

# Antonia Middle School Bulls

6798 St. Luke's Church Road  
Barnhart, Missouri 63012  
Joe Willis, Principal  
Matt Metz, Asst. Principal  
Rachel Tomik, Counselor  
Shanna Moore, Secretary  
Lisa Hoffman, Diagnostic Secretary

## Important Phone Numbers

Antonia Middle School (636)282-6970  
Antonia Middle School Fax (636)282-6971  
Fox C-6 Administrative Offices 296-8000  
Fox C-6 Transportation Office 296-5331

**STUDENTS Regulation 2100**

**Non-discrimination and Student Rights**

The following notice of nondiscrimination will be distributed to all students:  
The Fox C-6 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Dr. Kelly Bracht Assistant Supt–Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title VI Coordinator Mrs. Angela Baker Director of Federal Programs Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title IX Coordinator Dr. Kelly Bracht Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000
Title II Coordinator Mrs. Angela Baker Director of Federal Programs Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Age Act Coordinator Dr. Kelly Bracht Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	

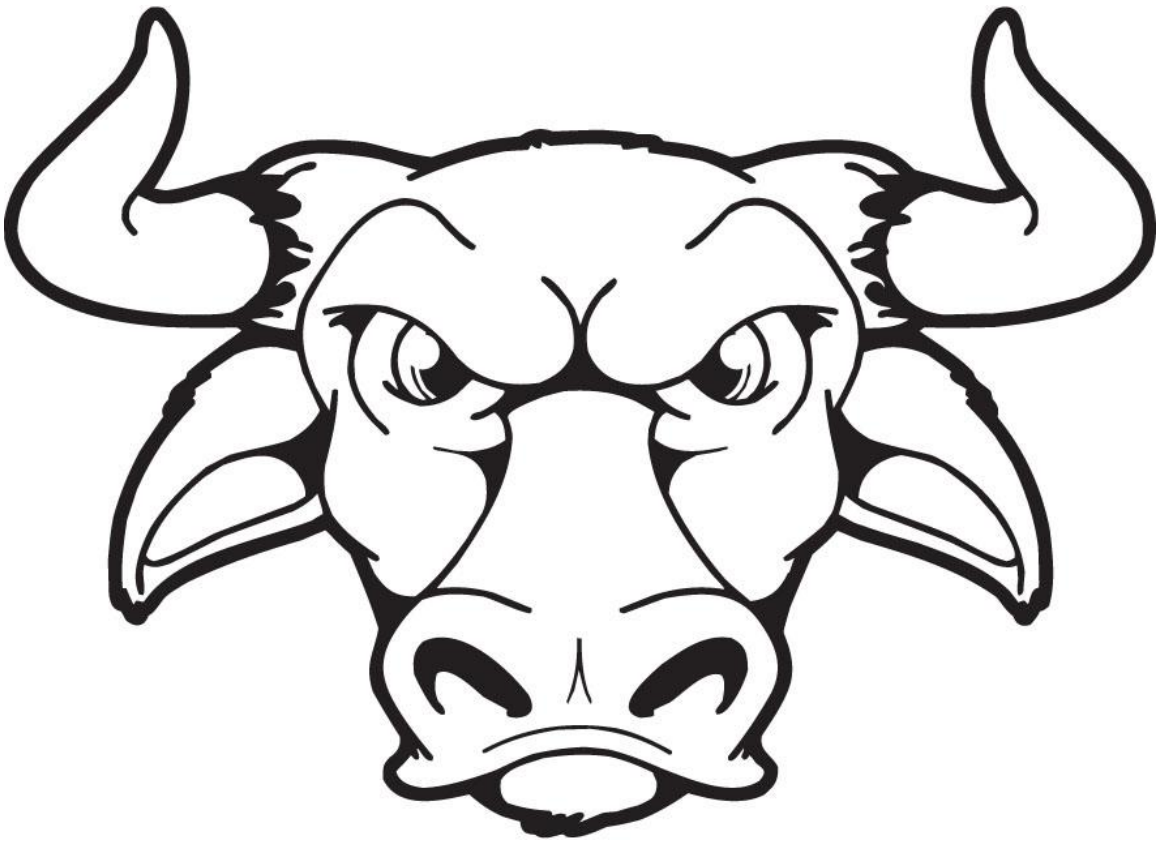
Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution’s compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

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School and district handbooks contain policies and procedures that may be updated throughout the course of a school year. Updates to district-wide policies can be tracked by following Board of Education meetings through BoardDocs, and any changes to the policies contained in this handbook will be made available on district and building websites.

Please check the district website at [www.fox.k12.mo.us](http://www.fox.k12.mo.us) frequently for the most updated versions of our policies, procedures, and other useful information.

If you have any questions, please contact your building principal for more information.



# **ANTONIA MIDDLE SCHOOL**

2015 – 2016 Student Handbook Signature Form

We the undersigned have read and understand the Antonia Middle School 2015 –2016 Student Handbook.

I have reviewed the 15-16 handbook policies. Parents and students are expected to become familiar with and follow the rules, which provide for the general welfare of the entire student body.

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Student Name (Please Print) Grade

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Student Signature Date

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Parent/Guardian Signature Date

**Note: Please tear out this completed sheet and return it to your Advisory teacher**

**If you do not want your student used in any media, such as pictures or videos for the school or for news outlets please sign below.**

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## **Antonia Middle School Mission Statement**

Antonia Middle School strives to promote student autonomy and learning through academics, character education, and a sense of belonging.

### **Goals**

Have student success and achievement at its highest level.

Increase student attendance.

Develop and reevaluate and reapply the theories of Professional Learning Communities.  
Build positive relationships between home, school, and community through a comprehensive Character Education Program.

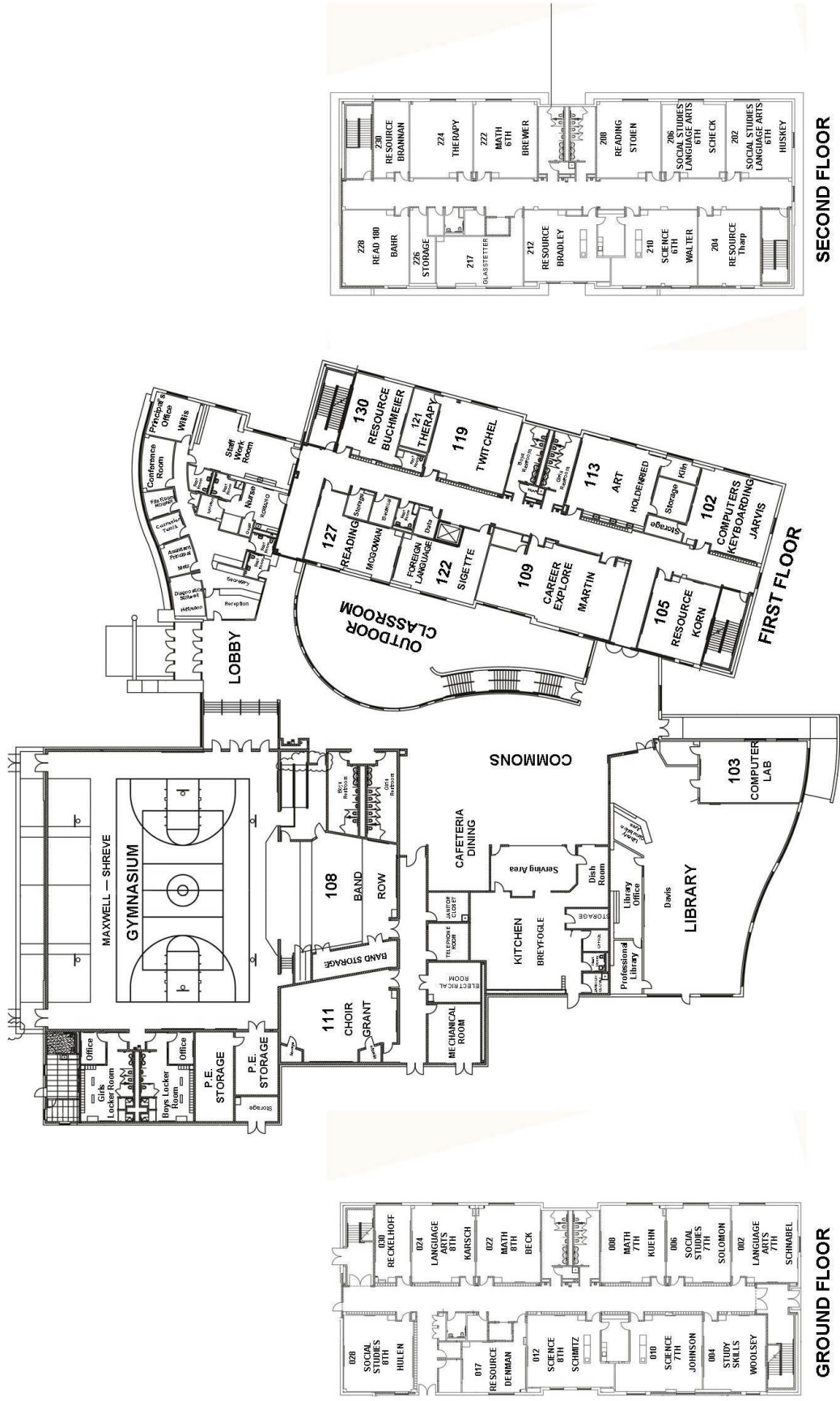
### **AMS Code of Conduct**

At Antonia Middle School we take the high road. We care about others, our school and ourselves. We show and receive respect by using kind words and actions, listening thoughtfully, standing up for others and ourselves and taking responsibility for our own behaviors and learning.

***What matters is who you are when no one else is watching!***

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have (10 ) school days after the annual public notice to view the student's Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.

# ANTONIA MIDDLE SCHOOL BUILDING MAP



## **NOTICE OF NONDISCRIMINATION**

The following notice of nondiscrimination will be distributed to all students:

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 Consolidated School District No. 6 (Fox C-6 School District) are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admissions/access to or treatment/employment in its programs and activities.

The district prohibits discrimination based on race, color, national origin, gender or disability in admissions and hiring practices in vocational programs, participation in vocational programs, site selection for vocational programs, guidance services provided for the purpose of counseling students for admission to vocational programs/courses or employment and in job placement, cooperative education/workstudy/internship agreements with employers.

**Any person having inquiries concerning Consolidated School District No. 6 (Fox C-6 School District) compliance with Title VI or Title IX is directed to contact the Assistant Superintendent of Human Resources Dr. Kelly Bracht at 626.296.8000. Any person having inquiries about Section 504/ADA is directed to Dr. Kelly Bracht at 636.296.8000.**

**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 and Section 504/ADA.**

### **STUDENTS**

#### **Non-discrimination and Student Rights**

##### **Sexual Harassment of Students**

Sexual harassment of students by employees or other students is strictly prohibited by the School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or

Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for the purposes of this policy.

Students who believe they have been the victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or to the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level of administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur.

Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Publication disseminated to employees and students will inform them of this policy.

*Adopted: 12/96 Consolidated School District No. 6 (Fox)*

### **Standard Complaint Resolution Procedure for No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The Fox C-6 School District implements the following procedures for resolving complaints which may arise concerning possible violations of the provisions of all Federal Programs:

1. Complaints may be filed by parents, Advisory councils, district staff members, concerned organizations, or individuals within the Fox C-6 School District.
2. To be considered, the complaint should allege a violation of the Elementary and Secondary Act; the General Education Provisions Act as it applies to all Federal programs; any state rules or guidelines; or the application as approved.
3. The complaint should be in writing and signed by the individual or his representative and submitted to the Federal Programs Coordinator for the Fox C-6 School District.
4. Unless unusual circumstances arise, 30 days will be the maximum time for investigating and resolving the complaint by the Federal Programs Coordinator.
5. The Fox C-6 School District will provide the complainant, his representative, or both an opportunity to present evidence regarding the complaint and an opportunity for the complainant to question the parties involved.
6. A written decision will be rendered by the Fox C-6 School District to the complainant, the Missouri Department of Education, and the DAC and provided to all parties involved within 30 days of the filing of the original complaint. (note 3 above)
7. The complainant may appeal the decision to the Missouri Department of Education within 30 days of receiving the decisions of the Fox C-6 School District Federal Programs Coordinator.
8. Complaint procedures will be disseminated annually to interested parties including all Advisory councils within the Fox C-6 School District.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district of Department personnel.



## ACADEMIC INFORMATION

**1. Homework Requests** - Worksheets and other items can be requested to be picked up from the office for multiple day absences. For students who will be out more than three (3) days, please call the office and homework will be arranged for you to pick-up.

**2. Report Cards**- The 1<sup>st</sup> and 3<sup>rd</sup> quarter report cards are to be picked up by parents during Parent Teacher conferences. The 1<sup>st</sup> and 2<sup>nd</sup> semester report cards are emailed home. If the student has a book charge or other outstanding debt, the report cards must be picked up and the debt cleared in the office prior to receiving the report card.

**3. Retention** - Student grades (all subjects), ability, attitude, conduct, motivation, and attendance will be used in making a determination to retain. Teachers and counselors make recommendations to the principal regarding retention. The final decision rests with the principal. Students who are retained will remain in the grade the entire year.

**The Following policies and procedures will be used in determining whether or not a student is to be promoted to the next grade level.**

**Students each year are required to take two (2) semesters of English, Science, Math and Social Studies. This constitutes eight (8) semesters of required classes. In order to be promoted to the next grade, students must pass five (5) of eight (8) required semester classes and one-half (1/2) of any elective classes that they may be taking.**

**4. Withdrawal from school** - To withdraw from school the parents shall notify the school immediately. The student will turn in all books and other materials during class periods throughout the day.

**5. Parental Conferences** – Parents will be invited to parent/teacher conferences at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarter. Parents are always free to call the office for a parent/teacher conference if there are concerns regarding your student's progress.

**6. Zero's Are Not Permitted (ZAP)** – Antonia teachers and administration believe that giving students the option of not turning in homework is not appropriate. Students will be required to turn in all work and will be assigned lunch detention and/or required to stay in after-school tutoring for failing to turn in homework.

## ATTENDANCE INFORMATION

Excellent attendance is an important part of getting a good education. Please observe the following rules: Regulation 2600 Consolidated School District No. 6 (Fox)

**1. Absences from School** - Prolonged and excessive illness without a doctor's verification will be considered unexcused. The school is required to notify the Juvenile Office in Hillsboro when students continue to be truant. We will notify Juvenile authorities after the 8<sup>th</sup> day absent when there is not appropriate documentation to justify absences. Parents are asked to provide doctor notes to document student absences. Parents are asked to call the office as early as possible to report their child absent. Excessive absences from school could result in placement in the AMS Truancy Court Program

**2. Tardiness to school** - If you arrive late to school, you must report to the main office for an admit slip. **DO NOT GO DIRECTLY TO CLASS. YOUR PARENT MUST SIGN YOU IN.** Detention will be assigned beginning with the 4<sup>th</sup> tardy in a semester.

**3. Tardiness to class** - All students are expected to get to class on time and to be in their seat when the bell rings. Detention will be assigned beginning with the 3<sup>rd</sup> tardy to that class.

**4. Class Cutting/Truancy** - Cutting class or being truant from school will not be tolerated and will result in disciplinary action (see Student Conduct and Discipline section of this handbook).

## PASSES, EARLY DISMISSALS, AND SCHOOL PREMISES

1. **Bus Passes** - Bus pass requests must be written by a parent or guardian. The note must include the bus number, student's name, parent's name and the person with whom the student will be riding home, and the date. It also must include a phone number where the parent who wrote the note can be reached during the day. Bus pass requests must be turned in to the office **BEFORE THE BEGINNING OF 1st HOUR**. Passes will not be issued for buses that are at their maximum capacities. Students will not be allowed to leave class to take a bus note to the office.
2. **Early Dismissals** - Parents who wish to pick up their student prior to the end of the school day may do so by reporting to the main office to sign the student out. Please send a note with the student to be turned in to the office in the morning. **STUDENTS WHO LEAVE SCHOOL WITHOUT PROPERLY BEING SIGNED OUT WILL BE SUBJECT TO DISCIPLINARY ACTION AS OUTLINED IN THE STUDENT CONDUCT AND DISCIPLINE SECTION OF THIS HANDBOOK.** *Regulation 2612 Consolidated School District No. 6 (Fox)*
3. **Getting into cars after school** - Students are not allowed to ride home during or after school with anyone except a person authorized by parents or guardian. A note signed by a parent must be presented to the principal before permission will be granted to leave the school in any vehicle but students' regularly assigned school bus.
4. **Being on School Premises** - Students are not permitted in the school or on school premises after school except during an authorized school activity. No person may remain on school premises who is not engaged in legitimate school business. *Regulation 2600 Consolidated School district No 6 (Fox)*
5. **Walking Home** – Students are not allowed to walk home from school without written permission from a parent..

## EMERGENCY INFORMATION

1. **Earthquake Procedure** - During the first vibrations of an earthquake, get on the floor under a load bearing structure (table, desk, chair, doorframe). Roll yourself into a "ball" position with your arms and hands folded over your head. If there is no load bearing structure to get under, then go to the closest corner and assume the "ball" position.

If you are in a crowd (gym, cafeteria, or a hallway), do not panic. If the crowd around you panics, hold on to your seat or other sturdy support so that you are not pulled into the flow of the panicked rush where people can be easily injured or killed.

When evacuating the building follow the instructions of your teacher or principal. You will probably be directed to a large open area like the athletic field. Be alert for downed electric lines and tall structures that may fall during earthquake aftershocks.

2. **Fire Alert** - The signal for a fire alert is the constant ringing of the school bell or the constant buzzing of the automatic alarm. Your teacher will instruct you on how and where to exit the building. Return directly to class when the alert is over.
3. **Tornado Alert** – In the event of a Tornado alert your teacher will instruct you on the procedures necessary to insure your safety.
4. **Lock Down** – In the event of an emergency situation the building will proceed into a lock-down mode. During the lock-down mode the individual classrooms and the building will be locked in order to maintain our student's safety.

**During any emergency it is absolutely necessary to follow the directions of teachers and staff. The safety of Antonia students and staff is of utmost importance.**

4. **School Closings** - When it becomes necessary to close school for snow or other emergency, announcements will be made on the following radio stations: News 30, Fox 2 News, KMOV Channel 4, News Channel 5, 550 KTRS, KREI/KTJJ, KJFF/KTJJ, KHRC FM 97.7. **Please do not call the school for this information. It severely ties up the phone lines.**

5. **SAFE-LINE** - Call the Safe-Line number **296-SAFE (7266)** to report drugs, weapons, or other serious problems. **You need do not have to give your name.**

## HEALTH SERVICES

Students who become ill during the school day should report to the nurse. Students must have a pass from the teacher to see the nurse. If there is a necessity to go home, the nurse will inform the parent and the student will be released to the parent. **No student is to go home without proper authority from the office or the nurse's office.**

### 1. Administering Medicines to Students

If under exceptional circumstances a student is required to take medication during the school day, and parents cannot come to school to administer the medication, the school nurse and/or principal's designee will administer the medication in compliance with regulations.

**Prescription Drugs.** Prescription drugs shall be in the original container labeled with the physician's prescription. Parents shall authorize school personnel to give the medication. This authorization may come in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, and the termination date for administering the medication. It is suggested that there be enough dosage sent to the school for one week. Ask your pharmacist for a school bottle. Inhalers must be left in the nurses' office. **A student is NOT ALLOWED to possess an inhaler unless he/she has presented a Doctor's note to the nurse.**

**Nonprescription Drugs.** Oral medication that is nonprescription may be administered under the supervision of the school nurse and/or the principal's designee if authorized by the parent. Students are not to carry the medication with them to school.

Parents shall authorize school personnel to give the medication. This authorization may come in the form of a note to the school acknowledging the parent's approval, dosage, times, and amounts. It is suggested that there be enough dosage sent to the school for just one week.

2. **Procedures** - The school nurse and/or the principal's designee will follow the procedures listed below regarding dispensing of personal medication:

Inform appropriate school personnel of the medication.

Keep medication in a locked cabinet.

Keep a record of the medication administered.

Unused medication should be picked up by the parent or disposed of if the parent requests disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume the responsibility for informing the school personnel of any change in the student's health or change in medication.

3. **Medical Requirements** - Missouri State Law requires students to have the following immunizations. Students will not be admitted to school without proof of proper immunization.

**6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grades must have the following:**

4 DPT w/10yr booster (if needed)

3 Oral Polio vaccine

2 MMR

3 Hepatitis B

**8<sup>th</sup> grade must also have a TDAP vaccination**

## GENERAL RULES AND REGULATIONS

1. **Dress.** The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Some types of apparel worn outside of school may not be appropriate to wear in school. If clothing, or the way it is worn causes distractions in the classroom, the student should be prepared to change into more appropriate dress.

Clothing of a revealing or vulgar nature will not be tolerated.

Parents are expected to know what their children are wearing. It should not be necessary for school officials to have to make judgments about appropriate dress after parents have done so. However, in some cases the Principal or Asst.

Principal may be expected to determine the appropriateness of dress. The student will be expected to change into appropriate clothing if directed to do so by the Principal or Asst. Principal

Halter tops, tube tops, tank tops (including basketball jerseys), spaghetti straps, low cut shirts, and any shirt which exposes the midriff are not acceptable.

Any T-Shirt with sexual innuendos or degrading slogans or inappropriate language will not be allowed at school.

Clothing with vulgar, obscene or inappropriate words or pictures will not be worn (any item displaying the Playboy bunny is not allowed).

See through blouses, dresses, etc., that expose undergarments will not be worn.

All girls will wear the necessary feminine apparel.

Dresses, shorts and skirts should be no shorter than the student's fingertips when their arms are at their side.

Excessively long pants that drag the ground are a safety hazard and will not be allowed.

Jeans with large holes, excessive amounts of tears, or jeans with writings/symbols drawn on jeans are not permitted. No holes above mid-thigh will be permitted.

Shirts with inappropriate messaging, including drug and alcohol branding, that do not display positive character are not acceptable.

Pants should be worn around the waist. Excessive sagging that may expose undergarments will not be allowed.

Spandex, cheerleading under shorts or volleyball shorts will not be worn.

Articles of clothing advertising any commodity or action of an illegal nature will be forbidden.

Swimming attire will not be worn.

Slippers can not be worn to school.

All students will wear shoes or sandals.

Wallet chains or other heavy metal chains may not be worn (including chains worn around the neck).

Mardi Gras Beads will not be allowed.

Hats or other head coverings are not to be worn in the building.

Costume make-up is prohibited

Any student not in compliance with the above dress code will be asked by an administrator to change the item in question. If problems continue the student may be sent to the office with a regular referral slip.

2. **Cafeteria** - The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

Leave your table and area clean, put all trash in cans provided.

No "horseplay" or other disorderly conduct allowed in the lunchroom.

No food or drink may be taken out of the cafeteria.

No cutting in the line

Deposit money into your account during the breakfast time. **Do not wait till lunch to deposit money into your account.** It is preferred that you pay into your account by check. *Regulation 2730 Consolidated School District No. 6 (Fox)*

3. **Care of School Property** - Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or do damage to school property and/or equipment will be required to pay for damage or replacement of the item. He/she will also be subject to disciplinary action as appropriate.

4. **Hall Passes** - To leave a classroom for any reason, a student must have a hall pass signed by the teacher. Students will not be allowed to leave the class without their planner.

5. **Lockers** - students will be issued a locker.

Students are not to give out their combination for any reason.

Students are responsible for their lockers. Any damage will result in fines to cover the costs of repairs.

**DO NOT** kick your locker if it becomes jammed. Report this to your teacher or the office and someone will assist you in opening your locker.

The school has the right to open and inspect your locker and its contents at any time without student knowledge or permission.

**School desks and lockers are the property of the Board of Education and are provided for the convenience of the students. As such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain materials prohibited by school policy or state/federal law.**

6. **Student Valuables** - Students are cautioned not to bring large amounts of money, valuable cameras, IPODS/MP 3 players etc., to school. If you wear glasses or a watch, keep track of it properly. If it becomes necessary to bring valuables to school, turn those in to the office for safekeeping. Do not leave valuables in your locker. The students, not the school, are responsible for their personal property.

7. **Lost and Found** - Found items will be brought to the office. All items left in the lost and found will be packed up at the end of each quarter and sent to a charitable organization. **If you have lost an item, check with the office lost and found.**

8. **Cell Phones** - Students must have electronic devices turned off or to silent mode and put away during school hours unless being used for instructional purposes under direct supervision. Any device that is capable of taking pictures or video is strictly forbidden in the restrooms or locker rooms. Use or display of cell phones, iPods, non-academic electronic devices or other similar items is not allowed without permission of the teacher or supervising adult. Should an item cause a disruption, it will be confiscated and disciplinary procedures will be followed according to policy. Students are forbidden from video recording, audio recording, or photographing any other students or staff without their permission. Students are responsible for the security of their devices and the district is not responsible for lost or stolen electronics. It is important for parents and students to understand that personal electronics are not allowed access to the district network. All phone usage will come from your family's data plan.

9. **Restrooms** - Restrooms are provided for student use throughout the building. Students should use the restroom closest to the area they are coming from.

10. **School Dances** - After school dances are open only to Antonia Middle School students. Dances are offered for students to socialize outside the normal school day and attendance is a privilege that must be earned. Students that have excessive discipline referrals will not be allowed to attend.

**Any student who: Receives four (4) or more Detentions OR two (2) or more days of In School Suspension OR any office referral that results in an Out-of-School suspension during the time period from one dance to the next will NOT be allowed to attend the next scheduled dance.** No suspended students may attend any dance or other after school or evening activity. No limos are allowed at any school dances. Students who purchase a ticket and receive disciplinary consequences which eliminates them from attending the dance WILL NOT RECEIVE ANY REFUNDS from their previously purchased ticket.

**A student must be in attendance the entire day of the dance in order to attend (unless prior Principal approval of absence has been given).**

11. **Water bottle and Snack Machines** – Students are not to use the water bottle and snack machines during class time, during class changes, or after school while loading the buses. Sodas in plastic bottles or cans may be brought from home for lunch. No glass bottles are to be brought to school. No food or drink is allowed in classrooms unless prior teacher approval has been given.

12. **Visitors** - Do not bring friends or relatives to visit during the school day. Safety factors and legal liability do not allow the school to have student visitors.

13. **Drugs** – Pep pills, marijuana, LSD, and other controlled substances are not only illegal, but may result in permanent physical and psychological damage. Students are warned against their use. Anyone found possessing, selling, buying drugs or paraphernalia of any kind on school premises or to and from school will be placed on a minimum of 10 days suspension and the Juvenile authorities will be notified. Under some circumstances the student will not be readmitted to school until after a substance abuse evaluation by Comtrea or other similar agency. Anyone found possessing, selling or buying artificial substance that resembles a controlled substance will be dealt with in the same manner as if it were actually a drug.

14. **Gang Activity / Secret Organizations** - All forms of gang activity are forbidden, including, but not limited to: gang signs, gang language, gang apparel or other symbols.

15. **Band/Choir Concerts** – Concerts are performed for the enjoyment of parents, families and community members. Students are required to attend all AMS concerts with an adult. Students who are dropped off at a concert and not accompanied by an adult will not be allowed to enter or will be asked to leave.

16. **Note Writing** – writing notes is not allowed in class. All notes are subject to confiscation.

17. **Water Bottles** – Students at any time are NOT ALLOWED to carry water bottles or bottle like containers to school. A student may have a water bottle if a note is submitted to and approved by the principal & nurse stating the student must have a water bottle due to a medical illness/condition.

18. **State Testing** – All students are required to participate in all state-mandated assessments

## STUDENT CONDUCT AND DISCIPLINE

**Behavioral Expectations.** All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to provide a safe and positive environment in which students can maximize their learning potential; to punish the student; and to deter future misconduct.

**Antonia Middle School practices and supports the behavioral model called BIST, which stands for Behavior Intervention Support Team.** In the school setting students are required to take full responsibility for their actions in the classroom and in the hallways. The purpose of the BIST model is to partner with students when they are struggling with their behavior and help them be accountable for their actions and to make changes in their life. BIST is designed to teach and protect students, so that students can demonstrate positive goals for their life and stay out of trouble. More severe penalties may be necessary depending on the nature of the offense. Steps in the BIST program include:

**Safe Seat:** A seat in the classroom away from other students.

**Buddy Room:** A seat in another teacher's classroom to help a student regroup so they may return to the safe seat.

**Focus Room:** A place where students can go to stop acting out, calm down, prepare an apology, and create a plan to stay in control and out of trouble.

**Think Sheet:** A tool that the student completes to help him/her take ownership of the problem and create a plan to be successful.

**Processing:** Questions that the adult asks the student so he/she may take ownership, practice skills, and make a plan to stay out of trouble.

**Further steps will be taken if necessary and a parent will be contacted.**

**Consequences:**

**Classroom BIST Consequences:**

1. Student moved to the Safe Seat in the classroom.
2. Student moved from the Safe Seat to a Buddy Room.
3. Student moved to the Focus Room.
4. Student asked to complete a Think Sheet when moved to the Safe Seat, Buddy Room, or Focus Room.
5. Processing (conducted with student and teacher before the next class period with that teacher).
6. Team Meeting (occurs in the case of repeat offenders).
7. In the event of the development of a student behavioral plan; if the student's behavior DOES NOT improve; he/she may lose school privileges including any school sponsored activities. This will be done at the discretion of the principal or asst. principal.

**Lunch Detention** - Students may be assigned Detention for specific violations of school rules and Board of Education Regulations. Detention is served during lunch every day of the week. The day a detention is assigned a note will be sent with the student to notify the parent. **Students will be expected to serve detention on the day it is assigned. Parents must call the Principal or Asst. Principal if there is a concern about the detention assigned.**

**In-School Suspension, (ISS)** –In-school suspension is a structured disciplinary action in which the student is isolated or removed from the regular classroom activities, but is not dismissed from the school setting. The Principal or Asst. Principal will assign students to ISS for a reasonable and specific period of time. ISS will be housed at the Middle School. Students kicked out of ISS will be given out-of-school suspension for one day and will be required to reserve the remaining ISS days. (Board of Education Policy 2622) **Suspension. (OSS)** - The term suspension refers to an exclusion from school that will not exceed a specific period of time.

The right of a child to attend free and public schools carries with it the responsibility of the child to attend regularly and to comply with the lawful policies, rules and regulations of the school district. The administration is authorized to exclude a student from school because of violation of school rules and regulations, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students, or the property of the school, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

Students will be given the opportunity to complete work and receive credit for that work while suspended (at the principal's discretion). **The student must turn in all work to the teacher the first day back from suspension.** Building Principals or Asst. Principals may suspend students for up to 10 school days. The Superintendent may suspend a student for up to 180 school days. The Board of Education may suspend for more than 180 school days and may permanently expel a student from the Fox C-6 School District upon the recommendation of the Superintendent. (Board of Education Policy 2623, Excerpted)

**Expulsion** - The term 'expulsion' refers to the permanent exclusion from school. If a student consistently refuses to conform to the school policies, the Principal and Superintendent may recommend to the Board of Education that a student be expelled. (Board of Education Policy 2624) 13

# **Antonia Middle School**

## **Discipline Policy**

**The following is an outline of specific consequences that the administration at Antonia Middle School follows when disciplining a student. The rules stated in this handbook are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit our authority.**

**Absences-** Prolonged and excessive illness without a doctor's verification will be considered un-excused. The school is required to notify the juvenile office in Hillsboro when a student continues to be truant. A doctor's note should be given to the main office secretary upon returning to school. The note must state the reason you were absent from school with the date(s) and the day(s) missed. Parents should call the office when a student is absent from school as early as possible.

### **1. Alcohol, Drugs, Narcotics, Prescription Medication (Possession, Use or Distribution)**

#### **First Occurrence**

Minimum – Substance abuse evaluation/ Indefinite Suspension

Maximum - Expulsion

#### **Repeated Occurrences**

Minimum – Indefinite Suspension

Maximum - Expulsion

### **2. Fighting and/or Disorderly Conduct/ Assault of Student/Recording or Videotaping a Fight**

#### **First Occurrence**

Minimum – Conference

Maximum – Indefinite Suspension

#### **Repeated Occurrences**

Minimum – Long Term Suspension

Maximum - Expulsion

### **3. Assault of School Personnel**

#### **First Occurrence**

Minimum – Indefinite Suspension

Maximum – Expulsion

#### **Repeated Occurrences**

Minimum – Expulsion

Maximum - Expulsion

### **4. Inappropriate Behavior with a Substitute Teacher**

Minimum – Parent Contact and/or Detention

Maximum – Suspension

### **5. Bullying/Verbal Harassment**

#### **First Occurrence**

Minimum – Informal Talk/Parent Contact

Maximum – Detention(s) and/or ISS

#### **Repeated Occurrences**

Minimum – Detention(s) and/or ISS

Maximum – Indefinite Suspension



## **6. Bus Offenses (General Misbehavior)**

Bus referrals will be handled in the same manner as a referral for “Disruptive Classroom Behavior”. Administration may substitute short- term bus removal for ISS.

### **First Occurrence**

Minimum – Informal Talk

Maximum – Indefinite Suspension

### **Repeated Occurrences**

Minimum – Parental Conference

Maximum – Removal From Bus

*\*Any action that is considered by the Principal or Assistant Principal to pose a danger to the safety of the students or the driver on the bus may result in short-term or permanent removal from the bus.*

## **7. Cheating**

Re-do assignment loss of partial credit & serve detention(s)

Re-do assignment loss of partial credit & serve up to 1 day ISS

## **8. Combination of Repeated Offenses**

Discretion of Principal or Assistant Principal

## **9. Counterfeiting**

1) Up to 3 days OSS

2) Up to 10 days OSS

## **10. Severe Defiance, Disrespect, Insubordination**

### **First Occurrence**

Minimum – Conference

Maximum – Indefinite Suspension

### **Repeated Occurrences**

Minimum – Long Term Suspension

Maximum - Expulsion

**More severe penalties may be necessary depending upon the nature of the offense. Any additional incidents may result in OSS.**

## **11. Severe Disruptive Classroom Behavior**

### **First Occurrence**

Minimum – Conference

Maximum – Short Term Suspension

### **Repeated Occurrences**

Minimum – Short Term Suspension

Maximum – Long Term Suspension

## **12. Disruptive Common Area Behavior (Including but not limited to: hallways, cafeteria, restrooms, assemblies, school grounds)**

### **First Occurrence**

Minimum – Conference

Maximum – Short Term Suspension

### **Repeated Occurrences**

Minimum – Short Term Suspension

Maximum – Long Term Suspension

### **13. Dress Causing Distractions**

#### **First Occurrence**

Minimum – Informal Talk

Maximum – Indefinite Suspension

#### **Repeated Occurrences**

Minimum – Parental Conference

Maximum – Indefinite Suspension

### **14. Extortion**

#### **First Occurrence**

Minimum – Parental Involvement

Maximum – Indefinite Suspension

#### **Repeated Occurrences**

Minimum – Indefinite Suspension

Maximum - Expulsion

### **15. Fire Alarms, Falsified Emergencies, 911 Calls, or Bomb Threats**

Minimum 10 Days OSS, juvenile authorities contacted

### **16. Fireworks/Possession/Use, Stink Bombs, or Disruptive Chemical Devices**

#### **First Occurrence**

Minimum – Indefinite Suspension

Maximum – Expulsion

#### **Repeated Occurrences**

Minimum – Indefinite Suspension

Maximum - Expulsion

### **17. Gang Activity/Secret Organizations**

#### **First Occurrence**

Minimum – 10 day OSS

Maximum – Expulsion

#### **Repeated Occurrences**

Minimum – Expulsion

Maximum - Expulsion

### **18. Indecent Exposure**

Minimum – Short Term Suspension

Maximum – Long Term Suspension

### **19. Inappropriate Internet Usage**

Minimum – Suspension of Computer Usage and/or Detention(s)

Maximum - Suspension

### **20. Leaving Class or Assigned Area Such as Cafeteria During Lunch Without Permission**

#### **First Occurrence**

Minimum – Parental Involvement

Maximum – Detention(s) and/or ISS

#### **Repeated Occurrences**

Minimum – Short Term Suspension

Maximum – Indefinite Suspension

## **21. Miscellaneous Offenses**

Discretion of Principal or Assistant Principal

## **22. Outward Display of Affection**

Displays of affection such as hugging, kissing, and holding hands are not appropriate in the school setting

### **First Occurrence**

Minimum – Conference

Maximum – Short Term Suspension

### **Repeated Occurrences**

Minimum – Short Term Suspension

Maximum – Long Term Suspension

## **23. Pantsing Fellow Student**

Exposure of Skin – Up to 3 days OSS

Exposure of Undergarments – Up to 3 days ISS

## **24. Pornography**

Up to 3 Days OSS

Up to 5 Days OSS

Up to 10 Days OSS

## **25. Profanity, Obscenity, Vulgarities**

### **First Occurrence**

Minimum – Conference and/or Detention(s)

Maximum – Indefinite Suspension

### **Repeated Occurrences**

Minimum – Indefinite Suspension

Maximum – Long Term Suspension

**\*If directed towards a staff member, either verbal, written or by gesture, minimum 3 Days ISS.**

## **26. CELL Phones/MP3/CD players/IPODS, Laser pointers, Electronic Games/Toys, Pagers, (without permission)**

### **First Occurrence**

Minimum – Informal Talk/Item Confiscated

Maximum – Parental Involvement

### **Repeated Occurrences**

Minimum – Short Term Suspension

Maximum – Long Term Suspension

*\* Possession of laser pointers is strictly forbidden. In the event that a student is found to be pointing (spotting) a laser pointer at someone, a charge of assault may be made. The student may be suspended and juvenile authorities notified under Safe Schools Act.*

## **27. Sexual Harassment/Assault**

Possible suspension to recommended expulsion, as determined by the Principal or Assistant Principal.

## **28. Self-Mutilation**

Any student inflicting personal injuries on themselves may be removed from school at the discretion of the principal or assistant principal.

## **29. Skipping Class**

### **First Occurrence**

Minimum – One day ISS

Maximum – Short Term Suspension

### **Repeated Occurrences**

Minimum – Short Term Suspension

Maximum – Long Term Suspension

## **30. Unexcused Tardiness (per semester)**

### **To School (beginning with the 4<sup>th</sup> tardy)**

4<sup>th</sup>: Detention.

7<sup>th</sup>: Detention

10<sup>th</sup>: One day ISS

11+: Indefinite Suspension

### **To Class & Unprepared For Class**

#### **(beginning with the 3<sup>rd</sup> tardy per semester)**

3<sup>rd</sup>: Detention

4<sup>th</sup>: Detention(s)

5<sup>th</sup>: Detention(s)

6+: 1 Day of ISS

Each tardy to class after the 6<sup>th</sup> tardy will result in 1 day of ISS

## **31. Theft/Possession of Stolen Property**

### **First Occurrence**

Minimum – Parent Involvement

Maximum – Indefinite Suspension/ Referral to Authorities

### **Repeated Occurrences**

Minimum – Parent Involvement

Maximum – Indefinite Suspension/Referral to Authorities

## **32. Threat (verbal or written)**

Possible suspension or recommended expulsion, according to severity at the discretion of the Principal or Assistant Principal.

## **33. Thrown Objects**

### **Minor**

1 Detention.

2 Detentions

1 Day ISS

**Major** (objects that can reasonably be presumed to cause possible injury or do cause injury)

Up to 10 Days OSS, possible assault charges may be filed, juvenile authorities notified.

## **34. Tobacco Products, Lighters, Matches, E-cigarettes. (Possession, Use, or Distribution)**

### **First Occurrence**

Minimum – 3 Day Suspension

Maximum – Indefinite Suspension

### **Repeated Occurrences**

Minimum – Indefinite Suspension

Maximum – Expulsion

**It is a violation of the state of Missouri law & Fox C-6 Board of Education policy to use or possess tobacco at school or to and from school, including the bus stop.**

### **35. Truancy, Leaving School Without Permission.**

#### **First Occurrence**

Minimum – Parent Involvement

Maximum – Detention(s) and/or ISS

#### **Repeated Occurrences**

Minimum – Indefinite Suspension

Maximum – Indefinite Suspension/  
Referral to Authorities

### **36. Unserved Detentions**

When a student fails to report for an initial detention, two (2) detentions will be assigned.

If a student fails to report for either of the two (2) additional detentions, ISS will be assigned.

### **37. Vandalism (graffiti, destruction of property, etc.)**

1. Up to 10 OSS, possible contact with juvenile authorities, full restitution for damages

### **38. Weapons and/or Dangerous Items (student possession of ANY kind of knife or other weapon is strictly prohibited on school grounds or on the bus).**

#### **First Occurrence**

Minimum – Indefinite Suspension

Maximum – Expulsion

#### **Repeated Occurrences**

Minimum – Expulsion

Maximum – Expulsion

### **39. Excessive Horseplay**

#### **First Occurrence**

Minimum – Conference

Maximum – Short Term Suspension

#### **Repeated Occurrences**

Minimum – Short Term Suspension

Maximum – Long Term Suspension

## **Transportation**

**All students who ride the bus to and from school are governed by the following rules.**

Be at the bus stop 5 minutes early.

Do not get on or off the bus until it comes to a full stop.

No standing on the bus while it is in motion.

Do not block the aisle.

No glass or animals allowed on the bus.

The driver may choose to assign seats.

Keep heads, hands, and feet inside the bus.

No throwing items out of the bus at any time.

Skateboards are not allowed on buses.

*Bus drivers will refer violations to the principal. Students who are referred to the principal will be subject to consequences as outlined in the Student Conduct and Discipline section of this handbook.*

**Bell Schedule**

7:35 Teacher's Bell  
7:40 Library Opens  
7:55 Dismiss to classes  
8:01-8:48 Period 1  
8:52-9:39 Period 2  
9:43 – 10:30 Period 3  
10:34 – 11:02 Period 4/Advisory  
11:06- 12:27 Period 5  
11:06 – 11:31 A Lunch  
11:34 – 11:59 B Lunch  
12:02 - 12:27 C Lunch  
12:31 – 1:18 Period 6  
1:22 – 2:09 Period 7  
2:13 – 3:00 Period 8

**Assembly Bell Schedule**

8:01-8:44 Period 1  
8:48-9:31 Period 2  
9:35-10:18 Period 3  
10:22-11:05 Period 6  
11:09-12:30 Period 5  
11:09 – 11:34 A Lunch  
11:37 – 12:02 B Lunch  
12:05 – 12:30 C Lunch  
12:34-1:17 Period 7  
1:21-2:04 Period 8  
2:07-3:00 Period 4/Advisory for Assembly

**STUDENT INFORMATION**

*Phone numbers and address are considered directory information and must be released by law upon request unless the parent has asked for the information to be withheld. Also, pictures/video of students may be taken to use for school newspapers, videos, etc. Please notify the school if you would like your phone number and address kept private and no pictures taken of your child.*

**PHONE CALLS HOME/TO PARENTS**

*All phone calls home/to parents MUST be conducted in the office. Students are NOT allowed to call home/to parents with a cell phone during the day. If students make contact with their parent via cell phone without specific permission, students will be subject to disciplinary action.*