

Student Handbook

THE ROLE OF BOSCO IN THE BELTON SCHOOL DISTRICT

BOSCO is an innovative K-12 educational day treatment program that serves students from Kansas City area school districts. BOSCO is a Belton School District project designed to provide students who may be emotionally disturbed or have a severe behavior disorder an opportunity to achieve academic and personal growth so that they may become productive individuals.

BOSCO is prepared to work with youth who are having difficulties in facing the demands of their life circumstances and who have not been able to benefit from special interventions in their home school. Students accepted at BOSCO must be operating under a Diagnostic Summary and current IEP . They may present aggressive or anti-social behavior, which is intended to agitate and anger others or to incur punishment, or may have self-destructive behavior. These young people may also be oppositional and defiant at home or in school. Other characteristics of students placed in the program include inappropriate or uncontrollable emotional responses, persistent moods of depression or unhappiness, withdrawal from interpersonal contacts, behaviors centrally oriented to personal pleasure-seeking with little or no regard to the consequences, and truancy.

BOSCO offers a full school program with continual therapeutic support for resolution of problem issues. Treatment services provided by the clinical staff include:

- Individual and group therapy by professional staff.
- Family interview and social histories by a social worker.
- Evaluation and pharmatherapy consultation by a child psychiatrist.
- Individual coping skills and community livings skills treatment planning.

BOSCO STAFF

SAGE EATON
MARLA MCLERRAN

PRINCIPAL
SECRETARY

LESLIE DARRINGTON
DEBBI TWELLMAN
JESSICA CANNON
AMBER OSER
MARY COWHERD
JENNIFER OWENS

TEACHERS

KELLYE KING
ANGIE GILLESPIE
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THERAPIST
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RECREATIONAL SPECIALIST

MARAGRET FRAZIER

NURSE PARA

SALLY STEARLEY
ROBIN BAUM
PATTI WESCOAT
SHAWN MIZELL
DEE ANN VAUGHN
ELIZABETH BROWN
SHANA COOPER

CLASSROOM PARA

DR. CARLA WAKEFIELD

CHILD PSYCHIATRIST

THOM PHILLIPS

SRO

SCHOOL BREAKFAST & LUNCH PROGRAMS

Following are the meal prices for the 2009-10 school year:

	<u>2009-10</u>
Milk	\$.55
Breakfast (Elem)	\$1.30
Breakfast (MS)	\$1.30
Breakfast (HS)	\$1.30
Breakfast (Adult)	\$2.10
Lunch (Elem)	\$1.90
Lunch (MS)	\$1.90
Lunch (HS)	\$2.05
Lunch (Adult)	\$3.00
Snack	\$1.10

For your convenience, a lunch payment envelope is available if you wish to purchase meals in multiple day amounts. Contact the school secretary for details.

Students will be able to purchase cereal and/or toast, juice and milk each morning for breakfast.

FREE OR REDUCED LUNCH PROGRAM

If you wish to apply for the free or reduced program, you must fill out and return an application. This must be renewed each year. **BE SURE THAT REQUESTED VERIFICATION IS ATTACHED TO THE APPLICATION**

Reduced Meal Prices

Breakfast	\$0.30
Lunch	\$0.40
Snack	\$0.15

APPLICATIONS WILL NOT BE PROCESSED WITHOUT VERIFICATION.

SCHOOL SUPPLIES

Elementary: (K - 4)

1 Large School Box

4 Regular #2 Pencils

1 Box of Crayons

2 Small Bottles of Elmer's Glue

Prang Oval & Water Color Paints

2 Primary Tables (Grades K-2)

2 Packages of Wide Rule Notebook Paper

1 Box of Huggie Wipes

Flash Cards (addition, subtraction, division, and multiplication)

Secondary (5-12)

2 Packages of Notebook Paper

2 Packages of #2 Pencils

1 Package of Blue Pens

1 Ruler

1 Large Box of Tissues

1 Box of Huggie Wipes

STUDENT DRESS CODE

Students should wear attire, which does not attract undue attention to the wearers nor disrupt the educational learning process. All students must wear shoes. **House slippers are not acceptable footwear for school.** Students are not allowed to wear hats, caps or any other form of headgear in the building and should not carry them in the halls after school has started. Shirts displaying obscenities, sexual comments or suggestions, drug, alcohol, or tobacco logos are not allowed. Students should dress according to the sponsor's/group's dress code.

The following guidelines will help students with their dress:

1. No hats, bandanas, hair picks, combs, or sunglasses
2. Items making reference to profanity, sex, alcohol, drug use or tobacco use, Including apparel that would be deemed inappropriate for public display are not allowed.
3. Strapless or spaghetti strap apparel, bare midriff, backless, tube tops, and Tank tops/sleeveless T-shirts (muscle shirts – male) are not allowed.
4. Short shorts (must have at least 2 inch inseam).
5. Excessive short skirt lengths are not allowed.
6. Pants and trousers worn low around the hips are not allowed
7. Deliberately visible underwear is inappropriate.
8. No trench coats.
9. No spiked heavy chained jewelry or attire that can be injurious to others.
10. No clothing that is intended for pajamas will be allowed.
11. Whenever student attire causes a disruption to the learning process or, in the reasonable opinion of the building administrator, is likely to be a threat to one's safety or health, the student will be requested to change to more appropriate attire.

ALL STAFF ARE RESPONSIBLE FOR ENFORCING THE STUDENT DRESS CODE.

REPORTING CHILD ABUSE

The Board of Education REQUIRES it's staff members to comply with the state child abuse and neglect laws and the MANDATORY reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, who will than become responsible for making a report via the **CHILD ABUSE HOTLINE (1-800-392-3738)** to the Missouri Division of Family Services, as required by law.

Situations of immediate safety may also be reported to the appropriate law enforcement agency.

Any person, who in good faith participates in the making of such reports, or in any judicial proceeding resulting there from, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Principal of the school concerned, or a designated person, shall assess payment in accordance with the price of the book or other articles lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

EMERGENCY AND CRISIS SITUATIONS

Fire Drills are initiated by a Long Beep. During fire drills, teachers will lead all students to assigned area. Remain there until the all-clear is signaled.

Fire Evacuation Plan

WEST OFFICES AND STORAGE: Turn right, exiting through the south door.

ELEMENTARY AND EAST OFFICES: Turn left, exiting through the south door.

HOME EC & WEST CLASSROOMS: Turn left, exiting through the north door.

EAST CLASSROOMS: Turn right, exiting through the north door.

- Stay a safe distance (at least 30 yards) from the building.
- Doors and windows are to be closed when you leave the room during a fire drill but not locked.
- Teachers are to take their grade books with them. When safely outside, attendance should be taken to make sure all students are present.
- Teacher assignments for closing outside doors will be made at the beginning of the year.

Tornado Plan

Tornado Drills are initiated by Intermittent Beeps.

Students and staff are to go to the administrative hallway (South) and take the protective squat position covering their head with their arms and hands.

CODE YELLOW

In an emergency situation, Code Yellow will be announced over the intercom or door-to-door depending on the situation. At that time the following will occur:

1. All interior and exterior doors are to be locked.
2. Students are to report to the closest supervised classroom.
3. Staff is to stay with assigned students. Staff not directly involved with supervision should report to the office for further directions.
4. 911 will be called.
5. Lock down is to remain in effect until the situation is safe. The end of the lock Down will be announced over the intercom. Proceed with normal schedule at that time.
6. Students engaging in abusive, disorderly or assaultive behavior leading to a lock down may be referred to appropriate law enforcement agency for

appropriate action.

PROCEDURES FOR BLIZZARD, SNOW AND ICE

In case of blizzard, snow or ice storms the procedures for emergency closing of school will go into effect. The superintendent's office will be responsible for notifying the local media as early as possible, and in any event, no later than 6:00 AM if school is not to be in session due to inclement weather.

In case it is found necessary to dismiss school after the school sessions have begun, an announcement of dismissal will be made over the area media.

The closing of the Belton School District of your child's sending district will be cause for your child's classes to be cancelled for the day or to be dismissed early.

TOBACCO-FREE ENVIRONMENT

**EFFECTIVE JULY 1, 1993 THE BELTON SCHOOL DISTRICT #124
PROHIBITS THE USE OF ALL TOBACCO PRODUCTS IN SCHOOL
BUILDINGS AND ON SCHOOL GROUNDS AT ALL TIMES.**

**ANY TOBACCO RELATED PRODUCT FOUND IN STUDENT
POSSESSION WILL BE CONFISCATED AND NOT RETURNED.
APPROPRIATE ACTION WILL BE TAKEN BY THE
ADMINISTRATOR AND/OR JUVENILE OFFICER.**

Your adherence to this policy is greatly appreciated.

ATTENDANCE POLICY

COMPULSORY ATTENDANCE AGES

Any child between the ages of five and seven who is enrolled in BOSCO shall attend the academic program on a regular basis. Any child who is between the ages of seven and sixteen years shall attend a day school, public or private, as specified by law. BOSCO shall abide by the compulsory attendance laws of Missouri by requiring children between the ages of seven and sixteen years to attend school full time, with the exception of those students who may be excused from full time attendance by the appropriate persons.

If there is reasonable cause to suspect that the student has been subjected to educational neglect on the parent's part, the matter will be reported in accordance with the reporting abuse policy.

PARENTAL CONTACT

PARENTS HAVE THE RESPONSIBILITY FOR CONTACTING THE SCHOOL IF THEIR CHILD WILL BE ABSENT AT 348-1065.

ATTENDANCE

A student's regular attendance in the classroom is an essential ingredient of the educational process. Classroom teachers will take excessive absences into consideration in determining the grades to which students are entitled. Except in circumstances clearly beyond control of the student, the failure of a student to attend 90% of all class periods in each academic semester shall be considered an excessive absence and may result in a failing grade and/or loss of credit for the course.

The IEP team has discretionary authority to reduce the 90% attendance level in the event of circumstance clearly beyond the control of the student. Such action will be taken only after considering the reasons for the excessive missed instruction, classroom performance, probability of future success, and relevant factors.

TRUANCY

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students, who leave school during any session without the consent of the principal, shall be considered truant.

Truancy will be reported to the proper law enforcement agency.

BOSCO POINT SYSTEM

A critical feature of the BOSCO program is the teaching interaction that occurs when a staff member is attempting to teach a new skill to a student. These teaching interactions are supplemented by therapy, fun activities, and other pleasant interactions that are important to developing personal relationships with the students. The effectiveness of BOSCO greatly depends upon these teaching and personal interaction skills of the staff. Without these skills BOSCO can be little more than a custodial facility. However, by using these skills the staff can create a pleasant environment that is conducive to improving the student's behavior.

The point system is an important part of the teaching process because earning points strengthens appropriate behavior and point fines reduce inappropriate behavior. Utilized in this manner, the point system provides the motivation for the students to change their behavior. Most of the students who enter the program learn new interpersonal skills so they are able to improve their relationships with their parents, teachers, and other significant adults.

As a student's behavior improves he/she will move through a series of three (3) levels, eventually showing the stability to return to his/her school.

BOSCO LEVEL SYSTEM

WHITE LEVEL

Students at this level have earned 0 –150 points for the week. The privileges are very limited. Students who continue to stay at this level are typically having trouble staying on tasks and relating to peers/staff.

GREEN LEVEL PRIVILIGES

Students at this level have earned 150- 199 points for the week.

WEEKLY PRIVILEGE

Classroom Free Time
Games, Puzzles, etc.

DAILY PRIVILEGES

Field Trips
Outside Free Time
Use of Snack & Pop Machines
Eating Lunch at the BHS Cafeteria

MERIT/GOLD PLUS PRIVILEGES

Students at this level have maintained 200+ points or have been on the GREEN level with 200+ points for four weeks.

All the above privileges
Teacher's Aide

Kitchen Privileges
Mainstream Classes

Work Student Program (must be 16 -years old)

Teachers give or take points. The Principal moves students from level to level on a weekly basis. Returning to the sending district is begun after the completion of two (2) successful semesters in mainstream classes.

DISCIPLINE POLICY

BOSCO is committed to a philosophy of discipline based on protection and teaching (tough and kind) not punishment. BOSCO's policies focus on promoting a safe school environment and actions taken will reflect the policies of the Safe Schools legislation.

EARLY INTERVENTION

Staff will begin to help the student redirect upon first indication of a problem occurring.

- * Body Language
- * Facial gestures
- * Hygiene
- * Verbal/physical assaultive to peers
- * Verbal/physical interacting to authority
- * Increase/decrease relationships to others

We always intervene when:

1. A student's behavior interferes with learning
2. A student's behavior is emotionally or physically unsafe to others, Including showing disrespect

We intervene to determine if the student can:

1. Manage behavior even though the student is angry and may not want to do so.
2. Let the adult be in charge to keep the student from getting into trouble.

Outlasting the "acting out":

1. Acting out may look like:
 - Shutting down and refusing to comply with adult request
 - Continuing initial acting out problem
 - Continuing or initiating temper outbursts when asked to own up to the problem.
2. When these behaviors occur, the teacher may:
 - Reiterate kind of confrontation.

- Determine a more restrictive safe place to stop acting out (This step always includes an adult being present for the child).
- Continue isolation from places and people around which acting out occurs until the student:
 1. Owns up to the problem
 2. Commits to appropriate action
 3. Demonstrates he'll allow the adult to be in charge
- Intensify opportunities for rewarding experiences
- Intensify positive one-to-one adult/student relationship

Student Information

Students' names, addresses, and phone numbers may be released to military recruiters or institutions of higher learning unless we receive a written request from a parent, guardian or student. However, the district will not release student information that could be used for marketing or selling products both for profit or nonprofit organizations.

Cyber Bullying

What is cyberbullying, exactly?

"Cyberbullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyber-harassment or cyberstalking. Adult cyber-harassment or cyberstalking is NEVER called cyberbullying.

It isn't when adult are trying to lure children into offline meetings, that is called sexual exploitation or luring by a sexual predator. But sometimes when a minor starts a cyberbullying campaign it involves sexual predators who are intrigued by the sexual harassment or even ads posted by the cyberbullying offering up the victim for sex.

The methods used are limited only by the child's imagination and access to technology. And the cyberbully one moment may become the victim the next. The kids often change roles, going from victim to bully and back again.

Children have killed each other and committed suicide after having been involved in a cyberbullying incident.

Cyberbullying is usually not a one time communication, unless it involves a death threat or a credible threat of serious bodily harm. Kids usually know it when they see it, while parents may be more worried about the lewd language used by the kids than the hurtful effect of rude and embarrassing posts.

Cyberbullying may arise to the level of a misdemeanor cyberharassment charge, or if the child is young enough may result in the charge of juvenile delinquency. Most of the time the cyberbullying does not go that far, although parents often try and pursue criminal charges. It typically can result in a child losing their ISP or IM accounts as a terms of service violation. And in some cases, if hacking or password and identity theft is involved, can be a serious criminal matter under state and federal law.

When schools try and get involved by disciplining the student for cyberbullying actions that took place off-campus and outside of school hours, they are often sued for exceeding their authority and violating the student's free speech right. They also, often lose. Schools can be very effective brokers in working with the parents to stop and remedy cyberbullying situations. They can also educate the students on cyberethics and the law. If schools are creative, they can sometimes avoid the claim that their actions exceeded their legal authority for off-campus cyberbullying actions. We recommend that a provision is added to the school's acceptable use policy reserving the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of student while in school. This makes it a contractual, not a constitutional, issue.

Therapists will be covering cyberbullying in their groups but it is important that we all are familiar with it.

What can we do if and when we see or hear about cyberbullying?

1. Get the parents involved. Case managers, therapists or principal will make them aware of the issues and potential repercussions of this type of bullying. (Harassment charges, emotional harm, etc.) If we are more involved with the parents it is more likely that they will supervise computer usage more closely.
2. If it gets to a point where the effects spill over into our school day we will then have the leverage to discipline the students accordingly.

DISORDERLY CONDUCT

Any student who shall do or engage in any of the following may be referred to the juvenile officer. Disorderly conduct may also result in suspension or removal from the program.

1. Any student who acts in a violent or tumultuous manner toward another, whereby any person is placed in fear of safety of his life, limb, or health.

2. Any student who acts in a violent or tumultuous manner toward another, whereby property of any person is placed in danger of being destroyed or damaged.
3. Any student who endangers lawful pursuits of another by acts of violence, angry threats and abusive conduct.
4. Any student who causes, provokes, or engages in any fight, brawl or riotous conduct so as to endanger the life, limb, health or property of another.
5. Any student who assembles or congregates with another or others for the purpose of causing, provoking or engaging in any fight or brawl.
6. Any student who shall be found jostling, roughly crowding or pushing a person.
7. Any student who utters, while in a state of anger, in the presence of another, any bawdy, lewd or obscene word or epithets.
8. Any student who acts in a dangerous manner towards others.
9. Any student who uses "fighting words" directed towards a person who becomes outraged and thus creates turmoil.

NOTICE NONDISCRIMINATION AND ANTI-HARASSMENT

The Belton School District, as an educational institution and recipient of federal funds, is prohibited from and declares a policy against engaging in unlawful discrimination. This includes harassment creating a hostile environment and discrimination based on race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator:

Dr. Tanya Shippy
Asst. Supt. Human Resources
Belton School District
110 W. Walnut
Belton, MO 64012
(816) 348-1000

Reference: Board Policy AC, AC-R

