof of a physical and may participate in the athlete physical screenings offered during the summer.

Health Office

Bunker School has a qualified health office aide on full-time duty at the school. If a student needs to see the health office, the student must get permission from the classroom teacher, except in emergencies. The health office aide keeps a record of immunizations and other health information, in accordance with Missouri Law. It is unlawful for students to attend school unless their immunization record is complete and up-to-date.

For the safety of our students, the school personnel will give no medication at school until the school receives a physician's request for the administration of the medication with the prescribed medication in a container appropriately labeled by the pharmacist or physician, with only those doses to be given at school. This ruling also, is in accordance with Missouri Law. Non-prescription (over-the-counter) medication will only be administered with a written order from a physician or a signed parent consent form.

Students with a fever of over 100 degrees will be confined to the health office until arrangements can be made for them to be picked up. Transportation cannot be provided for sick children. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or head lice will be sent home from school and must remain at home until the condition or disease is corrected.

Lunch and Breakfast

Our school food service provides a nutritious, well-balanced breakfast and lunch. Applications for free or reduced meals are available to parents and must be filled out promptly; otherwise meals must be paid for. Students will not be allowed to charge lunches on an extended basis. If lunch money is accidentally forgotten, we will permit a charge for that day's lunch or breakfast. Lunch prices will be announced at the beginning of the school year. Soda or glass bottles are not allowed in the cafeteria during the lunch period.

Meal Prices

	Regular	Reduced
Breakfast	\$1.00	\$.30
Lunch	\$1.50	\$.40
Snack Milk	\$0.50	

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Bunker R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Bunker R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Bunker R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Bunker R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday during the hours of 9:00 a.m. and 3:00 p.m. in the Superintendent's office. This notice will be provided in native languages as appropriate.



**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
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Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

Who may file a complaint?

Any individual or organization may file a complaint.

2. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

3. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

4. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
Revised 4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

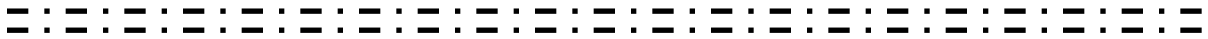
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Please Sign and Return to School

I have read the Elementary Student Handbook and discipline policy. I understand them and I will follow the rules outlined in the policy.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____



Bunker R-III Parent(s),

By signing this letter, I am giving my permission to the Bunker R-III School to administer corporal punishment to my son/daughter/ward _____ when the stated rules of behavior of the Bunker Student Handbook are broken or when deemed appropriate by the principal. I understand that I will receive notification via telephone before punishment is administered.

Parent/Guardian Signature

Date