

Poplar Bluff Junior High
Family and Student Handbook



POPLAR BLUFF
SCHOOL DISTRICT

***"A Community of Learners
Focused on Success"***

2023-2024

POPLAR BLUFF Junior High Communication Information

School Colors & Name:

The official school colors are Maroon and White.

The names of the Junior High Athletic Teams are the Poplar Bluff Junior Mules.

Social Media

District Website: www.poplarbluffschoools.net

School facebook: [facebook.com/pbjhsmo/](https://www.facebook.com/pbjhsmo/)

School Twitter: @pbjhs

School Website: <http://jh.poplarbluffschoools.net/>

IMPORTANT PHONE NUMBERS

Attendance Number.....785-5602

Office Number.....785-5602

Fax Number.....785-5004

ADMINISTRATION

Dr. Aaron Cornman..... Superintendent

Candace Warren..... Principal

Tammy Raderstorf Assistant Principal

COUNSELING DEPARTMENT

Jennifer Nicolini..... 7th Grade Counselor

Luann Elledge..... 8th Grade Counselor

OFFICE STAFF

Shari Pulliam..... Secretary to the Principal

Robert Jackson Secretary/Registrar

Kaycia Jones Secretary/Attendance/Discipline

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POPLAR BLUFF JUNIOR HIGH SCHOOL

550 North Westwood • Poplar Bluff, MO 63901

Phone: (573) 785-5602 • Fax: (573) 785-5004

Dear Parents and Students:

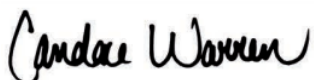
On behalf of the faculty and staff, we want to welcome you to the 2023-2024 academic school year at Poplar Bluff Junior High School! This handbook will serve as a resource for you as you go through your junior high years and should answer most questions that you have.

Education is about students and that has to be our focus. Every decision made will be with the mindset of "What is best for students". It takes supportive parents and dedicated teachers going the extra mile to ensure that the educational needs of our children in Poplar Bluff are met. I am looking forward to seeing teachers and parents working as a team to bring success to all PBJHS students.

My goal is to have a school where parents and students are beating down the doors to get in instead of getting out. With that being said, we are a Capturing Kids' Heart school. This means that our focus is on building positive relationships with our students. Our goals are to create positive, safe environments for students and staff while emphasizing student achievement. I think school should be a fun place that our students wake up each day wanting to attend.

I am a strong believer in communication between the school and home. Please use our Facebook page, Twitter and/or school website to stay informed. I will also be emailing out a quarterly newsletter with all of our PBJHS happenings and we will use school messenger at times for school wide announcements.

In this day and age, parenting is difficult! I have three boys and I personally know the struggles involved daily in parenting. I just want to personally thank you for the commitment and the support that you provide for your child as we all work together to bring forth the highest quality education possible in his/her life. I am excited to begin my seventh year as principal at PBJHS and work with staff, students and parents in this academic school year. Let's all work together to have a great year! If you ever have any questions or concerns, don't hesitate to contact me! My door is always open.



Candace Warren
PBJHS Building Principal

PBJHS BELL SCHEDULE

2023-2024

Homeroom	7:34-7:39
1ST HOUR	7:43-8:31
2ND HOUR	8:35-9:23
3RD HOUR	9:27-10:15
4TH HOUR	10:19-11:07
5TH HOUR	11:11-12:03
6TH HOUR	12:07-12:59
7th HOUR	1:03-1:51
8th HOUR	1:55-2:43
PM Homeroom	2:47-2:51

A Lunch

11:11 - 11:35

B Lunch

11:39- 12:03

C Lunch

12:07 - 12:31

D Lunch

12:35 - 12:59

POPLAR BLUFF JUNIOR HIGH

"Secrets to Success"

- Please arrive at school **no earlier than 6:50**. Teachers will begin supervising at that time and you will be allowed in the building.
- All parent drop-offs need to happen at the gymnasium prior to 7:30. If you wait until 7:30, you will probably get caught up in traffic and your child will be late for school.
- If you drop your child off in the back, they will need to walk to the front of the gym to enter. All doors are locked for safety except for the gym doors students are entering.
- **School begins at 7:34 a.m. sharp.** You need to be here before 7:30 to ensure you are not late to school, which will eventually result in disciplinary consequences.
- All students will gather in the gymnasium each morning. Boys will sit on the WEST side of the bleachers, and girls will sit on the EAST side.
- For those eating breakfast in the morning, enter down the ramp and enter the cafeteria.
- Teachers dismiss students from the gym at 7:27 to go to their classroom.
- HALLWAY TRAFFIC-Walk and talk! Do not group up in the halls.
- LUNCH TIME-During lunchtime, our stairs become one-way avenues. We go to lunch down the stairs by the attendance office. We leave lunch via the middle stairs by the counselor's office. Seating in the cafeteria is your choice initially, but if behavior is not acceptable, you will be in a seating chart!
- **DRESS CODE:** This is very simple. Shorts/pants/skirts/leggings must adequately cover private parts of the body and undergarments. Shirts: All garments must cover the stomach, chest, back and undergarments in a standing or seated position. All tops must meet a minimum of 2 finger width of shoulder coverage.. Shirts cannot portray any reference to alcohol, tobacco, vulgarity, profanity, etc. This includes innuendos that may not say something specific, but refer to it. We do not wear hats, hoods, or bandanas at any time unless it is an approved spirit day and permission is given. Pants need to be at your waistline!
- Treat others the way you want to be treated.
- Remember: You can always come to teachers and administrators if you have concerns/issues/problems etc, we will help you!

Let's Have a Great Year!

POWER of ICU CULTURE

Poplar Bluff Jr. High believes that ALL STUDENTS CAN LEARN! In order for learning to take place, assigned work is not optional. It is the responsibility of the student to complete each assignment on time and in a manner that shows satisfactory understanding of the standard. The basic premise is that any time a student does not do their work and/or does it unsatisfactorily; their understanding of the standards needs assistance or care. In an effort to help ALL STUDENTS reach their full potential.

PBJHS has adopted the following Power of ICU {Intensive Care Unit} Procedures:

- ❖ Students will be placed on the ICU List if they have an incomplete assignment. Once the student is placed on the list the parent/guardian will receive a text and students will all receive an email notification of an assignment missing.
- ❖ The student's name will be removed once the assignment has been turned in and is at a satisfactory level. The parent/guardian will then receive an email notifying them of the completion.
- ❖ Students will report to the ICU room during their physical education time. This will give students 48 minutes to work uninterrupted
- ❖ Continued non-compliance may result in administrative discipline. Parental support, student's commitment, and the teacher's directed instruction are key factors to the success of any assignment.
- ❖ Saturday Schools will be used for students who have many assignments to complete and need to get caught up

Assignments are meant to:

- ❖ Be an extension of a meaningful classroom experience and have a positive effect on achievement.
- ❖ Reinforce learning through practice, application, integration, and extension of knowledge and skills.
- ❖ Strengthen test preparation skills and strategies.
- ❖ Develop study skills, work habits, time management skills, and a sense of personal responsibility so that the student may become an independent learner.
- ❖ Use school and community resources.
- ❖ Develop self-discipline and lifelong learning skills that will benefit the student throughout their life.

*****Students who repeatedly fail to finish assignments in ICU or who do not show up when their name is called, could receive Saturday school and/or ISS and a loss of school privileges.**

POPLAR BLUFF R-I MISSION STATEMENT

Achieving Excellence Through Learning: Every Child, Every Hour, Every Day

SCHOOL PHILOSOPHY

It is our belief that democracy is the only acceptable way of life in America. Our democratic principles are not inherited, but must be learned and earned by each generation in order to experience them to their fullest. Therefore, the role of education is to prepare our youth to preserve democracy as a way of life. It is our intent, through the educational process, to develop respect and love for our country.

The home, church and other environments contribute toward the growth of all individuals. The school has a specific responsibility regarding the direction of that growth. **It is the right and privilege of all children, regardless of race, creed, sex, or social position, to have a free and appropriate education, which addresses the development of their academic, social, physical and emotional needs.**

Attendance Guidelines

The Board of Education will comply with the compulsory school laws for attendance as specified by the State of Missouri.

Regular school attendance is a major criterion in order for students to achieve their maximum potential. Absences will result in the loss of meaningful school experiences. Poor attendance habits formed in early adult life are difficult to overcome later on. All students are expected to be in regular attendance. If it is necessary for a student to be absent from school, the parent/guardian must telephone the school office at **785-5602 by 8:30am**. If that is not possible, a note from the parent/guardian stating the reason for the absence is to be presented to the principal's office upon return to school. Our automated calling system will call any student who is marked with an "A" for the day in our school information system. An "A" refers to absences without any parent communication that day.

Students who miss three (3) consecutive days may request their assignments through the Attendance Office, by calling **785-5602 by 9:00 a.m.** **Students are required to get assignments prior to leaving for any school-approved absences (sports, band, field trips, etc.).** Students are responsible for being prepared for class the day they return.

TRUANCY COURT

The 36th Judicial Circuit Court Juvenile Division has initiated a Truancy Court beginning August 1, 2010 to address the problem of attendance for children with a history of excessive absenteeism. The Poplar Bluff R-I School District is fully participating in Truancy Court and will be making referrals to the Butler/Ripley County Juvenile Office of those students who violate the attendance policy.

STUDENT ATTENDANCE

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

EDUCATIONAL NEGLECT

Every parent/legal guardian of a child between the ages of seven and seventeen years is responsible for enrolling the child in a program of academic instruction as per Public School Law of Missouri, 167.031 RSMo. Nonattendance by a student shall cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.

RESPONSIBILITY

The student and/or parent/legal guardian must provide professional documentation to verify any absence from school, except for those absences verified by the building principal. This verification must be turned in to the office no later than the fifth (5th) day that the student returns to school.

POLICY

STUDENT ABSENCES AND EXCUSES *(Grades K–8)*

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Attendance Standards

The following absences will be excused. Documentation must be provided as indicated **within three days after the student returns to school.**

1. Medical appointments: with written appointment confirmation by medical provider.
2. Funeral: The principal may require a program or other evidence of attendance as additional verification.
3. Religious observances, with written excuse from the parent.
4. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, With written documentation from the court.
5. Out-of-School suspension.
6. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations

ATTENDANCE VIOLATIONS

Grades K– 8

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows,:

More than 12 absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion. **Summer school placement will be determined by the following guidelines.**

Verified or Unverified Absences	Consequence
12 days	Principal discretion of mandatory summer school attendance and length of time based on student's individual academic needs.
15-19 days OR 89-87% overall attendance	Mandatory Two weeks of summer school. <i>Administrative discretion will be used if the student is</i>

	<i>in good academic standing.</i>
20-24 days OR 87-85 % overall attendance	Mandatory Full summer school term. <i>Administrative discretion will be used if a student is in good academic standing.</i>
25 or more days OR less than 85% overall attendance	Mandatory Full summer school term and possible retention in current grade.

ABSENT WORK

Absence consists of any time period in which the student is not in a classroom setting. Make-up work is encouraged for all absences to maintain the continuity of education. • One day for make-up work will be permitted for each day of absence (i.e., for 3 days of absence, the student will have 3 days to make up the work). It is the responsibility of the student to get and return all make-up work to each teacher.

• Students suspended from school will have the opportunity to complete assignments/ projects missed during the suspension. Students suspended beyond the 15-day allowance may not receive credit for assignments/tests during the suspension.

ABSENT ON DAY OF ACTIVITIES

Students who are absent from school on the day of a social activity, athletic contest or any other school-sponsored activity, or students who are absent on a Friday (or last day of the school week) before a weekend social activity, athletic contest, or any other school-sponsored activity will not be allowed to attend that activity during that school day, evening, or weekend unless previous arrangements are made with the principal.

TRANSFER STUDENTS

For students transferring into the Poplar Bluff R-I School District, attendance policies from previous schools can be honored. (See district policy JECC)

TRUANCY COURT

The 36th Judicial Circuit Court Juvenile Division initiated a Truancy Court beginning August 1, 2010 to address the problem of attendance for children with a history of excessive absenteeism. The Poplar Bluff R-I School District is fully participating in this Truancy Court and will be making referrals to the Butler/Ripley County Juvenile Office of those students who violate the attendance policy. (See Board Policy JED and JHG)

EDUCATIONAL NEGLECT

Every parent/legal guardian of a child between the ages of seven and sixteen years is responsible for enrolling the child in a program of academic instruction as per Public School Law of Missouri, 167.031 RSMO. Nonattendance by a student shall cause the parent/legal guardian to be in violation of the

provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Grades 4–8

The school may implement any of the consequences and interventions outlined above for students in grades **four** through eight. Because students in grades **four** through eight are expected to take more responsibility for their actions, students will be included in conferences and interventions.—**The District also recognizes that teaching positive habits begins with responsibility and accountability, therefore, students in grades four through eight are also subject to consequences related to prompt attendance to school and to class.**

Tardies

Tardiness to class will be counted on a semester basis. Each student will be allowed five per semester. The sixth and following tardy will result in an office referral. Referrals for tardiness, which are sent to the office, will accumulate per student, not per class. Students must be in the room before the bell rings.

Late To School

Students who are late to school are required to check-in at the Attendance Desk as soon as they arrive on campus. Students must be signed in on an appropriate list and will be given a tardy admission slip to class. Students arriving late to school will be given an unexcused tardy unless verified with a professional excuse (such as doctor, dentist) or through a principal.

Intervention and Engagement Strategies

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee will:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

Building-level administrators and staff may:

1. Contact the family any time a student is absent.
2. Post daily attendance in a prominent place by number, percentage and fraction so students and staff can monitor attendance levels. Individual student attendance information will not be publicly posted.
3. Provide **incentives and/or rewards for consistent attendance.**
4. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.

5. Assign students to tutoring outside of the regular academic day.
6. Provide access to behavioral counseling, including information about community resources.
7. Facilitate family counseling sessions focusing on the power of the family to provide solutions.
8. Conduct in-home visits.

Evaluation

Principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations will include:

1. A summary of which strategies are being implemented.
2. The number of participants.
3. Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.
6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions.

Strategies found to be ineffective will be modified or replaced. The principal will provide evaluation information to the superintendent.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Loss of Rewards/Incentives due to Lack of Attendance

Students who fall below 90% attendance at any time will not be allowed to participate in any school field trips or incentive parties.

Attendance Makeup Hours

Students may be required to attend Saturday School in order to make up attendance hours that count toward a summer school placement. Parents can also request this from administration as well at any time.

Perfect Attendance Rewards

For attendance incentives (MAP attendance, Perfect attendance for the year, etc...), only students with perfect attendance will qualify. This is for the purpose of the incentive. Doctor's appointments, illnesses, etc.... Will count against the perfect attendance incentives.

HOMEBOUND INSTRUCTION

Homebound teaching is provided for students whose illness necessitates an absence of ten (10) or more consecutive school days. This is provided upon request of the student/parent/legal guardian with approval from that student's physician.

MOCAP

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in policy IGCD. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying

LEAVING OR CHECKING OUT OF SCHOOL

Under no circumstances are students to leave the campus, other than regularly scheduled times, without checking out through the attendance office. In order for a child to check out of school for any reason throughout the day, a parent/legal guardian must come in and sign the child out. If a parent is unable to come into the office due to health issues, we will walk the child to the vehicle, make sure of the parent/legal guardian's identity and have them sign. If this is the case, the parent/legal guardian may call 573-785-5602 to arrange this checkout. Upon returning to school, the student is required to check back in through the attendance office. If a student becomes ill during the day, the nurse or office personnel must be contacted for permission to check out. Students must check out through the attendance office. Students should not stay in the restroom unattended when they are ill. If a student is unable to come to the office, she or he should send another student to tell a teacher, or have someone report the condition immediately. Failure to contact the attendance office or nurse may result in truancy.

TARDY POLICY AND PROCEDURES

The tardy policy is as follows:

Tardiness to class or school is counted on a semester basis. Each student will be allowed four tardies per class per semester. The fifth and following tardies will result in an office referral. **Referrals for tardies accumulate per student, per class.**

❖ **Consequences for Tardies (cumulative) could result in the following actions:**

- **5 tardies = 1 Detention**
- **6-10- 2 detentions**
- **10+= 3 detentions**
- **20+= ISS for 3 days and possible referral to truancy court, loss of event privileges**

****After school detentions will be held on Tuesdays and Thursdays and will begin at 3:00 p.m. Students are responsible for their own transportation home. Dismissal is 4:00 PM.**

LATE TO SCHOOL PROCEDURES

Morning detentions are primarily used for Late to School offenses. This is in direct substitution to ISS options that further remove students from instruction.

- 1st Offense: **PASS**
- 2nd Offense: **PASS**
- 3rd Offense: **PASS**
- 4th Offense: Morning Detention (M-F 6:30 to 7:30 AM) or Saturday School (8-12).
- 5th Offense: Morning Detention (M-F 6:30 to 7:30 AM) or Saturday School (8-12).
- 6th Offense: Morning Detention (M-F 6:30 to 7:30 AM) or Saturday School (8-12) **with day of ISS.**
- 7th Offense Onward: Morning Detention (T,W,or Th- 6:30 to 7:30 AM) or Saturday School (8-12) with day of ISS
- 8 + - ISS, Saturday School, Out of school suspension or referral to truancy court possible.

- ❖ Students must attend assigned detention unless they have a verified excuse or there is an emergency. If there is no verified excuse given or parent contact made through the school, the student will be placed in ISS. Detention takes precedence over any extracurricular activity.

TRUANCY

A student who is truant will be subject to disciplinary consequences. Truancy includes:

- ❖ A student with more than four days of unexcused absences
- ❖ Leaving school during school hours without checking out through the office
- ❖ Student calling home without permission from the office
- ❖ Skipping class (including lunch)
- ❖ Truancy for part or all of a school day. Also, students may be considered truant if they have excessive unjustifiable absences, even with the consent of the parent/guardian
- ❖ Forged or falsified notes

WITHDRAWAL FROM SCHOOL

Any student who is withdrawing from school must have his or her parent/guardian come in and make the necessary arrangements. A withdrawal slip must be obtained and carried to all teachers for clearance, grades, and signature of the teacher. All teachers, the librarian, cafeteria manager, help-desk instructor, and the principal must sign the slip. Any damaged or not returned school items must be paid for at the time of withdrawal.

GENERAL INFORMATION

ASSEMBLIES

Motivational and educational assemblies are held throughout the year. Students are asked to be courteous to speakers and behave in a mannerly way. Disrespect will not be tolerated during an assembly. Teachers will accompany their classes to the gym/stadium and sit with them in an assigned area. Students are to sit with their team, unless otherwise instructed, and remain quiet until their teacher or administrator dismisses them back to class. **Students who choose not to cooperate may lose the privilege to attend future assemblies and may have further consequences as well. Students with missing assignments may be sent to ICU during assembly time to complete work.**

BOOKS

If a student is issued a textbook, it is free of charge. Books are the student's responsibility. Students are responsible for reimbursement to the district for damaged or lost books. If the books are recovered, the money will be refunded to the student. Lost books two or fewer years old will be charged at replacement cost. Older lost books will be charged at 75% of the replacement cost. Ten dollars (\$10.00) is the minimum charge for any damage to a book. Severely damaged and irreparable books will be charged at lost book prices. Parents/guardians must arrange for payment of lost or damaged books before a student may be issued a replacement book. This includes library books as well.

BUS INFORMATION

Students who need to ride another bus must request a bus pass from the principal's office if they have permission from the parent/guardian. Parental permission must be in writing and state the reason for the bus pass request. Students are to ride their assigned bus only, unless a bus pass has been issued by the principal's office.

CLOSED CAMPUS

Students are not to enter unsupervised classrooms or other areas of the school. For the students' protection, the campus is closed. No student may leave the campus at any time after arriving at school until school dismisses for the day unless they are properly checked out through the attendance office. Junior High students should not be on campuses of other schools in the district during school hours, except to change buses. In order to maintain a sound educational atmosphere, student visitors are not permitted. Principal discretion will apply in cases of private school students/home school students considering attending Junior High.

VISITORS

Visitors must check in with the office. Upon checking in, visitors will receive and wear a guest pass if they plan on staying in the building.

CONDUCT AND CHARACTER GUIDELINES

Our AGREEMENT OF BEHAVIOR at PBJHS is the Social Contract. Each class will develop a social contract and students and teachers will follow this contract in the classroom, the hallway, the lunchroom, in assemblies, after school events; in general, we will strive to follow it everywhere. Here are a few things we want to have in order to be good citizens:

- ❖ Courtesy and respect must be shown for others; students and teachers.
- ❖ Name-calling, bullying, intimidating, put-downs, etc. is forbidden.
- ❖ Refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
- ❖ Off-task behavior is detrimental to the educational process.
- ❖ Good citizens are putting forth effort in class to do the best they can.
- ❖ We expect students to be listeners in the classroom; and when students speak, we will listen as well.
- ❖ Public displays of affection (PDA) are considered inappropriate and are not permitted at school. Examples of PDA include holding hands, hugging, kissing, etc.

EARLY ARRIVAL

Teachers are not on duty prior to 6:50 a.m., therefore students should not arrive prior to that time. School bus drop-off will not begin before 6:50 a.m. Students arriving before 7:30 a.m. will have limited access to the building. Students will enter the building through the gym only. Once students are inside the building, they are not permitted to go outside without permission. On most days students will be seated in the gym. Girls will sit on the east side of the gym; boys on the west. Students are to be seated and be reasonably quiet. Students eating breakfast should report to the cafeteria immediately upon arrival. After breakfast, students should report to the assigned gym bleachers. Band, tutoring and library attendance will be handled on an individual basis by the teachers on duty.

FINAL EXAMS

Final exams may be given during the last three (3) days of each semester, according to the school calendar. These dates will only be adjusted because of inclement weather or school board decisions. All students are required to take a final exam when assigned in each class. Students who are not present for finals may receive a grade of zero (0). Illness or special circumstances must be validated through the office before exams may be rescheduled. **PRE-ARRANGED ABSENCES DURING FINALS MUST BE MADE WITH EITHER PRINCIPAL NO LATER THAN ONE WEEK BEFORE THE EXAM.** Requests must be made in writing. Students who are absent before finals will be expected to take the final at the appropriate time. Make-up tests will be arranged through the individual teacher. No finals will be given after the semester is over. Semester exams will count for 10% of the semester grade.

GRADES/REPORT CARDS (Quarter-Mid-term)

The school year is divided into four quarters. Mid-term progress reports are sent home with student's mid-way through each quarter and report cards are sent home at the end of each quarter. Parents are encouraged to discuss these with their child. **Most report cards will be emailed to a parent/guardian for each grading period. For those parents who do not have email, we will gladly mail hard copies to your home.**

GRADE SCALE

The following grade scale is required in all classes:

A	100-96	B+	C+	D+	F 59 or less
		89-87	79-77	69-67	
A-	95-90	B 86-83	C 76-73	D 66-63	
		B-	C-	D-	
		82-80	72-70	62-60	

GUIDANCE AND COUNSELING

Poplar Bluff Jr. High has two counselors. The counselors will assist the students by arranging class schedules, and meeting with students as needed. The counselors are available throughout the day. Students must have permission from the classroom teacher to visit the counselor during instructional time. Schedule changes are discouraged after the beginning of the school year. Students should carefully consider their elective options when scheduling during the spring so schedule changes are not necessary. **If a student desires a schedule change, a conference may be held with the student, parent, teacher of the class the student wants to drop, counselor and administrator.**

Parents who wish to arrange conferences with teachers at times other than parent/teacher conferences in October are encouraged to call the **guidance office at 785-5602.**

HONOR ROLL

The Honor Roll is designed to honor those students who have achieved superior academic & behavioral standing. The standard for the "B" Honor Roll will be a grade point average of 8.0-9.999. The standard for the "A" Honor Roll will be a grade point average of 10.0 or above. The Honor Roll will be computed each quarter. Students must be on the A Honor Roll all four quarters to receive the end-of-the-year Honor Roll Award.

INCLEMENT WEATHER

Should it become necessary to dismiss school early for inclement weather or other perils, the initial announcement will come via the superintendent by our School Messenger system. Also, the announcement will be carried over the local radio and television stations. Students should discuss in advance with parents what to do if early dismissal occurs.

Mark Twain Campus

The Mark Twain Campus is a potential intervention for 7th and 8th grade students who need additional academic assistance in core academic subjects. Students are enrolled in computer-based programs for the year. Students are selected by teachers, counselors, and administrators based on need. Parents and students play an active role in the decision making process before placement is accepted.

Credit Recovery

In an effort to provide another intervention for struggling students, a credit recovery course may be offered. Students who have failed three or more core classes, may be enrolled full time in credit recovery during the course of the school year.

LOCKERS

In an effort to improve student safety and the school environment, student lockers will NOT be used. Poplar Bluff R-1 is a one-to-one school district from grades 7-12. Students will not be issued textbooks to take home. However, textbooks are still a valuable tool in the classroom. It is our experience that not using lockers has produced many positive changes.

LOST AND FOUND

Found articles should be turned in to the Attendance Office. Periodically throughout the year any articles not claimed will be sent to local charities. Students will be informed of this coming event prior to taking items to local charities. We will have a designated area for these items to be placed where students may view them with supervision.

PARENT/TEACHER CONFERENCES

Parents are encouraged to contact teachers during the teacher's preparation periods by calling 785-5602, Parents may schedule conferences with teachers. The district will also schedule Parent/Teacher conferences. Parents are encouraged to attend.

RETENTION

Any student who receives three or more total semester F's may be retained in his/her grade level. Administration will make the final determination.

Retention Due To Grades::

With three or more total semester F's, a student may have mandatory **summer school for the full term**. Also, with three or more semester F's, a student may be retained in their current grade.

CELL PHONE/TELEPHONE USE

Only in an emergency should a student be called from class to take personal phone calls. STUDENTS ARE NOT PERMITTED TO CHECK THEMSELVES OUT OF SCHOOL BY CALLING PARENTS TO COME TO SCHOOL TO PICK THEM UP. IF THIS OCCURS, THESE ABSENCES WILL BE CONSIDERED UNEXCUSED. We would appreciate it if parents would limit their calls and messages to students. Each call means an interruption to an entire class to deliver a message. Please take care of making arrangements for appointments, pickup, etc. before school. We will use our discretion in delivering messages.

IN THE ERA OF Instant COMMUNICATION, we would still appreciate parents calling the school if you have a message for your child.

If a student has a cell phone at school, it should be off and in their backpack. If parents do call and leave a message, students will see it after school. The use of cell phones and other electronic devices is banned during the instructional day. If a student has their phone out texting, calling, or any other reason, disciplinary action will occur. **If a student refuses to give their phone to school personnel when asked to do so, disciplinary action will be taken.**

HEALTH & WELLNESS

HEALTH PROBLEMS

It is very important that the nurse be well informed of any health problems that a student may have. A student Health Inventory sheet describing all health problems and medications taken at home and school is to be filled out at the beginning of every school year and updated throughout the year as changes occur. The school nurse conducts routine screenings on an annual basis. These include vision, hearing, scoliosis, height and weight, and any new problems that may come available.

ALLERGY PREVENTION AND RESPONSE

Severe allergies can be extremely dangerous. If a student has a known severe allergy and takes any type of medication like Benadryl or an Epipen, a parent MUST contact the school nurse and supply the needed medication to be left at school. Doctor's orders or pharmacy labels will be accepted as guidelines for these medications. The nurse will compile a specific plan for that student based on the physician's orders and the family's requests.

Our District takes student allergies very seriously. Every effort will be made to help prevent serious allergic reactions from occurring when possible. In the event of a serious reaction, a plan is in place that includes the Doctor's standing orders. A complete policy and plan are available upon request.

HEAD LICE

Any student found to have evidence of pediculosis infestation (lice or nits) will be excluded from school attendance until a pediculicide has been applied and all lice and nits have been removed. The student will be examined upon returning to school to ensure that all lice and nits have been removed. The student will be reexamined in ten (10) days to determine if he or she remains free of infestation. Attendance policy for students excluded from school for pediculosis is as follows:

- ❖ The attendance policy for students excluded from school for pediculosis –For each unique instance of documented lice or nits, the student will have a maximum of two consecutive excused absences to remedy the infestation. Additional absences for the originating incident shall be considered unexcused until such time as the student is verified as both lice and nit free by designated school staff personnel.

IMMUNIZATIONS

School immunization laws in Missouri require all school children from kindergarten through grade 12 to be properly immunized. All students must present proof of compliance with the immunization rule prior to enrollment. This applies to all students, including transfer students. A complete record of all past immunizations is required for enrollment. Parents must contact their physician or clinic to provide this information. Exact dates for all immunizations are required. A photocopy will be taken of the immunization record and placed in the health record. Students whose immunizations are deficient or who are unable to present proof of immunizations will not be permitted to enroll in or attend school. Religious and medical exemptions will be permitted. If the student requires an immunization exemption; forms are available in the nurse's office. Please contact the nurse for questions regarding High School student immunization requirements (Board Policy 2850).

ORAL MEDICATION POLICY

❖ Prescription Medicine:

- The district will not administer the first dose of any medication. The physician will provide a written request that the student be given medication during school hours. The pharmacy label on the container will be considered the physician's written request. The medication must be supplied in a properly labeled container from the pharmacy that includes specific times the medication is to be given as well as any storage information. **MEDICINE CANNOT BE TRANSPORTED ON THE BUS.** Parents must pick up any remaining medication.

❖ Over the Counter Medication:

- The nurse will give no over the counter medication such as Tylenol, Ibuprofen, or cough syrup, without a Doctor's order. Over the Counter forms are available in the nurse's office. The form must be signed yearly and parents must supply the medication.
- **Students will NOT be allowed to carry their own medication with the exception of life saving medications such as inhalers or Epi Pens, for which a doctor's statement is required. The form is available in the nurse's office and must be renewed annually.**
- Under no circumstances is a student to bring unmarked medication to school. Students must take all medication directly to the nurse. All daily medication will be left in the nurse's office.

- ❖ **ANY STUDENT IN POSSESSION OF PRESCRIPTION OR OTC medication on their person, is in violation of the drug policy and will be suspended per board policy.**

SCHOOL NURSE

A fully trained nurse or health aide will be at Poplar Bluff Junior High. A student must have a hall pass from a teacher before visiting the nurse unless an emergency situation exists. It is the responsibility of the parent /guardian:

- ❖ To provide correct phone numbers (home and work) in case of illness or emergency
- ❖ To provide transportation home for students who are ill

A bed is provided for students who are ill, until the parent can provide transportation to the home, clinic, or hospital.

NO STUDENT WILL BE ALLOWED TO CALL HOME, WITHOUT NURSE'S PERMISSION, WHEN SICK. Students who do so WILL RESULT IN AN UNEXCUSED ABSENCE FOR THE REMAINDER OF THE SCHOOL DAY. Students going home sick without the nurse or principal's permission will result in an unexcused absence for the remainder of the school day. IF THE SCHOOL NURSE IS UNAVAILABLE, STUDENTS ARE TO GO TO THE ATTENDANCE OFFICE FOR TREATMENT.

RULES, PROCEDURES, AND DISCIPLINE

AUTHORITY OF ADULT SCHOOL EMPLOYEES

We believe that every adult in our school is a leader of students. Every adult job/position at PBJHS directly or indirectly impacts student achievement. Therefore, all adult employees of your school are in charge of your welfare, safety, and education. In order to fulfill these responsibilities, they have certain authority to correct students when the need arises. If an adult employee corrects you, you are expected to accept the correction. This applies to all adult employees at PBJHS.

BUILDING AND GROUNDS

This is YOUR Junior High School! Please help keep the campus clean. Any items such as paper, cups, and/or cans should be picked up and placed in receptacles. Do not write on walls, desks, etc. Students should report such actions to a teacher or to the office. Students will be liable for the destruction or abuse of school property. Please use sidewalks rather than grass.

BUS INFORMATION

Conduct guidelines for classroom and school behavior apply to buses. Any student receiving a bus ticket may be suspended from the bus. Subsequent tickets may result in long-term or permanent bus suspensions. Students who need to ride another bus must obtain a bus pass from the principal's office.

Riding the school bus is a privilege, not a right. Students are asked to adhere to the following rules to maintain their bus riding privileges:

- ❖ The driver is in charge. Students are to obey the instructions of the driver.
- ❖ Students follow directions from the driver when crossing the street to board or leave the bus.
- ❖ Classroom conduct is to be observed by students while riding the bus. Students should be orderly enough not to distract the driver.
- ❖ Students should go directly to their seats and remain seated while the bus is in motion.
- ❖ Students should keep their head, hands, and feet inside the bus and keep hands and feet off other students.
- ❖ Students should neither purposely or carelessly damage the bus.
- ❖ Students should not throw objects in the bus or out the window.
- ❖ Students should not stand in the roadway while waiting on the bus.
- ❖ Tobacco or alcohol products are prohibited on the bus.
- ❖ **Disruptive students reported by the driver to the principal may be suspended from riding the bus.**

CAFETERIA EXPECTATIONS

Students are required to remain in the cafeteria during their lunch period. As in a regular class, students are expected to arrive on time and may not leave the cafeteria without permission. Breakfast and lunch may be purchased in the cafeteria or students may bring theirs from home. Cutting line is prohibited at all times. Students may not take food or drinks out of the cafeteria. Drinks with a lid that closes may be taken out of the cafeteria. When finished eating, remove all trash

and place it in the trash cans provided. Failure to clean-up your area may result in disciplinary actions.

- ❖ Students must enter the cafeteria from the northwest stairwell (by the attendance office). Students are to leave the cafeteria by the northeast stairwell (by the nurse's office).
- ❖ Keep voices at a low conversational level at all times
- ❖ Courtesy and Cooperation are essential
- ❖ Permission to leave the cafeteria must be obtained
- ❖ Permission to eat in the outdoor area may be granted by a duty teacher
- ❖ No sodas are allowed in the cafeteria at any time

CELL PHONES and ELECTRONIC DEVICES

Cell phones cause numerous disruptions (ringing/vibrating in class, constant text messaging, etc.) within the classroom which disrupts the educational process and quality of education for your child. Cell phones have been used to bully, harass, spread false information, threats, intimidations, forgery, cheating, "sexting", and other forms of inappropriate and illegal behavior. For these reasons, cell phones are expected to be off and stored away at all times. **Parents needing to contact their child should do so by calling the office rather than texting or calling the student's cell phone.**

All electronic devices such as tablets, iPads, smart watches, smart electronics, iPods, MP3 players, video game devices, etc. are prohibited unless special arrangements have been made with a teacher. Headphones may only be used in the classroom with the teacher's permission.

- ❖ **Consequences for violations with cell phones or electronic devices are as follows:**
 - **1st Offense:** Student can pick up at end of the day in the Attendance Office
 - **2nd Offense:** Parents must pick up items and before school or after school detention will be assigned
 - **Third Offense:** 1 day ISS, and parent must pick up the phone.
 - **Fourth Offense:** 2 days ISS and parent must pick up the phone.
 - **Fifth Offense:** 3 days ISS. Parent must pick up the phone.
 - **Sixth Offense:** 3 days O.S.S. Parent must pick up the phone.

***If a cell phone is used in an inappropriate manner (ex: bullying on social media during school hours, harassment, videoing or sharing fights), more severe consequences may be necessary (such as in school suspension, out of school suspension, or expulsion). If a student refuses to give their phone to school personnel when asked to do so, disciplinary action will be taken.**

Statement of Academic Honesty

Academic honesty is a necessary characteristic of all students in the Poplar Bluff Public School System. Academic dishonesty is not acceptable behavior.

Academic dishonesty includes the following:

- ❖ Any action involving cheating or deception done to improve a student's grade and any action that aids another student in committing an act of academic dishonesty.
- ❖ Some examples of academic dishonesty are as follows:
 - copying test or homework answers, copying written material and presenting it as one's own
 - Allowing another student to copy one's work.
 - Opening a tab on the computer to "Google" the answer during an assessment
 - Screenshotting the assessment to share with others

Students involved in cheating on tests, homework assignments, research papers, etc. will be penalized. A portion of the penalty will include a zero for the project with no opportunity for making up the work. The teacher will make personal contact with the parents.

DANCES / JR. HIGH SPONSORED EVENTS

Throughout the year students will have an opportunity to attend several dances and extra-curricular activities. In order to attend these, students must not have received **any F's on the most recent grading** period preceding the activity. Students must also not have **more than 5 cumulative office referrals or be in violation of the attendance policy**. If a student is suspended or in ISS at the time of the activity, those students are not eligible to attend. Severe discipline infractions may cause loss of dance privilege regardless of the number of referrals. **A no go list will be emailed to students prior to the dance. This list is updated every grading period.** At times special t-shirts may be purchased to wear to the activities. If a student ends up not being able to attend the activity for any reason, refunds will not be given.

Dances/Jr. High-sponsored Events: Student dress at these events must adhere to the above standards.

STUDENT DRESS FOR ACTIVITIES MUST BE AGE, EVENT, and SEASON-APPROPRIATE. FORMAL WEAR WILL NOT BE ALLOWED. Inappropriate items INCLUDE but ARE NOT LIMITED TO:

- ❖ strapless dresses (Neck-to-shoulder coverage is required, unless a jacket or sweater constructed of opaque fabric is worn over the dress.)
- ❖ low-backed dresses, scoop neck or low-fronted dresses
- ❖ Tuxedos
- ❖ Other attire deemed inappropriate by staff.

FIGHTING / PHYSICAL VIOLENCE

Any student planning, participating in, or causing a fight or act of physical violence **may be suspended from school for a minimum of five days, with a possible referral to the superintendent for long-term suspension; law enforcement officials may be notified. This does include body boxing incidents.**

Principals will strive to make direct contact with the parent/guardian of any student who is involved in a fight, who assaults another student, or who is the

victim of an assault. **Assaults and severe fights could result in a referral to the juvenile office, and a parent would pick up their child at the juvenile office.**

FOOD

Gum, candy, and sodas are permitted at teacher discretion only. You must have a teacher's permission before these items are allowed in the classroom. No open containers are permitted in the hallways at any time. Students may use soda machines ONLY with teacher permission during designated times. After school, machines may not be used until after 3:00 p.m., and only by students participating in after-school sports or activities, WITH sponsor permission.

FUNDRAISERS / DISTRIBUTION OF MATERIALS

No items are to be sold at Junior High without the approval of the principal. Under no circumstances may students sell items for non-school organizations. Permission must be obtained from the Principal's Office before distributing materials on campus.

HALL TRAFFIC

Students are given four minutes between classes to take care of restrooms/drinks. Passing time needs to be used wisely and not abused. To avoid congestion in the halls, students must keep to the right side of the hall during passing time and move on quickly and orderly. Students are not to run, scuffle, talk loudly, scream, whistle, or stand in groups. Students may not drop their books in class and then "roam" the halls. Once a student enters the classroom, they need to remain there. A student in the hall during class must have a pass from the teacher. Students without a proper pass will be sent back to class immediately. **Students are given 5 hall passes per quarter to use.**

HARASSMENT

Any student engaged in harassment (as defined by Board policy), whether verbal, physical or cyber, may be assigned to in-school suspension with parent conference, or possible out-of-school suspension. Repeat offenders will be suspended from school (see back of handbook for board policy).

INTERNET

All students must sign the internet usage agreement prior to receiving their Chromebooks. Irresponsible use of the Chromebook will result in disciplinary action. Students may lose the privilege of classroom use altogether.

STUDENT DRESS GUIDELINES

BOARD POLICY: ANY CLOTHING OR ACCESSORIES THAT PROMOTE, MAY BE ASSOCIATED WITH, OR ADVERTISE ALCOHOL, TOBACCO, ILLEGAL DRUGS, OR GANGS WILL NOT BE ALLOWED ON CAMPUS OR DURING ANY SCHOOL-SPONSORED ACTIVITIES. THIS INCLUDES TOBACCO, ALCOHOL, OR DRUG-RELATED SYMBOLS.

- ❖ Hats, hoods, sunglasses and bandana print may not be worn in school buildings during the school day. Face and ears must be uncovered at all times.
- ❖ Shirts should meet the following criteria (above the third grade):
 - All garments must cover the stomach, chest, back and undergarments in a standing or seated position.
 - All tops must meet a minimum of 2 finger width of shoulder coverage.
- ❖ Shorts/skorts, skirts, and dresses should meet the following criteria:
 - Shorts/pants/skirts/leggings must adequately cover private parts of the body and undergarments.
- ❖ No undergarments shall be permitted to be seen or displayed.
- ❖ No clothing or other objects will be permitted that is distracting or has obscene or suggestive words, phrases, or pictures. Clothing promoting or depicting illegal substances, alcohol, or tobacco will not be allowed.
- ❖ Must be worn at all times and must have a hard soled shoe
- ❖ Accessories- Items Not Allowed:
 - Blankets
 - Robes
 - Spiked/Dangerous Jewelry
 - Items that could cause danger to other students or affect the safety of other students.

For safety reasons, teachers and coaches may require head coverings, coveralls, or other safety devices. Coaches, sponsors, or teachers may set more rigid standards for grooming in their courses or extracurricular activities. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

In All Cases, the final decision may be made by the administration

Restroom Etiquette

Any student who is found in a bathroom stall with another student will be subject to disciplinary action which may include ISS, OSS or detention.

THEFT

Any student who takes anything or is in possession of anything that does not belong to him or her may be charged with theft, and a police report may be filed. Restitution to the party will be made, the student may be charged with the theft, and

may be suspended or referred to the Juvenile Office.

THREATS

There will be no tolerance of threats to others. Disciplinary action may occur.

TOBACCO POSSESSION OR USE

Tobacco - Possession/use of any tobacco products in or on school district property. In policy, **"Therefore, the use of tobacco products and substances appearing to be tobacco products including electronic cigarettes, lighters, vapes, and paraphernalia shall be prohibited on district property."**

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

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

Vaping

Vaping- Possession/Use/Distribution of any vaping products in or on school district property is prohibited.

Possession

First Offense: 3 Days ISS

Subsequent Offenses: ISS or suspension

Usage (on campus)- Students are caught using the vaping devices/paraphernalia on campus (vaping in bathrooms, classrooms etc..)

First Offense: 3 days OSS

Second Offense: 5 Days OSS

Subsequent Offenses: OSS or expulsion

Paraphernalia

First Offense: 3 Days ISS

Subsequent Offenses: ISS or Suspension

Distribution

First Offense: 3 Days ISS

Subsequent Offenses: ISS or Suspension

VANDALISM

Students participating in destruction of property may be liable for damages; other consequences may apply, including suspension and law enforcement notification.

WEAPONS

All types of weapons are strictly forbidden at Junior High. A junior high school student who is found to have brought or to have been in possession of a firearm or replica of a firearm will be expelled from the district. A junior high student who is found to have brought or to have been in possession of a dangerous weapon other than a firearm or replica of a firearm, or to have used a weapon to inflict bodily harm or to place a person or persons in fear of bodily harm will be subject to disciplinary action up to and include expulsion from the district. The appropriate law enforcement agency will be called any time a student has violated this policy.

Dangerous weapons may include but are not limited to fireworks, firearms, ammunition, explosive devices, knives, razors, karate sticks, nunchakus, "brass" knuckles, clubs, chains, Kung Fu stars, mace, metal knuckles, slingshots, stun-type weapons, and any weapon whose design and intent are to strike the body, such as a police baton, or replicas of such weapons.

POTENTIAL CONSEQUENCES FOR MISCONDUCT

****Students with an excessive amount of office referrals will be subject to extended periods of out of school suspension as the discipline infractions accumulate throughout the school year.**

MORNING AND AFTER-SCHOOL DETENTION

Students may be assigned after-school detention for discipline problems. Students may have a detention reassigned through a parent contact by telephone ONLY with the principal's approval, once per semester. Teachers will make an effort to contact parents/guardians to discuss the disciplinary issue and schedule the detention date.

After-School Detentions will be held on Tuesdays & Thursdays from 3:00--4:00.

Morning Detentions will be held on Monday-Friday from 6:30-7:30

Students must bring any necessary materials to work on assignments.

- ❖ Students must report to detention on time or expect to be considered a "no show".
- ❖ Students are responsible for providing their own transportation after detention.
- ❖ Some reasons for placement in detention are:
 - Breaking established rules;
 - Class disturbance;
 - Loitering in halls.
- ❖ Students must attend assigned detention unless they have a verified excuse or there is an emergency. If there is no verified excuse given or parent contact made through the school, the student will be placed in ISS. Detention takes precedence over any extracurricular activity.

CORPORAL PUNISHMENT

It will be the prerogative of the Poplar Bluff R-I School District to use corporal punishment as a discipline tool. Corporal punishment may be used upon a student if such punishment is necessary to maintain order and discipline in the school; such punishment must be reasonable and proper under all the conditions and circumstances existing; it must not be excessive, cruel, unusual, or malicious.

(Opinion of Attorney General, No. 85, Stevens, June 14, 1955, Section 171.01 1 of the PUBLIC SCHOOL LAWS OF MISSOURI.)

CORPORAL PUNISHMENT GUIDELINES

We do not use corporal punishment as a routine discipline measure. In the rare instance it is used, all corporal punishment will be administered by a building administrator and witnessed by administration or certified staff. In grades 7-8, if a pupil should refuse to submit to corporal punishment, he or she will be suspended up to ten (10) days. A conference between the parent or guardian and the principal may be required in order for the pupil to be reinstated in school. NOTIFICATION: Every attempt will be made to notify a parent or guardian the first time a student is to receive corporal punishment. Written notification may be mailed for each following incident. The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district.

MISSED DETENTIONS

Any student who misses a detention will receive up to 2 swats/suspension/Saturday School/ISS. The only exceptions will be:

- ❖ Absences on the day of the detention (within attendance policy limits), which will result in automatic rescheduling of the detention for the next detention date;
- ❖ Parent request for rescheduling IN ADVANCE (once per semester only); or by teacher request.

ISS

Students may be assigned to ISS, an in-school suspension program, depending on the severity of the offense. Students in ISS are counted present and are allowed to do their assignments for grades. Misbehavior in ISS may result in out-of-school suspension. **There are no cell phones allowed in ISS. All students will be required to put their phone in a locked cell phone locker in the office. They may pick it up at the end of the day. Students who refuse to do this will be suspended.**

SATURDAY SCHOOL

Any student missing an assigned Saturday School for the first time in a semester may receive 2 swat's or 1 day suspension and also for every time missed up to the third time; on the third missed the student will BE OUT-OF-SCHOOL SUSPENDED for three(3) days. The only exceptions will be as follows:

Professional verification for the Saturday assigned; Verified Friday absence; Illness or emergency, with parent notification to attendance office by 9:00 a.m. on the following Monday, **ONE TIME PER SEMESTER.**

- ❖ In these instances, the Saturday School will be reassigned for the next Saturday. Parent requests for rescheduling will be considered, ONE TIME PER SEMESTER, provided that the request is made BEFORE the assigned Saturday.
- ❖ The time for Saturday School is from 8:00 to 12:00 Saturday morning.
- ❖ It is the student's responsibility to notify parents of assigned Saturday School.
- ❖ Students must bring paper and pencil, homework, and/or reading material for the four (4) hours they will serve, or the duty teacher will assign work.
- ❖ Early release will not be permitted.
- ❖ Students must leave the campus immediately at 12:00 p.m. Police may be

- called to pick up students who have not left the campus by 12:15 p.m.
- ❖ When a student misses an assigned Saturday School due to illness, parents must notify the office by 9:00 a.m. on the following Monday.

SUSPENSION FROM SCHOOL AND ACTIVITIES

The Poplar Bluff R-I School District intends to maintain the highest level of student body behavior. Student behavior that interrupts the educational learning process will be referred to the administration. Students that require disciplinary action may be suspended from school, school programs, or school activities. **SUSPENSION MEANS A STUDENT MAY NOT PARTICIPATE IN ANY SCHOOL FUNCTIONS DURING SUSPENSION TIME.**

Some Offenses That May Result in Suspension:

Continued willful disobedience of school rules; Any student with more than failing grades in a grading period (mid term, quarter, semester); Damaging or defacing school property; Defiance and/or disrespect for teacher authority;

- ❖ Fighting/assault/harassment or physical harm to a student or district employee, or threat thereof;
- ❖ Profanity or improper language;
- ❖ Stealing;
- ❖ Use/Possession/distribution of tobacco products,
- ❖ alcohol,
- ❖ gambling,
- ❖ illegal use/possession/distribution of drugs, etc., on school premises
- ❖ Involvement in an unauthorized organization operating on school property;
- ❖ Possession/use of instruments or devices (or look-alike devices) that may cause harm to other

SCHOOL SAFETY

SAFETY DRILLS: EARTHQUAKE, FIRE, TORNADO and Active Shooter

Students should familiarize themselves with the procedures for these drills. As a safety precaution and in accordance with the Missouri State School Laws, safety drills will be held at various times during the school year. The following directions will be observed:

EARTHQUAKE DRILL: Earthquakes occur without warning and are normally of short duration. Should an earthquake occur, students would drop to their knees, get under their desks as quickly as possible, and cover their heads with their arms. Students will evacuate the building as soon as possible in the same manner as a fire drill.

FIRE DRILL: THE SIGNAL FOR A FIRE DRILL WILL BE the fire alarm beeping. When the signal sounds, the teacher will instruct the students to leave the building in single file following the exit plan posted in the classroom. Upon exiting the building, teachers will lead students to their designated area in the stadium bleachers.

TORNADO DRILL: THE SIGNAL FOR A TORNADO DRILL WILL BE AN INTERMITTENT RINGING OF THE SCHOOL BELL. When the signal sounds, all teachers will move their students from classrooms TO THE FEMA STRUCTURE AS QUICKLY AND QUIETLY AS POSSIBLE! Students are to remain quiet during any drill or crisis situation.

Active Shooter: The signal for an active shooter drill will be an intercom announcement. Depending upon the location given over the intercom, students and teachers will either quickly exit the school and head to the football field or lock doors, barricade the room and hide.

SCHOOL SEARCHES AND INSPECTIONS

To help ensure a safe and healthy environment for learning, the Poplar Bluff R-1 Schools reserves the right to search the person and personal property of any student at any time while on the school premises or en route by school transportation, for illegal and unauthorized drugs, drug paraphernalia, controlled substances, alcoholic beverages, stolen items, and unauthorized weapons. Such searches may include but are not limited to automobiles, lockers, book bags, lunch kits, purses, desks, and other property under the control of the student. Searches and inspections will be performed with concern for the individual's privacy, dignity, and confidentiality. Strip search is expressly forbidden. Illegal substances, drugs, and other prohibited items discovered through these searches and inspections may result in the proper law enforcement authorities being advised and summoned.

REMEMBER: The SAFETY OF ALL STUDENTS IS OUR TOP PRIORITY!

CO-CURRICULAR ACTIVITIES

The Board of Education is concerned about the academic status of our students. In an effort to improve student performance, we will be offering tutoring to any student wishing to take advantage of the service. Any student (grades 7-12) who participates in an extracurricular activity (for example: athletics, band, cheerleading, speech/drama, quiz bowl, etc.) is expected to maintain quality grades. Any student who receives a grade of a "D" or below will be required to attend 1.5 hours of tutoring a week until the next grading period. If the grade has been brought up to a "D+" or higher, the student is no longer required to attend. Grading periods are mid-term and quarter, approximately 4.5 weeks. Any student who has more than two failing grades (F) on his/her quarter report card is ineligible for participation in activities as governed by MSHSAA. Students who receive a 4 or 5 on citizenship during this period may not be allowed to participate in extracurricular activities.

CLUBS & ORGANIZATIONS

- ❖ **FCA:** Fellowship of Christian Athletes is open to all seventh and eighth grade students. The organization meets at 7:10 a.m. each Wednesday and promotes

Christian ideas and beliefs. The club has faculty sponsorship and is directed by student officers.

- ❖ **Gaming Club**– Students interested in playing eSports or other video games can join this club that meets weekly.
- ❖ **STUDENT COUNCIL**: Student Council is a club whose members are elected from advisory classes. Each advisory selects one member and an alternate. They hold monthly meetings and are responsible for the Santa-for-a-Day, Penny War for charity, Mule Mail, and the Winter Holiday Dance. They also meet with the food service throughout the year to provide ideas for improving the lunch program.
- ❖ **JUNIOR BETA CLUB**: This is an honor’s club centered on service learning and developing leadership qualities. The club motto is “Let us lead by serving others

***** Clubs may be added due to student demand and teacher sponsorship**

ATHLETICS AND PHYSICAL EDUCATION

All students are welcome and encouraged to participate in athletic programs. MINIMUM grade requirements are listed at the beginning of this section entitled “Co-Curricular Activities.” We offer the following athletic programs through Junior High: 7th and 8th GRADE FOOTBALL, BOYS & GIRLS BASKETBALL, Boys and Girls Soccer (club sport), GIRLS VOLLEYBALL, BOYS & GIRLS TRACK, AND WRESTLING.

STANDARD PE/CURRICULAR FIELD TRIPS

Standard local field trips are understood and accepted parts of the school day. Permission forms are not necessary to stay with the class on such trips, and participation is dependent on the usual conditions (proper dress code, behavior, doctor’s excuses, etc.).

TUTORING

The service is free, and our teaching staff manages tutoring sessions. Students may sign up in the counseling center.

EXTRACURRICULAR ACTIVITIES TUTORING GUIDELINES

- ❖ Any student involved in extracurricular activities who receives a grade of “D” or below in any course during any grading period (mid-term or quarter) will be required to attend a minimum of 1.5 hours of tutoring per week to maintain eligibility in his/hers program.
- ❖ Any student who receives a “D” or below during a grading period will be required to attend tutoring until the grade is brought up to a “D+” at the next mid-term or quarter grading period.
- ❖ Activity sponsors/coaches will be supplied with copies of their participants’ grades in order to know which student needs tutoring.
- ❖ Each student attending a tutoring session will receive a “Tutoring Attendance Slip.” A student who is mandated to attend tutoring must give these slips to his/hers activity sponsor or coach.

- ❖ Activity sponsor/coaches will be responsible for making sure a student has attended a minimum of 1.5 hours of tutoring each week during the required grading period. (Note: There are enough morning sessions available to ensure that a student who is involved in extracurricular activities will not have miss after-school practices. However, if a student has missed a morning session, he/she may have to attend an afternoon tutoring session in order to comply with the weekly time requirements).
- ❖ **Failure to attend the required number of hours in one week will result in the participant being ineligible for practice, games, or competitions during the next week. A STUDENT CAN BECOME ELIGIBLE FOR PRACTICE, GAMES, OR COMPETITIONS WHEN THE REQUIRED TUTORING TIME FOR THE PREVIOUS WEEK IS COMPLETED. Sponsors or coaches will be responsible for making sure that the student is in compliance with make-up sessions.**
- ❖ NO EXCUSES for missing tutoring sessions will be accepted.
- ❖ This is the minimum requirement for tutoring sessions. Sponsors/coaches may set more stringent requirements.

***** Please refer to specific board policies on the PRB-1 District Website*****
<https://jh.poplarbluffschoools.net/home>



Poplar Bluff R-I School District 2023-2024 Academic Calendar



<p>JULY 2023</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>19 Days</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>4 Independence Day</p> <p>Capturing Kids Hearts</p>	<p>1-3 No School 15 M.L. King Jr.'s Birthday – No School 16-17 Collaboration Day – No Classes</p>	<p>JANUARY 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>17 Days</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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If more hours are missed for weather-related events than have been built into the calendar, the following days will be available as potential make-up days: January 16, 17, February 20 & April 02. Teachers may be required to make up the collaboration day(s) when school is not in session due to weather. This calendar is subject to change by board vote as a result of inclement weather, school activities, or any emergency that may occur.

Board Approved 01-19-2023