Dear Parents/Guardians:

Welcome to Guadalupe Centers Middle School and the 2018-2019 school year! We have been working hard preparing for the new academic year. Please keep your copy of the handbook to use as a guide. As questions arise, many of the answers can be found here.

This handbook contains important policies and regulations. Please review them carefully together. In addition, the handbook cannot include every situation we might face at Guadalupe Centers Middle School. The administration team will address other issues as they arise throughout the school year.

Our goal at Guadalupe Centers Middle School is to address the overall needs of our middle school students. Naturally, academics are the key focus of any school. However, we recognize that the physical, social, emotional, behavioral and culture needs of our students cannot be ignored as they are undergoing tremendous change in all areas of their lives. We believe that the most effective means to address these issues is through our student-centered approach to education. We want all of our students to feel welcome and to realize that every individual in our school is valued and respected.

Parents, I encourage you to become involved at Guadalupe Centers Middle School! We have room for everyone. We have many opportunities to volunteer at the school. Your participation is vital to the overall success of our students and the school.

We look forward to working with you and your child during the upcoming school year. Help us to develop a positive working relationship between the home and school to provide your child with the best opportunity to be a successful student at Guadalupe Centers Middle School.

We are proud of our students, staff, parents, and the community we serve! The support that our students and the school receive truly reflects the value you place on student learning and achievement. With the continuing support of our parents and the community, Guadalupe Centers Middle School can continue to grow in its effectiveness in meeting the educational needs of our students!

Thank you for your support!

Let’s have a great 2018-19 school year!

Claudia Meyer

Claudia Meyer
Principal
Guadalupe Centers Middle School
Home of the Aztecs
Guadalupe Educational System Vision

The Guadalupe Educational System is a premier Pre-K to 12th career educational system in Kansas City, Missouri, preparing young people to fulfill their potential.

Guadalupe Centers Middle School Vision

Regardless of economic, social and prior academic background, GCMS students will be academically prepared through a rigorous, standards-based curriculum to advocate for social justice within our community.

In order to bring our vision into reality, we will:

- Provide choices for social and academic growth
- Provide effective teachers, challenging curriculum, and exposure to appropriate learning experiences
- Connect class work to students’ lives
- Provide opportunities for students to practice civic responsibility
- Create community, home, and school partnerships that provide students with necessary resources
SCHOOL MOTTO

A- Accountability
Z- Zeal
T- Trust
E- Excellence
C- Character
S- Success
Guadalupe Centers Middle School

Principal- Claudia Meyer
Vice Principal- Amy Williams

Counselor- Sophie Newman
Parent Liaison- Selena Calderon
Registrar- Rebeca Garcia
Focus Room- Charles De Leon

Nurse- Lisa Weatherly
Security Officer- Consuela Stewart
Receptionist- Priscilla Coreas

Instructional Coach (ELA & Social Studies) – Jenny Green
Instructional Coach (Math & Science) – Steve O’Sullivan

6th Grade
E.L.A.- Nellie Enneking
E.L.A.- Alexis Mueller
Math- Jason Holmes
Math- Janet Walker
Science- Katlynn Gilbert
Social Studies- Taylor Dobbins

7th Grade
E.L.A.- Travis VandeNoord
Math- Jessica Moore
Science- Celeste Remus
Social Studies- Andrew Acosta

Specials
Art- Cassidy VanHook
Music- Alex Velazquez
P.E.- Jamesia Price
Spanish- Luciana Ortega Garcia
Business & Comp. Tech.- Katie Anderson
Speech & Drama- Whitney Klaas

Special Education- Katy Lillard
Special Education- Shannon Torres
Special Education- Kylie Switzer
SPED Para-Educator- Noella Mais
Speech/Language- Latonia Lewis

E.S.L. – Tiffany Peterson
E.S.L. – Erin Nielsen
E.S.L. Para-Educator- Isamara Cortez Cruz

Mascot: Aztec
Colors: Royal Blue, Black, White
Grades: 6th- 8th
Enrollment: 300
Staff: 41
Certified Staff: 33
2018-2019 Guadalupe Centers Charter Schools Calendar

**SCHOOL HOURS**
Elementary School 8am-3pm
Middle School 8:20am-3:27pm
High School 8:10am-3:10pm

**WEDNESDAY- HALF DAYS**
Elementary School-12:55PM
Middle School-1:10PM
High School-12:55PM

**CONTACT INFO**
Elementary School (816) 994-0396
Middle School (816) 472-4120
High School (816) 471-2582

**1st Quarter**
Aug 14 - Oct 11

**2nd Quarter**
Oct 15 - Dec 19

**3rd Quarter**
Jan 4 - Mar 7

**4th Quarter**
Mar 18 - May 24

**SUMMER SCHOOL**
June 10 - July 26
No School July 4
**SCHOOL HOURS**

7:40-3:40 - Office Hours  
8:05 - Student Arrival  
8:05-8:15 - Breakfast  
8:20 - Class begins  
3:27 - Student dismissal  
1:10 - Early Student dismissal (Wednesday)

**DAILY BELL SCHEDULE**

**M, T, TH, F**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>AZTEC 8:20-8:40</td>
<td>AZTEC 8:20-8:40</td>
<td>AZTEC 8:20-8:40</td>
<td>AZTEC 8:20-8:40</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 8:43 - 9:28</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8:43 - 9:28</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 9:31 - 10:16</td>
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<td>3&lt;sup&gt;rd&lt;/sup&gt; 10:19 - 11:04</td>
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<td>3&lt;sup&gt;rd&lt;/sup&gt; 10:19 - 11:04</td>
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<td>4&lt;sup&gt;th&lt;/sup&gt; 11:07 - 11:52</td>
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<td>4&lt;sup&gt;th&lt;/sup&gt; 11:07 - 11:52</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; 11:07 - 11:52</td>
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<td>5&lt;sup&gt;th&lt;/sup&gt; 11:55 - 1:03</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; 11:55 - 1:03</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; 11:55 - 1:03</td>
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<td>6&lt;sup&gt;th&lt;/sup&gt; 1:06 - 1:51</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; 1:06 - 1:51</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; 1:06 - 1:51</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; 1:06 - 1:51</td>
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<td>7&lt;sup&gt;th&lt;/sup&gt; 1:54 - 2:39</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; 1:54 - 2:39</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; 1:54 - 2:39</td>
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<td>8&lt;sup&gt;th&lt;/sup&gt; 2:42 - 3:27</td>
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<td>8&lt;sup&gt;th&lt;/sup&gt; 2:42 - 3:27</td>
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</tbody>
</table>

**Daily Lunch Schedule:**

1<sup>st</sup> Lunch: 11:57 - 12:12  
2<sup>nd</sup> Lunch: 12:14 - 12:29  
3<sup>rd</sup> Lunch: 12:31 - 12:46  
4<sup>th</sup> Lunch: 12:47 - 1:01
# WEDNESDAY BLOCK BELL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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<tbody>
<tr>
<td>8:20-9:00</td>
<td>Aztec/ Dojo Day</td>
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<tr>
<td>9:03-9:53</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; / 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<tr>
<td>9:56-10:46</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; / 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>10:49-12:13</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; / 6&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>12:16-1:10</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; / 8&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>1:10</td>
<td>Dismissal</td>
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</tbody>
</table>

## Daily Lunch Schedule:

**Wednesdays - Block schedule**

- **1<sup>st</sup> Lunch:** 10:51-11:06
- **2<sup>nd</sup> Lunch:** 11:13-11:28
- **3<sup>rd</sup> Lunch:** 11:35-11:50
- **4<sup>th</sup> Lunch:** 11:54-12:10
EMERGENCY EARLY RELEASE SCHEDULE

<table>
<thead>
<tr>
<th>Buses arrive 8:05</th>
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<tbody>
<tr>
<td>AZTEC 8:20-8:35</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8:38-9:06</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 9:09-9:37</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; 9:40-10:08</td>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; 10:11-10:39</td>
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<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; 10:42-11:10</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; 11:12-12:09</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; 12:11-12:39</td>
</tr>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; 12:42-1:10</td>
</tr>
<tr>
<td>1:10 Dismissal</td>
</tr>
</tbody>
</table>

- **Daily Lunch Schedule:**
  - Emergency early release schedule

  **1<sup>st</sup> Lunch:**
  11:12-11:24
  6<sup>th</sup> hour: 11:27-12:09

  **2<sup>nd</sup> Lunch:**
  11:26-11:39
  6<sup>th</sup> hour/split: 11:12-11:24 & 11:42-12:09

  **3<sup>rd</sup> Lunch:**
  11:41-11:54
  6<sup>th</sup> hour/split: 11:12-11:39 & 11:57-12:09

  **4<sup>th</sup> Lunch:**
  11:56-12:09
  6<sup>th</sup> hour: 11:12-11:53
PRINCIPAL

Mrs. Claudia Meyer is the Principal at Guadalupe Centers Middle School. This will be her third year as Principal. She previously served as Vice Principal for 2 years. Mrs. Meyer has 20 years experience in the educational field. Her experience ranges from a classroom teacher, school counselor and school administration. She graduated with her Bachelors of Science in Education from Central Missouri State University, and graduated with a Masters of Arts in Teaching from Webster University. She also received her Specialist Degree in Educational Administration from William Woods University.

VICE PRINCIPAL

Mrs. Amy Williams is the Vice Principal at Guadalupe Centers Middle School. This is her 13th year in education. She previously taught in Liberty Public Schools for 9 years, and prior to that, Mrs. Williams taught at a middle school in Phoenix, Arizona. She is originally from Iowa, where she received her Bachelors Degree in Elementary Education with a mathematics minor. While living in Arizona, Mrs. Williams received her Masters Degree in Educational Leadership. She is currently working towards her Specialist Degree in Educational Administration from William Woods University.

SCHOOL SECURITY

Officer Consuella Stewart is our security officer that is in the building daily, to help monitor activities and provide security. She is present during arrival and dismissal times and she is continuously walking throughout the building, as well as the perimeter of the building, to make sure it is safe for all students and staff.

VISITORS

To ensure the safety of all students and staff everyone should cooperate to make the school a safe place. Parents and patrons are encouraged to visit. All visitors, including all GCI and GES staff members are required to report to the main office upon entering the building. All visitors will sign in and wear a “Visitor’s Badge” from the office. Visitors will sign out in the office and return the “Visitor’s Badge”.

STUDENT ARRIVAL AND DISMISSAL

- **Arriving:** Except in an emergency, no student may be on campus prior to 8:10 a.m.

- **Leaving prior to the end of the day:** If a student must leave prior to the end of the day, the student will be counted absent for the time that is missed. A student who must leave will only be released to a parent/guardian that is listed in our system as an emergency contact, through the GCMS office.

* All students arriving late or checking out early MUST use the “Finger Scan” verification system.
DRESS CODE/UNIFORM POLICY

The Guadalupe Centers Middle School uniform consists of the following: Students in ALL grades must wear uniforms. Pants and shorts must fit at the waist and must not sag. You can purchase uniform polo shirts and fleece jackets through the front office.

- Black pants
- Black belt, with shirt tucked in
- GCMS Polo shirt (royal blue or black)

➢ Black pants or shorts. Shorts must be no shorter than two inches above the knee and must also include belt loops for the belt.

➢ **LEGGINGS are not acceptable.** Pants must have belt loops, pockets and a zipper. Extremely tight clothing is in violation of our dress code and parents will be called to bring up the appropriate clothing.

➢ The uniform shirt is the Polo shirt, blue or black. Uniform shirts may be purchased at the school or at the Back to School Orientations. If students wish to wear a T-shirt underneath the uniform shirt, it must be white, grey or black and without any markings, letterings, or emblems.

➢ All clothes must fit well and not be oversized or undersized.

➢ No “baggies” or loose-fit pants are permitted.

➢ Students must have shirts tucked in at all times, and the belt must be through the loops and visible.

➢ No drawstrings on pants or shorts.

➢ All clothing must be hemmed. No cut-offs, cut-outs, or rolled cuffs.

➢ NO sweatshirts, hoodies or non-GCMS jackets will be accepted. On occasion, student groups and clubs purchase hoodies or jackets. Permission to wear those as uniform will be decided on an individual basis.

*Morning Dress Check will consist of: Checking for uniform Apparel/Accessories, neatly tucked in.*
BUS PROCEDURES (816-254-5262)

Students must be at their bus stop at the designated time and stop. If for any reason the bus does not show up, parents or students can call (816) 254-5262 and dial “0” for a bus to pick them up. Student’s appreciation for this service can be shown by their good conduct on the bus and also by considerate treatment of bus equipment. Disorderliness on the bus will distract the driver’s attention from their driving and becomes a safety hazard. Therefore, if a student cannot comply with the regulations, the student will be denied the privilege of riding the bus. The driver will show a list of the rules for safety and welfare of students. When requests for students to ride an unassigned bus is needed, parents must call and turn in a written letter to the office by lunch for approval. Students will not be allowed to ride an unassigned bus to another student’s home without parental approval.

CHANGE OF ADDRESS/PHONE/EMERGENCY INFORMATION

At the time of enrollment every student fills out a Student Information Form and a Clinic Information Sheet. It is extremely important to notify the front office of any changes in that information so that the school can notify parents in cases of emergency.

LEAVING THE SCHOOL

Identification is required when checking a student out of school. If a student is to be picked up by someone other than the custodial parent/guardian the school must speak to the custodial parent/guardian or be provided a note from the custodial parent/guardian that specifies the date and name of the adult picking up the student prior to release. Students who must leave school during the school day must report to the front office to check out.

STUDENTS ON PREMISES BEFORE/AFTER SCHOOL

Parents should not drop off or leave children at the school more than thirty minutes before or after the start of the school day. Parents may drop students off more than thirty minutes before the start of school if arrangements have been made in advance for the student to be supervised by a staff member. All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. Skateboarding and rollerblading are not permitted on school grounds at any time.

SCHOOL CLOSING/INCLEMENT WEATHER

Weather may be of such a nature that the district chooses to postpone opening (i.e., 1 or 2 hour delay), release early, or cancel classes for the day. Many information sources are available to ensure that parents receive updated notification. The decision to postpone or cancel school is generally made prior to 6:30 a.m. Once the decision is made, notification will be available from the following sources:

- Local radio and television stations
• School Messenger (i.e., automated phone call, text message and/or email to home or cell phone when activated)
• FACEBOOK
• Guadalupe Centers School District Website (www.guadalupecenters.org)

It is the parent’s responsibility to assure that their student(s) knows where to go if an emergency arises and school is dismissed early. This especially includes situations where no adults will be at home.

**USE OF SECURITY CAMERAS**

There are security cameras in use in a number of locations throughout the district. The cameras are intended to be used for security purposes by administration. However, information obtained via a security camera may also be used for the purpose of discipline proceedings. Due to the use of security cameras, students are not allowed to wear hoods over their head inside district facilities.

**VALUABLE AND PERSONAL BELONGINGS**

Valuables, large amounts of cash, skateboards, electronic music players, games, and toys are to be left at home. Some games, electronic music players, and toys might be used in clubs, but the teacher will inform the parents and students when this will take place.

**HOMELESS, MIGRANT, AND ENGLISH LANGUAGE LEARNERS**

The district is committed to providing equal access for all eligible homeless, migrant and English Language Learners to a free and appropriate education in the same manner as is provided to other district students.

**GANGS**

Participation in any unauthorized club or gang activity, including but not limited to, the display or possession of gang symbols; soliciting others for membership; requesting the payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property will not be allowed. Those acts are considered extortion and violate Board Policy 5.64. Violations will be dealt with according to discipline policy and police report or action may be deemed necessary.
**HALLWAY ETIQUETTE**

In an effort to allow students the opportunity to get to their class on time and enhance safety at the building, students should not congregate and be standing, sitting, and/or socializing in the middle of hallways, doorways, or hallway intersections. Failure to comply may result in disciplinary action.

**Guadalupe Centers Middle School**

**SUPPLY LISTS**

2018-2019

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<td><strong>6th</strong></td>
<td><strong>7th</strong></td>
<td><strong>8th</strong></td>
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</tbody>
</table>
| ● 1 Notebook  
● 1 Paper folder  
● 2 Highlighters  
● 1 Box of pencils (12) | ● 4 1” binders - 1 to carry with them, 1 to keep in social studies, 1 to keep in math, 1 to keep in science  
● 1 spiral or composition notebook  
● 7 binder dividers (4 for math, 3 for science)  
● Notebook paper  
● Pencils | ● 2 College ruled composition notebook (100 pages)  
● 3 1-inch 3 ring binders  
● 1 Pencil pack (24 pack)  
● 2 Red grading pens  
● 1 pack colored pencils  
● 1 pack Highlighters  
● 4 Glue sticks  
● 1 pack dividers |

<table>
<thead>
<tr>
<th><strong>P.E.</strong></th>
<th><strong>Art</strong></th>
<th><strong>Spanish</strong></th>
</tr>
</thead>
</table>
| ● Tennis Shoes  
● Appropriate T-shirt  
● Athletic shorts or soccer pants/sweat pants  
*No yoga pants, spandex shorts or any tight fitting clothing.* | ● 1 pack of pencils  
● 1 pack of pink erasers | ● 2 Packs of loose leaf paper  
● 4 large, black Dry erase markers  
● Box of pencils/pens  
● 3 ring notebook (1-1.5 inch)  
● Pocket folder with 3 holes to go into 3 ring binder  
● Pencil eraser  
● One highlighter  
● Pencil pouch with holes to go into 3 ring notebook. |

<table>
<thead>
<tr>
<th><strong>Business Technology</strong></th>
<th><strong>E.S.L.</strong></th>
<th><strong>Music</strong></th>
</tr>
</thead>
</table>
| ● 7th Computers: Pen/Pencil  
● 8th Computers: Pen/Pencil, 1 clorox wipe container | ● 1 spiral notebook  
● 1 folder | ● 1 spiral notebook |

<table>
<thead>
<tr>
<th><strong>Speech &amp; Theater</strong></th>
<th><strong>ALL STUDENTS</strong></th>
</tr>
</thead>
</table>
| ● Composition Notebook  
● Classroom Binder with 3 dividers and pocket folders.  
● Highlighters | ● 1: 2-inch 3 ring binder  
● 1: pencil pouch |
STUDENT HEALTH SERVICES

Health Policy

Any student without a fever, but with significant symptoms (falling asleep in class, excessive coughing, reports of unrelieved pain, generally not feeling well, etc.) that do not allow them to learn, will need to be picked-up from school.

Any student with a fever, vomiting, or diarrhea during school hours will need to be immediately picked-up from school.

All students must be free of fever, vomiting, and diarrhea for a FULL 24 hrs. without the help of medications before returning to school.

*A temperature of 100°F or higher will be considered a fever.

All antibiotics must be administered for a minimum of a FULL 24 hrs. before a student can return to school. This includes medication for pink eye, strep throat, ear infections, or any contagious skin conditions.

Medication Administration

The school is not obligated to supply or administer any medication to students. However, the school recognizes some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

Prescription Medication

A doctor order/note is needed for medication to be given during school hours; a current prescription medication label with the student name and medication information will be considered the same as a doctor order/note. The parent or guardian must turn-in a completed Medication Authorization Form giving school staff permission to give the medication to the student during school hours. The parent or guardian must supply all prescription medication in a pharmacy-labeled container with the doses to be given at school and with any needed measuring devices. A second properly labeled bottle for school use can be requested from your pharmacist.

Over-The-Counter (OTC) Medication

OTCs will only be given as indicated on the medication's manufacturer label and parents must provide any needed measuring devices. The parent or guardian must also turn-in a completed Medication Authorization Form giving school staff permission to give the medication during school hours.
Self-Administration of Medication

Written request from the student's doctor is required stating the student is capable and responsible enough to carry and self-administer a medication for a chronic or emergent condition.

Asthma

Parents must provide the school with an unexpired rescue inhaler, spacer (if needed), and current Asthma Action Plan. A Medication Authorization Form must also be completed and turned into the school. This must be renewed annually during the first two weeks of school. A second rescue inhaler for school use and an updated Asthma Action Plan can be requested from your child's doctor.

Anaphylaxis/Allergies

Parents must provide the school documentation stating the type of life-threatening allergy the student has, the appropriate rescue medication (EpiPen, EpiPen Jr, or an equivalent, Benadryl, etc.) to be administered, and an Emergency/Anaphylaxis Action Plan. A Medication Authorization Form must be completed and turned into the school for each medication. This must be renewed annually during the first two weeks of school. A second rescue medication and an updated Emergency/Anaphylaxis Action Plan can be requested from your child's doctor.

Immunizations

Our schools follow the immunization requirements set forth by the Missouri Department of Health and Senior Services and the Missouri Department of Elementary and Secondary Education for school attendance. Parents must provide either a Medical or Religious Exemption Form if a student cannot receive the state-required immunizations. Exemption forms can be obtained from your child's doctor and/or at your local health health department.

SPECIAL SERVICES

Counseling services: A school counselor is available to assist students and parents. Any situation that poses a problem for the student may be discussed with the school counselor.

Parent Liaison: Our parent liaison will work to facilitate communication between school and home by helping parents get the information, support, and help they need to ensure their child's academic and social success in school.

Other Special Services: Services are provided for students with the following specials needs: educable mentally handicapping conditions, learning disabilities, special math and/or reading deficiencies, and speech and/or language deficiencies.

EMERGENCY PREPAREDNESS PLAN

Throughout the year, earthquake, fire, tornado, and intruder drills are planned by the building administration in conjunction with The Guadalupe Centers, Inc. and civil authorities. Emergency plans are posted in each area of the building and drills are conducted regularly to ensure school safety.
1. **Fire Drill:** The signal for a fire drill will be the continuous sounding of the fire alarm. Students are to evacuate the building with their class. Teachers are to call role to ensure that all students are accounted for.

2. **Tornado Drill:** The signal for a tornado drill will be announced over the walkie-talkie system. No one will leave the building for any reason. Students will go to designated areas and teachers will take roll.

3. **Earthquake Drill:** Students should protect themselves by getting under their desks/tables and remaining there until further notice. When safe, the building will be evacuated using standard fire drill procedures.

4. **Intruder Drills or Code Red:** If a code red is announced, teachers should keep all students seated in their classrooms, keep doors closed and locked and remain out of sight of the door. All bells should be ignored. Teachers will be notified when the situation is under control.

5. **Bomb Threat:** If there is a bomb threat in the building, the building will be evacuated. The proper authorities will be called.

**VIDEO & PUBLICATIONS INFORMATION**

Guadalupe Centers, Inc. is involved with many innovative programs, and we are often asked to share information about our charter schools with other groups. As part of the sharing process, we may elect to take video footage or photographs of students.

These images (video footage or photographs) would be used for educational, informational, or promotional purposes. Parents need to specify to the building principal, in writing, if they would prefer that their child or children not be a part of these groups, which may be videotaped/photographed for educational purposes in the school setting. If you have any questions, please call the school office.

**SCHOOL BREAKFAST AND LUNCH**

- Breakfast and lunch are provided to students.
- See the school secretary for a Free and Reduced Meal Application.
- Students who do not qualify for free meals will be billed monthly for the meals received.

Cafeteria Behavior: The safety of students while in the cafeteria is of the utmost of importance. Students are to follow the rules below while in the cafeteria:

1. Remain in line when appropriate to do so.
2. Eat and then wait quietly. Quiet talking is permitted.
3. Remain in your seat
4. Raise your hand for assistance.
5. Do not share food and/or drinks.
ENERGY DRINKS

Students are not allowed to bring any type of energy drink to school (i.e. Monster, AMP, Red bull, etc.)

SCHOOL ISSUED TEXTBOOKS, INSTRUMENTS, LIBRARY BOOKS, AND OTHER EQUIPMENT

Supplies issued to students are to be returned in good condition. If school issued supplies are damaged or lost, the student will be assessed a fine or charged the replacement cost. Please note, if your student participates in Band or Strings classes, parents will be fined the actual cost of the instrument if the instrument is lost or damaged.

SPORTS UNIFORMS & EQUIPMENT

All uniforms and equipment are property of GCMS. Students will be using the items during the sport season. It is a student’s responsibility to take care of the items and return them to their coach or sponsor at the end of the season. If there are lost or damaged items, students are responsible to pay for the cost to replace the items, or they will not receive their grade cards.

GUIDELINES FOR USE OF LOCKERS

1. EACH student will be assigned a locker.
2. To open padlock:
   a. Start at “0”.
   b. Turn to the right (→) two whole turns and stop at the first number.
   c. Turn left (←) one whole turn past the first number and stop at the second number.
   d. Turn right (→) and stop at the third number and pull the shackle open.
3. STUDENTS SHOULD NOT GIVE THEIR LOCKER COMBINATION TO ANYONE
4. Illegal entrance into any locker is a violation of school policy and will result in disciplinary actions.
5. Lockers are to remain neatly organized and cleaned at all times. Locker clean out will occur every quarter.
6. Tardiness due to going to your locker will not be acceptable.
7. Should the locker become jammed, please notify your teacher and/or the office.
8. School personnel may inspect lockers at any given time without notice. The student is responsible for the contents in their locker.
9. Failure to adhere to the above guidelines is sufficient cause for a student to lose locker privileges.
PARENT CONTACT WITH STUDENTS DURING SCHOOL HOURS

If a student forgets a permission slip, book, homework, or other items necessary for their day, parents may bring those items to the office and we will see that students receive them. Parents who need to reach a student during the day, must call the office and leave a message. School personnel will then deliver the message to the student.

CELL PHONES / EAR BUDS

Students are not permitted to use cell phones or ear buds during the school day. If a student brings a cell phone to school, it must stay in their bag and in their locker. If at any time, a staff member or administration sees a cell phone or ear buds out, they will take the cell phone and store it in the front office until a parent can come and pick it up. Parents may pick up cell phones on MONDAYS ONLY. Guadalupe Centers Middle School is not responsible for the loss or theft of cell phones or any other electronic devices.

INTERNET USAGE POLICY AND TECHNOLOGY AGREEMENT

Students will receive instruction on the proper and acceptable use of technology while at school. Each student will be held accountable for failing to adhere to the technology policy requirements.

Staff will monitor student use of school technology. Pursuant to State and Federal law, GCMS has access to all communications sent, received or stored by any student using the school’s technology resources, and may monitor student online activity that takes place utilizing school equipment or internet network. The school will make its best effort to block/filter student access to inappropriate internet materials, without intentionally restricting students’ access rights to controversial and educational materials under the First Amendment.

GCMS retains the right to restrict or extinguish students’ access and use of school technology if it is determined the student has not abided by the school’s technology use policies. A student’s parent/guardian will be held responsible for any damage or unauthorized costs that arise from a student’s inappropriate use of school equipment or other technology resources.

INTERVENTIONS FOR FAILING STUDENTS

There are a variety of interventions in place at GCMS for students who are failing, including tutoring, academic contracts, and mandatory summer school.

Mandatory Remedial Tutoring

- Tutoring will be made available for students who are not making academic progress or performing below basic on the MAP test.
- Transportation will be provided for those students staying after school for tutoring.

Academic Contract

- Students who are **failing more than one** course will be put on an academic contract.
● This contract will be discussed with the student, parents, teacher, counselor, and administrator to determine the appropriate interventions and steps that need to be taken to help this student succeed.
● Students who have an academic contract may not attend non-academic school field trips, participate in sports, or attend extracurricular school functions (such as dances, field trips, etc.).

**Mandatory Summer School**

● Students who **fail any** core subjects (language arts, mathematics, science, and social studies) for the year **will be required to attend Mandatory summer school**.
● This summer school opportunity will be centered on reinforcing concepts and skills taught throughout the school year.
● **Any student that does not attend Mandatory summer school will lose their placement at GCMS.**

**HOMEWORK COMPLETION**

At GCMS, homework will be given to reinforce a skill learned in class and to help deepen the student’s understanding of content they are learning in class. When homework is assigned, it will be written in the student planner with the expectation being that both the student and the parents will be looking at the planner and completing the work that evening.

*If homework is consistently NOT completed, a parent meeting will be required and academic interventions will be put into place.*

**Absences and Homework**

● It is the student’s responsibility to get all work from teachers for days they have been absent.
● Students absent the day an assignment is given will receive additional time equal to the number of days missed in order to complete the assignment.
● Students absent the day an assignment is due must hand in the assignment at the start of class the next time that they are present.
● Students absent on the day of a test will be given the test on the day they return to school.

**GRADING**

Fair, consistent, and equitable grading is required. Guadalupe Centers Middle School has high academic achievement expectations for all students. All teachers MUST keep records of student grades. Teachers must follow the district’s grading policy.

❖ All grades should be recorded in E-School core on a weekly basis.
❖ Parents are encouraged to log into the parent portal to gain access to their student’s grades, attendance records, discipline referrals, etc.
The following grading scale will be used in all classes at GCMS:

**TRADITIONAL GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Grade card distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd quarter</td>
<td>Oct. 15- Dec. 19</td>
<td>Dec. 19</td>
</tr>
<tr>
<td>End of 1st semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd quarter</td>
<td>Jan. 4- Mar. 7</td>
<td>Mar. 7</td>
</tr>
<tr>
<td>4th quarter</td>
<td>Mar. 18- May 24</td>
<td>May 24</td>
</tr>
<tr>
<td>End of 2nd semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HONOR ROLL**

To be eligible for honor roll, a student must be enrolled in at least 5 subjects. Honor Roll is based on semester grades.

- Principal’s Honor Roll = All A’s the entire school year.
- “A” Honor Roll = All A’s for the semester.
- “B” Honor Roll = All A’s or B’s for the semester.
NATIONAL ASSESSMENTS

- **NWEA**: Our students are tested using the NWEA 3 times a year. In the beginning, middle, and toward the end of the year, before MAP testing. The Northwest Evaluation Association is a global not-for-profit educational services organization known for our flagship interim assessment, Measures of Academic Progress. Assessments that accurately measure student growth and learning needs.

- **WIDA**: All of the students that qualify for the WIDA are giving the assessment 2\textsuperscript{nd} semester. WIDA designs and implements proficiency standards and assessment for grade K-12 students who are English-language learners, as well as a set of proficiency standards and assessments for Spanish language learners.

- **MAP**: The MAP test is administered 1 time a year, usually during the month of MAY. Students in grades 6\textsuperscript{th}, 7\textsuperscript{th}, and 8\textsuperscript{th}, are assessed on ELA, MATH, and Science.

REQUIREMENTS TO PARTICIPATE IN SPORTS OR AFTER SCHOOL ACTIVITIES

A student who wishes to participate in sports or after school activities must be in good standing. Any student participating in sports or physical activities must complete a Physical Exam and be cleared by a medical doctor. Students who are not in good academic standing, have committed a serious discipline violation, are on Behavior Contracts and/or have exceeded six absences, are not eligible to participate in sports or after school activities until sufficient progress has been made as determined by an administrator.

According to the Missouri High School Athletic Association guidelines, students who receive more than one “F” in a semester will be ineligible for participation in sports for the upcoming semester.

**The Administration reserves the right to remove a player from practices/games/teams due to inappropriate behaviors or academic concerns.**

AFTER SCHOOL CLUBS
(There will be a $5.00 participation fee for all club members)

- STUCO (Student Council)
- NJHS (National Junior Honor Society)
- STEM (Science, Technology, Engineering, & Math) Club
- Chess Club
- Drama Club
- MOCSA (Metropolitan Organization to Counter Sexual Assault) Club
- Lion’s Club
- Y.L.C. (Young Latina’s Club)
- Girls on the Run
- Intramural Sports
SPORTS
(There will be a $15.00 participation fee for all team members)

- Boys Soccer
- Girls Volleyball
- Cross Country
- Girls Basketball
- Boys Basketball
- Girls Soccer
- Cheerleading
- Dance Team

SCHOOL WITHDRAWAL

Statute 167.031, RSMo, states that students must regularly attend school until age 17 or they have successfully completed sixteen credits towards a high school diploma. Students choosing to withdraw from GCMS must meet these requirements, complete a withdrawal form, return any school items, and pay any fines or assessments owed. If a student does not meet these requirements, the parent must complete the withdrawal form; in addition, the name of the school the student is transferring to must be provided at the time of the withdrawal.

RECORDS - TRANSCRIPTS

Official student records are maintained in accordance with the “Family Privacy Act” provisions. Parents may request to review the records by contacting the office. If copies are needed, a fee may apply.

ATTENDANCE POLICY

In compliance with Missouri School Law, all children, ages 7-17, shall attend school on a regular basis. Regular and punctual attendance on the part of all students is necessary to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students having good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

With the belief that good attendance is important and directly related to academic achievement, the following definitions and regulations have been established to encourage good school attendance:

Definitions:

- **Tardy** – 1 to 9 minutes late to school or a class period. If a student arrives to class 10 minutes or later, he/she will be marked absent. Tardies will be handled according to the school discipline policy. If a student receives 3 or more tardies within 1 school week, the student may have to serve detention on the following Saturday from 8:00 a.m. to 12:00 p.m. It is the parents responsible to provide transportation for detention. NO transportation will be
Excused Absence – Absences due to a medically documented illness, court appearance, funeral of an immediate family member, suspension from school, or other reason as determined by the school administrator. Documentation must be provided to the school when the student returns. These types of absences will not result in disciplinary action or loss of credit.

Verified Absence – Absences for reasons that do not meet the requirements to be considered excused yet, are verified by a written note to the school. A student with more than six verified absences per semester will lose credit for that semester. Parents are encouraged to seek medical treatment for students who have been ill for three or more consecutive days.

Unexcused Absence – Absences for reasons that do not meet the requirement to be considered excused and/or absences that were not supported with the appropriate documentation or parent phone call/letter.

Excessive Absences – More than 6 verified or unexcused absences within a semester. Students who have excessive absences will lose credit for that semester. Students with 6 or more unexcused absences will be put on an attendance contract.

Procedures and Rules
As a courtesy, we ask that parents call and notify the office before 8:00 am if their student is going to be absent that day. A student is required to provide written documentation for all excused and verified absences upon returning to school. Failure to bring written documentation within 2 days will result in the absence being marked as unexcused.

The following actions will be taken when a student is absent:

- **First Three Verified or Unexcused Absences** - If the parent has not already contacted the school; the office will call them to ensure that they are aware that their child is not in school that day.
- **Fourth Verified or Unexcused Absence** - Parents and student will be required to attend a meeting with the administration to discuss the student’s attendance. At this meeting, the student will be placed on an Attendance Contract.
- **Fifth and Sixth Verified or Unexcused Absences** - The school will send a letter via certified mail to warn parents that the student is in jeopardy of breaking the Attendance Contract. Further absences will result in enforcement of the contract and students will lose credit for that semester.
- **Seventh Verified or Unexcused Absence** - A letter will also be sent via certified mail to explain that the student has broken the Attendance Contract and has lost credit for that semester. The student will not be admitted into GCMS until the parent(s) have signed the letter of understanding which states that the student has lost credit for that semester and returned it to the school registrar.

Appeals
Parents have the right to request an appeal hearing with the administration. Appeals must be scheduled within two weeks of the student’s seventh verified or unexcused absence. At the
appeal, parents and students are allowed to discuss reasons for the excessive absences in an attempt to avoid losing credit for the semester. The results of the appeal hearing will be mailed to the parents.

**PERFECT ATTENDANCE**

Perfect attendance awards will be awarded per semester. To be eligible for perfect attendance and to receive the end of the year perfect attendance award, a student must be in school everyday that school is in session, without being late or leaving early, for the entire school year.

**BIST (Behavior Intervention Support Team)**

Guadalupe Centers Middle School is a **BIST** school. **BIST** is a system of tracking and managing student behavior, which is based on:

1. Grace- unconditional acceptance of students, but not negative behavior.
2. Accountability-allowing students to accept responsibility for themselves and their actions.

We have a school-wide behavior management system in place. We have steps that all staff members take in order to help our students with their behaviors in school.

<table>
<thead>
<tr>
<th>Step # 1- Non-verbal warning</th>
<th>Step # 4- Buddy Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step # 2- Verbal warning</td>
<td>Step # 5- Focus Room</td>
</tr>
<tr>
<td>Step # 3- Safe Seat</td>
<td>Step # 6- Office (Referral)</td>
</tr>
</tbody>
</table>

**BIST- Behavior Intervention Support Team**: The BIST model utilizes four steps so educators, parents, and mentors have the ability to know when and how to intervene. This structured support enables youth to gain new skills and participate more fully in their homes, schools and communities. These steps create a consistent, supervised, safe environment in order to teach and protect all students.

1. Early Intervention
2. Caring Confrontation
3. Protective Planning
4. Outlasting

**Safe Seat**: A seat in the classroom away from other students to help the student regroup, process with the adult, and join the class.

**Buddy Room**: A seat in another teacher’s classroom to help a student regroup, complete a think sheet, and process with the adult so they may return to the classroom safe seat.

**Focus Room**: A place in the school where students can go to practice replacement skills, stop acting out, calm down, prepare an apology, and create a plan to make better choices for themselves.
Think Sheet: A tool that the student completes to help him/her take ownership of the problem, partner with adults, and create a plan to be successful.

Processing: Questions the adult asks the student so he/she may take ownership, practice skills, and create a plan to make better choices.

Target Behavior Sheet: A daily visual of goals the student is working on to help him/her problem solve.

Triage: Daily “check in” with an adult to practice replacement skills, assess emotions, establish focus about what it means to have a successful day, and formulate solutions if problems occur.

Class Meeting: Weekly meetings facilitated by the adult to help students solve problems, plan events and maintain a positive classroom community.

Goals for Life: Goals that we help students obtain so that they may have the life they want and deserve. Goals for Life are based on the following beliefs:

- I can make good choices, even if I am mad.
- I can be okay, even if others are not okay.
- I can do something, even if I don’t want to (or even if it’s hard).
GCS Student Code of Conduct

Guadalupe Centers Schools’ Student Code of Conduct includes a wide range of offenses which have been classified into four levels- Level 1 (least serious offenses), Level 2, Level 3, and Level 4 (most serious offenses).

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Consequences K-5</th>
<th>Consequences 6-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phones, Earbuds, Headphones in class</td>
<td>First Offense&lt;br&gt;- In-school Conference&lt;br&gt;- Buddy Room&lt;br&gt;- In-school suspension (1-3 days) Detention</td>
<td>First Offense&lt;br&gt;- In-school Conference&lt;br&gt;- Buddy Room&lt;br&gt;- In-school suspension (1-3 days) Detention</td>
</tr>
<tr>
<td>Disruptive Behavior in the Classroom or During School Activity</td>
<td>Second Offense&lt;br&gt;- Parent/Guardian Conference&lt;br&gt;- In-school suspension (4-5 days) Detention</td>
<td>Second Offense&lt;br&gt;- Parent/Guardian Conference&lt;br&gt;- In-school suspension (4-5 days) Detention</td>
</tr>
<tr>
<td>Disruptive Behavior on school bus or at school bus stop</td>
<td>Subsequent Offense&lt;br&gt;- In-school suspension (5 days) and parent/guardian conference Detention</td>
<td>Subsequent Offense&lt;br&gt;- In-school suspension (5 days) and parent/guardian conference Detention</td>
</tr>
<tr>
<td>Eating/Drinking outside of cafeteria</td>
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<td></td>
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<tr>
<td>Excessive Tardies</td>
<td></td>
<td></td>
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<tr>
<td>Boisterous or Unruly Behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unprepared for class (no school supplies, chromebook not charged, no gym clothes)</td>
<td></td>
<td></td>
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<tr>
<td>Sleeping in Class</td>
<td></td>
<td></td>
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<tr>
<td>Dress code violation (that cannot be corrected immediately)</td>
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<td></td>
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<tr>
<td>Failure to clean up after self</td>
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<td></td>
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<tr>
<td>Out of Class Without a Pass</td>
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<td></td>
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<tr>
<td>Truancy</td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

Definition of Level 1 Offenses (only those that may need clarification are listed below):

- **Boisterous or Rowdy Behavior** - Behaving in such a way as could reasonably cause injury to a student, teacher or other staff member (i.e., running through the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.). *Note: Any serious physical injury, which results from a student’s dangerous behavior, will be considered an assault and may result in Level 4 consequences.

- **Disruptive Behavior in the Classroom or During School Activity** - Intentional acts or conduct in the classroom, school building or upon school grounds that disrupts the educational process (i.e., talking, making noises, getting out of seat without permission, etc.).

- **Disruptive behavior on school bus or at school bus stop** - Intentional acts or conduct on the school bus or at a school bus stop that disrupts the educational process. The maximum consequences possible is loss of riding privileges for one (1) year.

- **Dress code violation (that cannot be corrected immediately)** - Student is wearing articles of clothing that are not permitted (i.e. hoodies, joggers/leggings, hats) but has access to the proper uniform top or bottom in their possession.

- **Truancy** - 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 for class or school begins as determined by the district.
<table>
<thead>
<tr>
<th>Level 2</th>
<th>Consequences K- 5</th>
<th>Consequences 6-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Academic Dishonesty</td>
<td>• First Offense</td>
<td>• First Offense</td>
</tr>
<tr>
<td>• Defiance of Authority /Insubordination</td>
<td>• Parent/Guardian Contact</td>
<td>• Parent/Guardian Contact</td>
</tr>
<tr>
<td>• Dress Code Violation that Cannot be Correct Immediately</td>
<td>• Educational interventions (i.e. student makes a verbal or written apology to affected community members) Student temporarily assigned to another class in the building (where appropriate)</td>
<td>• In-school suspension</td>
</tr>
<tr>
<td>• Forgery</td>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>• Gambling</td>
<td>• In-school suspension</td>
<td>• Parent/Guardian conference</td>
</tr>
<tr>
<td>• Inciting to Fight</td>
<td>• Parent/Guardian conference</td>
<td>• In-school suspension</td>
</tr>
<tr>
<td>• Misuse of School Equipment</td>
<td>• Subsequent Offenses</td>
<td>• Subsequent Offense</td>
</tr>
<tr>
<td>• Possession and or Use of Tobacco Products</td>
<td>• Parent/Guardian conference</td>
<td>• Parent Conference</td>
</tr>
<tr>
<td>• Tampering with Safety Equipment</td>
<td>• Detention</td>
<td>• In-School Suspension with possible further action</td>
</tr>
<tr>
<td>• Skipping Class, Mandatory Tutoring, Detention, or Leaving School Without Permission</td>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>• Use of Foul Language or Profanity</td>
<td>• Possession and or Use of Tobacco Products</td>
<td>• Possession of Incendiary Devices</td>
</tr>
<tr>
<td>• Inappropriate Public Display of Affection</td>
<td>• Tampering with Safety Equipment</td>
<td>• Tampering with Safety Equipment</td>
</tr>
<tr>
<td>• Possession of Incendiary Devices</td>
<td>• Possession of Incendiary Devices</td>
<td>• Possession of Incendiary Devices</td>
</tr>
<tr>
<td>• Other</td>
<td>• Skipping Class, Mandatory Tutoring, Detention, or Leaving School Without Permission</td>
<td>• Other</td>
</tr>
</tbody>
</table>

**Definition of Level 2 Offenses:**

- **Academic Dishonesty**: Cheating on tests, copying assignments or papers, etc. Academic dishonesty may include, but is not limited to, plagiarism, claiming credit for another person’s work; cheating on tests, assignments, projects or similar activities; fabrication of facts, sources or other supporting materials; unauthorized collaboration, facilitation of academic dishonesty and other misconduct related to academics.

- **Defiance of Authority/Insubordination**: Refusal to follow directions from school personnel or comply with classroom or school rules.

- **Dress Code Violation that Cannot be Corrected Immediately**: Student comes to school without proper uniform top or bottom.

- **Forgery**: Making, completing, altering, or authenticating any written document so that it purports to have been made by another party. *Note: The offense includes, but is not limited to, signing a parent and/or guardian, teacher, or school personnel’s signature on documents.*

- **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.

- **Inciting to Fight**: The intentional promotion or advocacy of student misconduct by another student for the purpose of substantially disrupting any school function or classroom. If a student utilizes social media to promote or incite a fight (i.e., videotaping fights and posting the videos on the web), can be included as a participant in violation of an offense that may include inciting to fight, fighting, or bullying.

- **Misuse of School Equipment**: The willful or intentional misuse of any school owned equipment that results in damage school equipment.

- **Possession and or Use of Tobacco Products**: The use in any manner or possession in any form or manner of tobacco or tobacco products while on or upon school premises, including, but not limited to smoking, chewing, or inhaling tobacco.

- **Tampering with Safety Equipment**: The intentional activation of fire alarms or like warning devices and safety equipment.

- **Skipping Class, Mandatory Tutoring, Detention, or Leaving School Without Permission**: The unauthorized absence from school, mandatory tutoring, detention, or leaving school ground during the designated school day without obtaining consent of the proper school authority.
• **Use of Foul Language or Profanity**- The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures, which are offensive to modesty or decency. Any slurs, innuendoes or other verbal conduct reflecting on an individual's sex, race, religion, color, national origin, ancestry, age, disability or sexual orientation that have the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

• **Inappropriate Public Display of Affection**- Lewd and/or inappropriate behaviors between students such as kissing, touching, overly affectionate hugging, or other acts of physical intimacy.

• **Possession of Incendiary Devices**- The possession of any combustible or explosive substance or device(s), including fireworks, is forbidden.

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**Level 3**

- Fighting
- Bullying
- Drug/Alcohol Related Activity
- False Reports/Bomb Threats
- Hate Related Conduct
- Sexual Harassment
- Stealing
- Threatening Another Student or Staff Member
- Vandalism
- Gross Disrespect/Verbal Abuse of Student or Staff
- Sexual Misconduct
- Possession, exhibition, and/or distribution of obscene material
- Misuse of computer or violation of network practices
- Chronic Misconduct
- Receiving stolen property
- Sexting and or possession of sexually explicit, vulgar, or violent material
- Conspiracy to commit a Level 3 offense
- Other

**Consequences K-5**

**First Offense**
- Parent/Guardian Conference and/or
- In-school suspension
- Suspension of computer privileges
- Restitution (where appropriate)

**Second Offense**
- Parent/Guardian Conference and/or Short-term suspension (1-3 days)
- Restitution (where appropriate)

**Subsequent Offense**
- Short-term suspension (3-5 days) with possible further action

**Consequences 6-12**

**First Offense**
- Parent/Guardian Conference and/or Short-term suspension (1-3 days)
- Behavior Contract
- Restitution (where appropriate)

**Second Offense**
- Parent/Guardian Conference and Short-term suspension (10 days)
- Discipline Hearing due to broken Behavior Contract

**Subsequent Offense**
- Short-term suspension (10 days) with referral to Discipline Hearing and possible further action

**Definition of Level 3 Offenses:**

• **Fighting** - Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. If a student utilizes social media to promote or incite a fight, i.e., videotaping fights and posting the videos on the Internet, the student may be included as a participant in violation of an offense that may include inciting to fight, fighting or bullying.

• **Bullying** - Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. The behavior is continuous or has the potential to be continuous. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of a retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

• **Drug/Alcohol Related Activity** - Possession of or use of drugs or alcohol at school, on school property or during a school activity. This includes coming to school under the influence of drugs or alcohol. Possession of drug paraphernalia or items used to pack, weigh, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the body a controlled substance.
- **False Reports/Bomb Threats**- Making a false bomb report; alerting emergency personnel when no emergency exists.

- **Hate Related Conduct**- Intentional misconduct directed toward a selected person in part because of the student’s belief or perception regarding race, religion, color, disability, gender, sexual orientation, national origin or ancestry of that person the student.

- **Sexual Harassment**- 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. Examples of sexual harassment include, but are not limited to, sexual jokes, or comments; requests for sexual favors; and other unwelcome verbal conduct or a sexual nature. Sexual harassment also includes the misuse of social media in publishing or displaying any defamatory, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either publicly or privately.

- **Stealing**- The unlawful theft or attempted theft of personal property of another with the intent to deprive the person of the property.

- **Misuse of Computer or Violation of Network Practices**- Any misuse or inappropriate network practices including, but not limited to, practices that do not conform to the District Internet Usage Policy. If utilizing social media in an unacceptable manner such as: invading the privacy of individuals, publishing or displaying any defamatory, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either publicly or privately and using the district network for illegal, harassing, vandalizing, inappropriate or obscene activities.

- **Threatening Another Student or Staff Member**- Intentional verbal or physical threat to do harm to a student or staff member by a student who possesses an apparent ability to do so and in doing so creates a reasonable fear that violence may occur.

- **Vandalism**- The willful or malicious destruction and/or damage of school property or the property of another (i.e., damaging textbooks, lockers, equipment, walls, furniture, writing gang graffiti, etc.).

- **Gross Disrespect/Verbal Abuse of Student or Staff**- Any act of disrespect directed at a staff member which includes use of profane, vulgar or insulting remarks, gestures, or inappropriate comments that disrespect or is intended to disrespect such employee.

- **Sexual Misconduct**- An actual and intentional touching or fondling, which would constitute sexual contact regardless of whether the touching occurs through or under the clothing (i.e., putting hands underneath another’s clothing, etc.). This offense includes touching or fondling members of the same sex as well as members of the opposite sex. *Note: A student’s consent or voluntary participation in any form of sexual misconduct is irrelevant and all students found to have engaged in sexual misconduct will receive the same consequences.

- **Possession, exhibition, and or distribution of obscene material**- Possessing, exhibiting, or distributing material, which offends a person’s common decency and morals.

- **Chronic Misconduct**- Persistent violations of the Student Code of Conduct where appropriate documentation of interventions utilized by school personnel has been presented. 3 to 5 Class II offenses over a 20 consecutive school day period will qualify as a chronic misconduct violation. Violations after the 5th offense will qualify as a referral to a Discipline Hearing, if appropriate.

- **Receiving stolen property**- Receiving or possessing property which has been stolen from another student and/or school personnel. *Note: This offense only applies to students who did not steal the property.

- **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.

- **Conspiracy to commit a Level 3 offense**- An agreement, plan and/or concerted effort by two or more persons to commit a Class III offense.
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**Definition of Level 4 Offenses:**

- **Arson**- Starting a fire or causing an explosion with the intent to damage personal property and/or buildings (i.e., setting papers/books on fire, placing lighted matches or burning paper in trash can/container, exploding fireworks/bombs, setting property or building on fire, etc.).

- **Assault of Staff or Student**- An actual and intentional touching or striking of school personnel or another student against his/her will with the intent of causing serious physical harm, or an attempt to do the same, or placing a person in apprehension of immediate physical injury. *Note: This offense includes, but it not limited to, biting, spitting, kicking, pushing/throwing a student against a locker, wall or on the ground, cutting another student’s hair and/or putting bodily fluids on school personnel or another student.

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

- **Possession/Use of a Toxic Substance**- Possession or use of intoxicants, which cause a loss of control or inebriation (i.e., glue, solvent and similar substances).

- **Possession/Use of a Firearm**- Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. As defined by the Gun Free Schools Act, a “firearm” shall mean:
  - any weapon that is designed or adapted to expel a projectile by the action of an explosive or other propellant;
  - the frame or receiver of any weapon described above;
  - any firearm muffler or firearm silencer;
  - any explosive, incendiary, or poison gas; or
  - any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may readily be assembled.

- **Possession and/or Use of a Weapon Other Than a Firearm**- Possession and/or use of an instrument, device or projectile that could reasonably be used for attack or defense against another person; any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to another person.
- **Possession and or use of a simulated weapon** - The possession, concealment or display of a simulated weapon including, but not limited to, toy guns and/or cap guns that would put a reasonable person in fear or apprehension of harm.

- **Possession/Use of Explosives** - The carrying, concealing, use, or sale of a bomb, dynamite, or other deadly explosives. “Note: An “explosive” is defined as any explosive, incendiary or bomb or similar device designed or adapted for the purpose of causing death, serious physical injury or substantial property damage; any device designed or adapted for delivering or shooting a weapon (i.e. fireworks, gas bombs, smoke bombs, stink bombs, fire bombs, ammunition, etc.

- **Possession of Drugs with Intent to Distribute** - The possession of illegal drugs where the amount would be considered greater than that for personal use by virtue of the quantity, packaging or other circumstances which demonstrate intent or effort to sell/distribute.

- **Unauthorized Entry** - Students entering into the school or certain areas of the building without permission; allowing or assisting any individual(s) to enter a district facility other than through designated entrances or allowing unauthorized persons to enter a district facility through any entrance; and returning to school premises while serving a suspension. A district facility may include a school provided transportation vehicle.

- **Conspiracy to commit a Level 4 offense** - An agreement, plan, and/or concerted effort by two or more persons to commit a Class IV offense.

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**Scope of Authority**

School officials may discipline students for misconduct, as defined in the Student Code of Conduct, which occurs in and around school property and activities. The provisions apply in all situations in which students are involved including:

1. Activities on school property;
2. Travel on school buses, or in any vehicle when that vehicle is used to transport students for the school;
3. Off-site school sponsored activities;
4. While walking to or from school, waiting for or riding on school-provided transportation, waiting for or riding on public transportation to and from school; and
5. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, can also be subject to school-related disciplinary consequences (i.e., long-term suspension and/or expulsion). Social media bullying is included in the scope of "off-campus misconduct."

In addition, the school will seek restitution in all instances where school property is damaged, destroyed, or stolen.

**Supervision of Students**

All school personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, or in any vehicle when that vehicle is used to transport students for the school or during school-sponsored activities. School employees may use reasonable and prudent physical force to restrain a student whose actions are reasonably believed to result in physical injury to any person including the student.
**Student Accountability**

All students attending GCMS will be held accountable for their actions on school property. The failure of a student and parent/guardian to read the Parent/Student Handbook and sign the Acknowledgment Page will not prevent students from being held accountable for their behavior and receiving consequences listed under this plan.

**The Role of Parents and Students**

In uniformly implementing the Student Code of Conduct, the students and their parents must play key roles:

The Parent/Guardian shall:

- Establish and maintain, in the home, a positive attitude toward education.
- Keep all emergency phone numbers and addresses current with the GCMS registrar.
- Show an active interest in his/her child’s schoolwork and progress through regular communication with the school.
- Assist his/her child in being neat, appropriately dressed, and well groomed.
- Ensure his/her child attends school regularly and on time.
- Report and explain to the school any absence or late arrival.
- Listen to all School Reach calls and read all school related mail.
- Cooperate and assist school personnel in developing a plan when his/her child is involved in a disciplinary matter.
- Become familiar with the Parent/Student Handbook, the school and classroom rules, and encourage and assist his/her child in adhering to them in class, at school, on the bus, and at school activities.
- Be available to talk with the school staff about class work, discipline, and other matters that may arise.
- Attend a conference at the school with the teacher(s) if his/her child receives an “F” in any academic subject or unsatisfactory conduct reports.
- Attend his/her child’s school activities.
- Assist the school in advancing his/her child’s safety by discouraging items such as expensive jewelry, expensive brand name athletic shoes, and/or clothing and electronics.

The Student shall:

- Come to school every day.
- Attend all classes and be on time.
- Come prepared for class with assigned work and appropriate materials.
- Account for his/her own work with academic honesty.
- Be neat, clean, appropriately dressed, and well groomed.
- Conduct himself/herself in a safe and responsible manner.
- Show respect for all individuals and property.
- Seek help from school personnel when having school or personal problems.
- Follow the rules and regulations established by the school, the classroom teacher, and the Discipline Plan.
- Assume responsibility for his/her actions.
- Refrain from wearing clothing that may materially or substantially endanger his/her safety, or distract from the educational setting. Items such as expensive jewelry, expensive brand name athletic shoes and/or clothing are discouraged.
**Students’ Responsibility for Items in Their Possession**

Students are responsible for any contraband found in their possession. Contraband is defined, as drugs, weapons, alcohol, stolen items, and/or other materials deemed illegal or unauthorized under Missouri and federal law, School Board policy, or the Student code of conduct. For purposes of the Discipline Plan, items are deemed to be within a student’s possession if the items are found in any of the following places: student’s clothing (e.g., pockets, jackets, shoes, socks, etc.), purse/book bag, desk, locker and/or student’s automobile located on school property. It is each student’s responsibility to check his/her personal belongings for possible contraband before entering onto school property, on any school bus going to or returning from school, in any vehicle when that vehicle is used to transport students for the school, and during school-sponsored activities.

**Notice Provisions, Requirements, And Definitions Under The Missouri Safe Schools Act**

The provisions of the Missouri Safe Schools Act will be followed by all relevant school personnel. GCMS reserves the right to dismiss a student who causes the school to be a target of violence or to be unsafe because of their presence at the school.

**Definition of Consequences:**

- **Detention:** Students may be required to stay after school for a short period of time with adult supervision to work on corrective behavior and consequences.
- **Behavior Plan (BIST):** A plan created by the Behavior Intervention Support Team to help ensure behavior compliance and safety for all students and staff.
- **Expulsion:** The exclusion from school for a period exceeding 180 school days. The school board (3 Board Members) must approve the student’s readmission to the school.
- **In School Suspension (ISS):** Students can be assigned to in school suspension for a period of 1 to 10 days.
- **Out of School Suspension (OSS):** The exclusion from school for a period of up to 180 school days.
- **Restitution:** Repayment or compensation of any school property that is damaged or stolen resulting from a student’s act of vandalism or theft.
- **Student Behavior Contract:** Behavior contracts are used with students who are continually exhibiting behaviors that disrupt the school learning environment and the smooth operation of the school, often times causing themselves and others difficulty in school. New students who are enrolling at GCMS and have shown a pattern of this behavior at their previous school as documented on their discipline records may also be placed on a Behavior Contract. The Behavior Contract is used as a last step effort before a long-term suspension or expulsion of a student. The contract clearly outlines the expectations of the student, school, and parents, as well as defining the consequences associated with noncompliance of the contract. If the student fails to comply with the terms of the plan, the parent and student will be given ten days to transfer to a different school. Failure to transfer will result in a 180 day suspension. If the student successfully meets the terms of the contract but receives a discipline referral any point thereafter during the same school year,
the student will be placed back on a behavior contract.

- **Referral to Hearing Office:** Students who commit a serious disciplinary action or who violate a behavior contract may be referred to the hearing office. A neutral outside party (hearing officer) will listen to both parties and decide the consequence.

All discipline referrals will be documented and tracked in the E-School core computer program and a written copy of the referral will be kept.

The Board of the Guadalupe Center Schools adopts the following policy to become effective Tuesday, August 14, 2018. This replaces all previous policies and regulations for GCS.

**STUDENT DISCIPLINARY POLICY AND STUDENT CODE OF CONDUCT**  
**Policy 2600**

**DISCIPLINE**

The school’s discipline policy set out rules of student behavior applicable to all students in the Guadalupe Center Schools and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student’s misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student’s age and grade level, the student’s previous discipline history and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the school prefers to reassign disruptive students to alternative educational settings rather than suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student’s inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers and school administrators work together to improve student behavior and enhance academic performance.

The School Board authorizes the immediate removal of a student upon a finding by the superintendent that the student poses a threat of harm to self or others. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

No person employed by or volunteering for the school shall administer or cause to be administered corporal punishment upon a student attending school. A staff member may, however, use reasonable restraint against a student without advance notice to the Principal, if it is essential for self-defense or for the protection of other persons or property of the school.
STUDENT CONDUCT AT SCHOOL AND ON BUSES

Policy 2610

The safety of students at school and their transportation to and from school is a responsibility which they and their parents/guardians share with school officials and bus drivers. Therefore, the rules of the student code of conduct will be issued to all students at the beginning of the school year and to new students upon enrollment.

ENFORCEMENT

Policy 2620

School principals are responsible for enforcing the policies contained herein and in the handbook for each school.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the School Principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All Guadalupe Center Schools (GCS) staff are required to enforce policies, and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All GCS staff shall annually receive instruction related to the specific contents of this discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

INVESTIGATION PROCESS

Policy 2630

When a violation of school rules is reported or suspected, the principal will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members and other who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical or documentary evidence should be collected and preserved. School counselors, school social workers, school police and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent or guardian should be notified immediately.

APPEAL PROCESS

Policy 2640

Long-term suspension: A student suspended (long-term) has the right to appeal his/her suspension. A request for appeal shall be made in writing and hand-delivered to the office of the superintendent (5123 E. Truman Rd, KCMo. 64127) within five school days from the date the suspension was issued and shall state with particularity the event(s) leading to the suspension and the reasons why the student should not be suspended. The failure to request an appeal within five
school days from the date of suspension, shall result in a waiver of the right to appeal the suspension.

A hearing before the board shall be held at the regularly scheduled board meeting or within 15 school days from receipt of the appeal by the student or his/her parent or guardian. The student may bring witnesses on his/her behalf. The board will deliberate upon conclusion of the hearing and return a decision no later than twenty-fours from the date of the hearing.

**Expulsion:** Upon receipt of the superintendent’s recommendation for expulsion of a student, the board shall notify the student and parent/guardian of the superintendent’s recommendation and the date for an expulsion hearing. The board shall send a notice of hearing in writing within three school days of receipt of the superintendent’s recommendation, notifying the student and parent/guardian of the date of hearing and advising them of the student’s right to bring witnesses and present evidence. A hearing before the board shall be held at the regularly scheduled board meeting or within 15 school days from the date the superintendent’s recommendation was received.

**DISCIPLINARY METHODS**

**IN-SCHOOL SUSPENSION:** Is the removal of a student from regular classes and the assignment to an in-school suspension setting within the school. The student’s teachers shall send class assignments to in-school suspended students.

**Exception to attend special classes:**
A teacher may request that a student who has been assigned to in-school suspension be allowed to attend class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The principal has the final decision.

**Alternative to in-school suspension:**
For minor offenses, in lieu of in-school suspension, a student may be denied loss of privileges (i.e. recess, hallway passing with classmates, re-assigned seating), or a student may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised and does not include restroom duties.

**OUT-OF-SCHOOL SUSPENSION**

**Short-term suspension:** Is the removal of a student from school (or school bus) for one to ten school days. The principal may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request and pick up the schoolwork during school hours.

**Long-Term Suspension:** Is the removal of a student from school (or school bus) for more than ten school days but not to exceed 180 days. Only the GCS superintendent may impose long-term suspension. A student on long-term suspension may elect to transfer to an alternative school.
Any recommended suspension greater than three days shall be immediately reported to the Superintendent who may revoke the suspension at any time. §167.171.1 RSMo.

**Due Process:** No student shall be suspended unless:

1. The student shall be given oral or written notice of the charges against such student;
2. If the student denies the charges, such student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension;
3. The student shall be given an opportunity to present such student’s version of the incident; and
4. In the event of a suspension for more than ten days, where the student gives notice that such student wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent, the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from, and the notice and hearing shall follow as soon as practicable. §167.171.2, RSMo.

In the event of an appeal to the board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by the superintendent and the reasons therefor and the board, upon timely request, shall grant a hearing to the appealing party to be conducted pursuant to section 167.161 RSMo. §167.171.2, RSMo.

**Exception for final exams or other testing:**
If a student’s suspension occurs during a critical time in the academic calendar, the principal may allow for an accommodation to be made to allow the student to take final exams or other testing. However, this exception will not apply to students suspended for offenses that are violations of state or federal law or that involve weapons, violence or drugs.

**Note:** The board may suspend a student upon finding that the student has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law, after notice to parent/guardian and a hearing upon the matter. §167.161.2 RSMo.

**EXPULSION:** Is the permanent removal of a student from school (or school bus). Only the board may impose expulsion. The superintendent shall immediately notify the board in writing of his/her recommendation for expulsion of a student. The board authorizes the immediate removal of a student upon a finding by the superintendent that the student poses a threat of harm to himself/herself or others.

**Note:** The removal of any student with a disability is subject to state and federal procedural rights. §167.161.1 RSMo. See also, Policy 2672.

**RESTRICTIONS ON SCHOOL ACTIVITIES:** Students who are out-of-school suspended or expelled are prohibited from being on school property at all times and shall not come within 1000 feet of any school property. In addition, students who have been out-of-school suspended or expelled are prohibited from attending and/or participating in any school-sponsored activities on or off school property.

**ALTERNATIVE SCHOOL:** A student who is removed from school for more than ten school days may elect to transfer to an alternative school for instruction, academic support and counseling. An
alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. This applies only to high school students.

BEHAVIOR CONTRACTS: A contract between student, school and parent, that is used with students who are continually exhibiting behaviors that disrupt the school learning environment and the smooth operation of the school, often times causing themselves and others difficulty in school. The behavior contract will clearly outline the expectations of the student, school and parents, as well as defining the consequences associated with noncompliance of the contract. New students enrolling at a GCS, who have shown a pattern of disruptive behavior as mentioned above, at their previous school and documented on their discipline records may also be placed on a behavior contract.

DETENTION: After notice to the parent/guardian and approval from the principal a student may be temporarily detained beyond the length of the regular school day or during regularly scheduled recesses or breaks. Failure to serve a detention will result in further disciplinary action, which may include an in-school or out-of school suspension.

REPORTING VIOLENT BEHAVIOR

Violent behavior and the phrase, acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus or while involved in school activities. School administrators are required to report acts of school violence to teachers and other school employees who are directly responsible for the student’s education or who interact with the student in the performance of the employee’s duties. School administrators will also disclose to appropriate staff members, portions of any student’s individualized education program that is related to past or potentially future violent behavior. The Superintendent will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed below which are committed on school property, school buses and during school activities. §160.261 RSMo.

The following crimes are:
1. First degree murder under §565.050;
2. Second degree murder under §565.021;
3. Kidnapping under §565.110;
4. First degree assault under §565.050;
5. Rape in the first degree under §566.030;
6. Sodomy in the first degree under §566.066;
7. Burglary in the first degree under §569.160;
8. Burglary in the second degree under §569.170;
9. Robbery in the first degree under §570.023;
10. Distribution of drugs under §579.055;
11. Distribution of drugs to a minor under §579.020;
12. Arson in the first degree under §569.040;
13. Voluntary manslaughter under §565.023;
14. Involuntary manslaughter under §565.027;
15. Second degree assault under §565.052;
16. Rape in the second degree under §566.031;
17. Felonious restraint under §565.120;
18. Property damage in the first degree under §569.100;
19. The possession of a weapon under Chapter 571;
20. Child molestation in the first, second or third degree under §566.061;
21. Sodomy in the second degree under §566.061;
22. Sexual misconduct involving a child under §566.083;
23. Sexual abuse in the first degree under §566.100;
24. Harassment under §565.090; or

**BULLYING**

GCS is committed to maintaining a learning and working environment free from any form of bullying and intimidation.

Bullying is the intentional act by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or actions, including gestures or verbal/oral statements, cyberbullying, electronic or written communication and any threat of retaliation for reporting acts of bullying. Cyberbullying means bullying as defined above through the 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 landline telephone, cellular phone, or other wireless communication device, computer, laptop, tablet or pager. Any cyberbullying that originates on campus or if the electronic communication was made using the school’s technological resources and there is a sufficient nexus to the educational environment or if the electronic communication was made on the school campus, on a school bus or at a school activity using the student’s personal technological resources, is prohibited and shall result in disciplinary action.

Bullying and/or cyberbullying is strictly prohibited on school grounds, on a school bus, during school activities or in a school related context. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their school principal. GCS employees are required to report any instance of bullying of which the employee has witnessed within two (2) schools days of the occurrence. Employees shall report the occurrence to the school principal. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation or request that the superintendent assign an outside investigator. The investigation shall be completed within ten (10) school days from the date of the written report of bullying, unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

GCS shall give annual notice of the policy to students, parents/guardians and staff and shall be included in all student handbooks. This policy shall also be posted on the GCS web page and a copy shall be placed in the GCS Administrative Office.

GCS shall provide information and annual training on the requirements of this policy to all GCS staff who have significant contact with students.
GCS shall provide education and information to students regarding bullying, including information contained in this policy, the harmful effects of bullying and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal or retaliation against any person who reports an act of bullying. GCS shall instruct its school counselors, school social workers, mental health professionals and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying negative effects. Such techniques include but are not limited to, cultivating the student’s self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills or encouraging the student to develop internal locus of control. School administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim and to make resources or referrals available to victims of bullying. §160.775 RSMo.

NOTICE OF NON-DISCRIMINATION

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Guadalupe Centers Charter School are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment of employment in its programs and activities.

PUBLIC NOTICE

PARENT’S RIGHT-TO-KNOW

For Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6) (A) ESEA.] Guidance C-6

At Guadalupe Centers Middle School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child’s teachers’ training and credentials. We are glad to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.
Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child’s assignment to a teacher or paraprofessional, please contact the school’s Principal.

**PARENT INVOLVEMENT POLICY**

The Board recognizes the positive effects of parents/families’ involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board’s commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff and community representatives to serves as the School’s Parent Involvement Committee. The Committee’s responsibilities will include recommendations for program development, parent/staff training and program evaluation. The evaluation will include identifying barriers by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, are migrants or are of any racial or ethnic background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. Program evaluation reports will be prepared and submitted to the Superintendent annually.
E-School Core ACCESS

Go to: _______________________________________

My Login is: ________________________________

My Password is: ______________________________

ATTENDANCE ACCESS

Go to: _______________________________________

My Login is: ________________________________

My Password is: ______________________________

EMAIL ACCESS

Go to: _______________________________________

My school email is: __________________________

My password is: ______________________________
Guadalupe Centers Middle School
School – Student – Parent Contract
2018-19

GCMS and the parents of students participating in Title I activities, services and programs, agree that this contract outlines how the entire school staff, the parents and the students will share the responsibility for improved academic achievement.

School's Commitment

*High Quality Education* – We commit to providing a high-quality education in order to prepare every student for a successful future. We will teach to the very best of our ability every day by preparing and delivering lessons that engage, challenge, and support all learners.

*Respect* – We will appreciate, acknowledge, and treat all students and parents with respect.

*Communication* – We will communicate regularly with parents regarding student progress, behavior, and accomplishments through phone, letter, email, and in person. When discipline referrals are completed, we will inform parents promptly. We will return parent phone calls within 24 hours.

*Homework* – We will assign homework on a regular basis to reinforce and support skills and concepts learned in class.

*Fairness* – We will enforce GCMS's policies and procedures consistently and fairly.

*Safety* – We will always protect the safety, interests, and rights of all individuals.

Parent’s/Guardian’s Commitment

*Timeliness/Attendance* – I understand that every school day is important and that is my responsibility to make sure my child arrives on time. If my child has an Excused Absence, I will send the doctor's note with my student the next day. I will ensure that family vacations are scheduled outside of when school is in session.

*Support and Homework* - I will review my student's academic planner daily and talk to him/her about his/her schoolwork, assist him/her with homework when possible, and check to see if he/she completed his/her homework. If my child is not progressing academically I will make sure that he/she attends tutoring.

*Communication* – I will make myself available to my son/daughter and all of his/her teachers. I will call the school when I have a question or concern about my child's progress and I will return phone calls from school staff within 24 hours. I will keep all of my emergency contact information and addresses current with the front office. If I am asked to attend a meeting regarding my child’s education or behavior, I will make the necessary arrangements to attend within 48 hours.

*Uniform* – I will make sure my child adheres to GCMS ’s dress code.

*School Rules* – I will make sure my son/daughter learns to live up to GCMS ’s values and high standards of behavior. I know that my child may lose privileges or have other disciplinary consequences if he/she violates the Student Code of Conduct.

*Transportation* – I understand if my child receives mandatory tutoring, he/she will be coming home on the late bus.

*Parental Involvement at the School* – I will attend all required parent meetings and conferences. I will contribute to the school in any way I find possible.
**Student’s Commitment**

*My best effort* – I understand that my education is important, and I will always work, think and behave in the best way I know how and do whatever it takes for my fellow students and me to learn.

*Attendance and Timeliness* – I will come to school every day on time. If I need to miss class for any reason, I will ask for and make up all missed assignments in the timeframe given by the teacher.

*Uniform* – I will wear my GCMS uniform properly every day and follow the school dress code.

*Academic Work* – I will complete all of my class work, homework, and exams by the assigned date and in a quality manner. I will spend a minimum of one to two hours every night completing homework, studying, or reading. I will apply good study habits and organizational skills to keep track of all of my schoolwork and plan my time to ensure successful completion.

*Responsibility* – I accept ultimate responsibility for my learning and for my actions. I will set personal learning goals, monitor my academic progress, and ask for help from teachers and others when I do not understand something. If I make a mistake, I will not offer excuses or blame others and instead tell the truth, accept the consequences, and ensure the same mistake is not repeated.

*Student Code of Conduct* – I will follow all school rules so as to protect the safety, interests and rights of all individuals. I understand that I may lose privileges and have other disciplinary consequences if I break rules.

It is important that all students and parents understand the *Student/Parent Handbook* and be expected by school administrators, school personnel, and his or her parents/guardians to follow the rules and regulations set forth in the handbook. Administrators are required to review the handbook with their staff. Parents/guardians are also required to review the handbook with their child. Parents/guardians and students are required to sign this form after they have reviewed it. Your signatures acknowledge receipt of a copy of the handbook and certify that you have read and discussed the handbook as required. It is expected that everyone will accept his or her responsibilities as described in the handbook.

Please remember that the student’s and parent/guardian’s failure to read the *Student/Parent Handbook* and sign this page will not prevent students from being held accountable for their behavior and receiving consequences listed within this handbook.

Principal: **Claudia Meyer**  
Date: ______________________

Parent: ___________________________  
Date: ___________________________

Student: ___________________________  
Date: ___________________________