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Student Handbook

Poplar Bluff

High School



2023-2024



Dear Students,

Welcome to Poplar Bluff High School! High school is a fun and very important part of a young person's life. I encourage you to take advantage of the many opportunities available here at PBHS. You can become anything you want to be if you set goals and work hard to accomplish those goals. The "Student Handbook" contains important information about our school and our district. Inside the handbook, you will find information regarding high school graduation requirements. You will also find student behavior rules and discipline. Additionally, you will find a school calendar and information about many clubs and organizations on our campus.

You will be more successful at PBHS if you get involved. I encourage you to be a leader, a scholar, an athlete, a cadet, a mathematician or join a club. Stay positive and be kind. Your high school years will fly by, so enjoy your time and make the most of every minute. Be the reason someone smiles. Help others. Be a good citizen. Show others how awesome you are.

Again, welcome to PBHS! I look forward to meeting our new students and seeing those who are returning. Let's have a great year! Go MULES!

Sincerely,

Dr. Valerie Ivy

Dr. Valerie Ivy, Principal

ALMA MATER

*Hail to thee dear PB High
The school we love so dear
We will always love you
Though far away or near.
The colors of maroon and white
Renew our loyalty.
So hail to thee dear PB High*

Our Alma Mater true.

POPLAR BLUFF R-1 SCHOOL DISTRICT

POPLAR BLUFF HIGH SCHOOL

3209 Oak Grove Road · Poplar Bluff, MO 63901 · Butler County

Office Phone:(573) 785-6471 Office Fax:(573)772-4104

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POPLAR BLUFF R-I MISSION STATEMENT (MSBA:AD)

Achieving excellence through learning: every child, every hour, every day.

HANDBOOK POLICY STATEMENT (MSBA:JG)

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

These policies, rules and regulations will apply to all students in attendance and in all district instructional and support programs, as well as at school sponsored activities. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, will also be subject to these policies, rules and regulations. Students who have been charged, convicted or have pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law.

POPLAR BLUFF HIGH SCHOOL PHILOSOPHY OF EDUCATION (See Policy MSBA: AD)

Every successful endeavor starts with a plan; a road map that is referred to often. It's a guide and a framework that reveals the path that must be followed to stay true to what it is the endeavor is trying to achieve. In the case of the Poplar Bluff School District, it is the statement of and adherence to our mission, vision and goals. These words are not just words. They give all of us – teachers, administrators, students, parents and the community at large – a bearing point. They are our true north. Our children are the future. As a Professional Learning Community, we must challenge each other and ourselves every day to strive for excellence; excellence in nurturing and growing our youth through the foundation of education. The power is in “us.” Together we are stronger. We are interdependent. We are unified. Poplar Bluff Public Schools is a society of professional educators, learners and leaders of our youth who believe that graduation starts at the Early Childhood Center. We are dedicated to and dependent on each other to build a successful learning pathway along which we can nurture, encourage and inspire the youth in our community to grow and succeed.

PBHS SPECIFIC OBJECTIVES:

1. To encourage students to become aware of their own interests, abilities and potentialities and to achieve the highest development of which they are individually capable.
2. To teach and develop the skills of reading, writing, arithmetic and verbal communication necessary for success in any career or endeavor.
3. To offer sequential courses leading to the development of marketable skills.
4. To teach specific subjects required for college preparation.
5. To help our students develop their own personalities, gain self-realization and acquire social and intellectual competence through a varied program of extra-class activities, and to encourage the wise and wholesome use of leisure time activities not associated with the school.
6. To prepare students for the responsibilities and privileges of family life.
7. To promote the physical well-being of each student.
8. To build character by emphasizing the importance of getting along well with oneself and others.
9. To teach the students to develop an appreciation of and fascination for the rich heritage of the past, which will aid them in understanding present economic, political, and social problems and in recognizing the forces of continual change.
10. To encourage an interest and appreciation in esthetic and cultural subjects.
11. To foster an appreciation of the interdependence of our sister nations in our global society, and to promote an understanding of different ethnic and minority cultures within a social order.
12. To teach the ideals and benefits of the democratic form of government.
13. To provide a climate that teaches by example respect for others, for public and private property; and for law, order and authority.
14. To guide the students toward recognition and belief in the universal brotherhood of mankind, and help them recognize, understand and apply the best ideals of a free, just and humane society in their daily lives.
15. To create a climate in which the professional attitude and morale of the faculty is conducive to the best possible teaching and learning.

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ACADEMICS

MINIMUM REQUIREMENTS FOR GRADUATION (BOARD POLICY-MSBA:IKF)

The minimum requirements for the graduating class of **2014** and beyond from Poplar Bluff Senior High are as follows:

Language Arts	4 Units
Social Studies a. 1 Unit American History b. 1 Unit World History c. 0.5 Unit Civics (American Government)	3 Units
Mathematics	3 Units
Science (to include 1 unit Biology)	3 Units
Practical Arts	1 Unit
Fine Arts	1 Unit
Physical Education	1 Unit
Health	0.5 Unit
Personal Finance	0.5 Unit
Electives (Your choice)	7 Units
TOTAL MINIMUM REQUIREMENTS	24 Units

1. A student completing a three-unit technical program may have a corresponding unit of academic credit waived when applicable.
2. Credit may be obtained from approved alternative hours/settings outside the normal school hours.
3. Only one unit of correspondence credit will apply toward graduation.
4. Dual credit courses will apply toward graduation requirements.
5. Missouri and U. S. Constitution tests must be completed. These tests are included in the Civics (American Government) course.
6. When a student is given a medical excuse from physical education for an entire semester or year, another semester course or full year course must be substituted. However, the substituted class will not replace or waive the physical education graduation requirement.
7. One full year of JROTC credit may be substituted for the required one unit of physical education.
8. The District will accept approved MOCAP courses as units of credit meeting state and local graduation requirements. Enrollment to the MOCAP program can be denied if the district deems it is not in the educational interest of the student.
9. The District may issue one (1) unit of academic credit in communication arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program.
10. The District may award credit to students who can demonstrate mastery of competencies for a particular course by successfully completing a District-approved mastery assessment tool.
11. Personal finance may be embedded through a career/technical business sequence or through JROTC when approved by the District.
12. Eligible students may pursue a timely graduation from high school through the School Flex Program. Eligible students participating in the School Flex Program will be considered full-time students.
13. Students may present completed courses through online vendors or TRC for elective credits.

CLASSIFICATION OF STUDENTS

Listed below are the criteria used to determine the classification of students at the beginning of the school year:

Senior – have a minimum of **17** credits

Junior – have a minimum of **11** credits

Sophomore – have a minimum of **5** credits

Freshmen – must have successfully passed the eighth grade.

***NOTE: Students will only be reclassified at the end of the school year.**

REPORT CARDS & MARKING SYSTEM

Report cards will be emailed/mailed to students/parents at the end of each quarter. These cards are for the purpose of informing both the students and the parents of the progress shown by the student. The quarter grade is a mid-semester report and the semester is a final permanent grade. The standard marking system will be used as follows:

100% – 96% A = Outstanding work
95% - 90% A-
89% - 87% B+
86% - 83% B = Above average work
82% - 80% B-
79% - 77% C+
76% - 73% C = Average work
72% - 70% C-
69% - 67% D+
66% - 63% D = Below-average work
62% - 60% D-
59% below F = Failing work

I = Withheld grade - (This mark is given when the work is incomplete because of absences immediately preceding grade time. Work not completed within five (5) days will revert to an F.)

The scholarship marks will indicate how well the student is mastering the subject matter as compared to all students who are taking the course and who have taken the course. Students and parents are encouraged to confer with the teacher and counselor when the progress seems to be unsatisfactory.

GRADUATION REQUIREMENTS-STUDENTS WITH DISABILITIES

The District must provide a free appropriate public education (FAPE) for students with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) until they graduate or until the student reaches twenty-one (21) years of age. (See Board Policy MSBA:IKE). This policy does not apply to non-IDEA students.

VALEDICTORIAN & SALUTATORIAN

To be eligible for valedictorian or salutatorian, a student must be a full-time PBHS student and maintain a full credit bearing schedule for the last four consecutive semesters of high school attendance and graduate. The student must graduate before tuition requirements would be enacted because of age.

TOP 30 STUDENTS

The Top 30 will be decided by a student's rank according to their cumulative GPA. To be eligible a student must have been enrolled in a minimum of 1 weighted course.

*Grades for the 2nd semester of the 2019-20 school year will not be calculated into students GPA for the school years 2019-20, 2020-21, 2021-22, 2022-23 due to the Wellness Break.

SUMMARY OF WEIGHTED CLASSES FOR RANK-IN-CLASS PURPOSES

1. The system used for rank-in-class at Poplar Bluff Senior High School is in accordance with the guidelines suggested by the National Association of Secondary School Principals and was adopted on December 4, 1972.
2. All F's are recorded as zero.
3. All courses are computed in relation to units earned.

WEIGHTED CLASSES

*Students must meet prerequisite requirements for course work or be recommended by the department in which they participate to have prerequisites waived.

	GR 9	GR 10	GR 11	GR 12
COMMUNICATIONS				
LA I-ADVANCED	+1			
LA II-ADVANCED		+1		
LA III-ADVANCED			+1	
AP ENGLISH				+2
TRC COLLEGE WRITING			+1	+1
MATHEMATICS				
PRE-CALCULUS		+1	+1	+1
TRC CALCULUS			+1	+1
TRC COLLEGE ALGEBRA			+1	+1
TRC TRIGONOMETRY			+1	+1
SCIENCE				
ADV. PHYSICS 1 ST (9 TH)	+1			
CHEMISTRY I		+1	+1	+1
CHEMISTRY II			+1	+1
AP PHYSICS		+2	+2	+2
AP BIOLOGY			+2	+2
AP CHEMISTRY			+2	+2
TRC BIOLOGY			+1	+1
ANATOMY AND PHYSIOLOGY			+1	+1
SOCIAL STUDIES				
AM HIST-ADVANCED (9 TH)	+1			
WLD HIST-ADVANCED		+1		
AM GOVT-ADVANCED			+1	
AP HISTORY				+2
AP AMERICAN GOVERNMENT				+2
TRC AMERICAN HISTORY			+1	+1
TRC AMERICAN GOV'T			+1	+1
TRC WORLD CIV I			+1	+1
TRC WORLD CIV II			+1	+1
FINE ARTS				
AP ART				+2
ELECTIVES				
AP SPANISH				+2

ACCEPTANCE OF HONORS OR WEIGHTED CLASSES FROM OTHER SCHOOLS

In order to receive credit for honors or weighted classes, those classes must be taken on the Poplar Bluff High School campus. Beginning with the 2022-23 school year, for all students taking dual credit courses, the PBHS class percent grade will match the college class percent grade. (e.g. An 83% at PBHS will be an 83% submitted to the college.) The PBHS letter grade connected to the percent will be dependent on the PBHS grading scale. (e.g. An 83% will be a B- per the PBHS grading scale.) The college letter grade connected to the same percent grade mentioned above will be dependent on the college grading scale. (e.g. An 83% will be a B per the TRC college grading scale. *This could change depending on the specific college grading scale.) Students are expected to take advanced coursework on campus in order to receive weighted credits. If an advanced course, listed in the PBHS course manual, is not offered due to limited enrollment, the course may be offered online with appropriate weights applied. The course will be facilitated by a PBHS teacher and must be taken on campus during the school day. This decision will be made on an individual basis and must be approved by the building principal.

SPECIAL CLASSES OR CORRESPONDENCE

Special classes taken at college or universities will not be counted as credit toward grade point or graduation requirements unless they have prior approval. Only one credit of correspondence credit will apply toward graduation.

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.

AP CLASS EXAMS

Students who enroll in an AP course, but do not take the AP exam will be required to pay \$40 for the AP drop fee.

MISSOURI SEAL OF BILITERACY

The Missouri Seal of Biliteracy is a program that recognizes high school graduates who have attained a high level of proficiency in speaking, reading, and writing one or more languages in addition to English. The Missouri Seal will be awarded by local school districts in accordance with specified criteria set forth in state policy. The state will send an electronic version of the Missouri Seal that can be used on diplomas, transcripts, certificates, ribbons, medals, or any other recognition option the school desires.

To obtain the Seal of Biliteracy, an English speaking student must:

- Score a 3 or higher on AP Foreign Language and Culture Test, and
- Score Proficient or Advanced on the English II EOC, or
- 18 or higher on ACT Reading

To obtain the Distinguished Seal of Biliteracy, an English speaking student must:

- Score 5 or higher on the AP Foreign Language and Culture Test, and
- Score Proficient or Advanced on the English II EOC, or
- 21 or higher on the ACT Reading

To obtain the Seal of Biliteracy, a student speaking a language other than English must:

- Score 4 or higher on the ACCESS, and
- I3 on the AAPPL assessment, or
- Intermediate Mid on the Stamp4S

To obtain the Distinguished Seal of Biliteracy, a student speaking a language other than English must:

- Score 4.7 or higher on the ACCESS, and
- Level (A) on the AAPPL assessment, or
- Advanced Low on the STAMP4S

All students must demonstrate high levels of sociocultural competence related to being bilingual. Students are not limited to the suggestions listed below.

- translation assisting a community organization
- completion of community service project using both languages
- active participation in multicultural community events
- essay explaining how proficiency in both languages will help the community

SCHOOL FLEX

PBHS SCHOOL FLEX GUIDELINES FOR SENIORS

An eligible student who participates in the School Flex Program shall:

1. Attend school a minimum of two (2) instructional hours per school day within the district of residence.
2. Pursue timely graduation; Pursue course and credit requirements for a diploma.
3. Provide evidence of college or technical career education enrollment and attendance, or proof of employment and labor that is aligned with the student's career academic plan which has been developed by the school district.
4. Refrain from being expelled or suspended while participating in a school flex program.
5. Maintain a ninety-five (95%) percent attendance rate throughout High School career.
6. Enter their senior year with at least twenty and one-half (20.5) credits toward graduation.
7. Must complete an application and be accepted by the deadline.
8. Students who participate in Flex are not eligible to be Valedictorian or Salutatorian.

COLLEGE/TECHNICAL CAREER EDUCATION

Students in the School Flex Program, attending a college or technical career education, will be required to provide proof of enrollment and official final grades for no less than 9 credit hours to their Counselor each at the beginning and end of each semester they are enrolled in the program. Students will be responsible for paying full tuition for courses taken in the School Flex Program. **If a student withdraws from any/all courses while enrolled in this program, it is their responsibility to notify their PBHS Counselor upon doing so. Withdrawal from all courses will result in the student being removed from the School Flex Program and enrolled in courses on the PBHS campus.**

EMPLOYMENT

Students in the School Flex Program, that are employed, shall provide proof of employment (time sheets/cards and pay stubs), on a monthly basis, that documents at least twenty (20) hours of work time per week to their Counselor.

Students do not receive high school credit for the hours that they are working. **If a student should become unemployed while enrolled in this program, it is their responsibility to notify their Counselor immediately. If employment cannot be secured in a timely manner, the student will be removed from the School Flex Program and enrolled in courses on PBHS campus.**

INTERNSHIP

Students in the School Flex Program, that are involved in an Internship with a local agency, shall provide proof, on a monthly basis, of at least twenty (20) hours of attendance at that agency per week to their Counselor. **If a student should be removed from this assigned internship while enrolled in this program, it is their responsibility to notify their Counselor immediately. If another assignment cannot be secured in a timely manner, the student will be removed from the School Flex Program and enrolled in courses on PBHS campus.**

ATTENTION:

- Seniors who participate in School Flex for College **can** submit grades from completed courses at TRC to be transcribed as **ELECTIVE** credits on their high school transcript.
- Seniors who participate in School Flex may not be eligible for an Academic Letter.
- Seniors who participate in School Flex will not be eligible for Valedictorian or Salutatorian.
- Seniors who participate in School Flex and move to another district may not be allowed to continue the program at the new district. The School Flex program is determined by each individual district.
- Seniors who participate in School Flex and want to participate in a MSHSAA regulated activity must meet the independent MSHSAA guidelines in order to compete.

To apply, contact your counselor.

PBHS SCHOOL FLEX GUIDELINES FOR JUNIORS

An eligible student who participates in the School Flex Program as a junior shall:

1. Attend school a minimum of two (2) instructional hours per school day within the district of residence.
2. Pursue timely graduation; Pursue course and credit requirements for a diploma.
3. Provide evidence of college enrollment and attendance that is aligned with the student's career academic plan which has been developed by the school district.
4. Refrain from being expelled or suspended while participating in a school flex program.
5. Maintain a ninety-five (95%) percent attendance rate throughout High School career.
6. Must complete an application and be accepted by the deadline for schedule changes.
7. Maintain a 10.0 cumulative GPA on an 11.0 scale and complete at least 14 credits before enrolling in the School Flex Program

COLLEGE/TECHNICAL CAREER EDUCATION (only option for Juniors)

Students in the School Flex Program, attending college or technical career education, will be required to provide proof of enrollment and official final grades for no less than **9 credit hours** to their Counselor at the beginning and end of each semester they are enrolled in the program. Dual-credit classes will count toward this 9 credit hour requirement. **HOWEVER, you still must have six credit-bearing hours to remain eligible for MSHSAA activities.** Students will be responsible for paying their portion of tuition and fees for courses taken in the School Flex Program. **If a student withdraws from any/all courses while enrolled in this program, it is their responsibility to notify their PBHS Counselor upon doing so. Withdrawal from any/all courses will result in the student being removed from the School Flex Program and enrolled in courses on the PBHS campus and those classes will not be issued credit.**

ATTENTION:

- Juniors who participate in School Flex for College **must** have the courses completed at TRC through the Flex Program transcribed as **ELECTIVE** credits on their high school transcript.
- Juniors who participate in School Flex may not be eligible for an Academic Letter.
- Juniors who participate in School Flex will not be eligible for Valedictorian or Salutatorian.
- Juniors who participate in School Flex and move to another district may not be allowed to continue the program at the new district. The School Flex program is determined by each individual district.
- Juniors who participate in School Flex and want to participate in a MSHSAA regulated activity must meet the independent MSHSAA guidelines in order to compete.

To apply, contact your counselor.

ARENA SCHEDULING

The scheduling process is based on grade level, attendance, and academic progress. All appropriate forms must be turned in by the due date to maintain scheduling position.

SCHEDULE CHANGES

Counselors will make schedule changes for the following reasons:

1. Human or computer error.
2. Failure to meet a prerequisite of a course.
3. Failure to pass a course required for graduation.

Students are urged to fill out their pre-enrollment sheets through the arena process with great care each spring so that they are placed in the courses they need or want. Students who are aware that their schedule needs to be changed during the summer are urged to do so before the start of school. Students assigned to requested courses are required to remain in those courses.

ASSIGNMENT POLICY

In order to create an environment of academic excellence and student responsibility, we, the faculty and administration of Poplar Bluff High School, expect our students to complete all assignments in every course.

- Teachers will attempt two way communication with parents whose children have F's and/or missing assignments.
- Teachers will inform Coach/Sponsors of students with failing grades and/or missing assignments.

Building Procedures for late work

- Up to 15% can be deducted for late work if turned in before the assessment.
- A minimum of two assignments are allowed after the assessment per quarter. The 15% deduction will still apply, not an additional 15%.
- Work will not be accepted for credit after the quarter end date.
- Extra Credit must be academic in nature
- Advanced or weighted courses may have more rigorous procedures.
- This is not to be confused with retakes or if a student was absent from class.
- Deadlines for the missing assignments after the assessment may be approximately 1 week before the end of the quarter so grades can be submitted at that time.

Interventions will be used for students who are struggling

- Advisory hour - Teachers/Students will use this time to work and receive extra instruction.
- Subject specialized tutoring is available before and after school.
- Students may be placed in an Advisory Intervention Class to get specialized help in a subject and/or make up previously lost credit.
- Students may be placed in subject specialized intervention courses.
- Students may be placed in a credit recovery course or night school.

CHEATING

Cheating can be defined as, but is not limited to, the following. You are cheating if you:

1. Copy or otherwise duplicate, fax, or purchase assignments that will be submitted as "original."
2. Exchange assignments by printouts, transfers, flash drives, or other means that will be submitted as "original."
3. Write formulas, codes, and/or words on your person or objects for use on a test or quiz.
4. Use a hidden reference sheet during a test or quiz.
5. Take and/or transmit photographs of tests or quizzes.
6. Use programmed material in a watch, calculator, or other electronic device when prohibited by the teacher.
7. Exchange answers with others (either giving or receiving answers).
8. Take or copy someone else's assignment and submit it as your own.
9. Divide questions on an individual assignment so that several students answer a portion of the assignment, permitting each other to copy answers. (Although group work and cooperative learning is encouraged, individual assignments must remain the work of the individual student.)
10. Submit material (written or designed by someone else) without proper documentation – MLA or APA format of crediting the author/artist and source of material used. (Plagiarism)
11. Do not follow additional specific guidelines on cheating as established by the department, course, or teacher.

(CONTINUED ON NEXT PAGE)

POPLAR BLUFF HIGH SCHOOL CHEATING POLICY

At Poplar Bluff High School there is a clear expectation that all students will perform assignments with honor and integrity. In the case that this expectation is violated, the student(s) involved (including the student who gave or shared information or answers) will receive a zero for that assignment and a discipline referral will be completed and turned into the proper administrator. The district discipline policy will be in effect.

Incidents are cumulative from grades 9 – 12.

Consequently, subsequent offenses for cheating/academic dishonesty may result in one or more of the following:

1. Suspension or removal from elected position(s) for a class, club, or organization.
2. Suspension or removal from honorary organizations.
3. Ineligibility to participate in extracurricular activities.
4. Other consequences determined by an administrator.

COMMENCEMENT INFORMATION

Students do not have to participate in commencement. This is a privilege not a requirement.

For a student to participate in commencement ceremonies, all graduation requirements must be met and on file in the principal's office.

Commencement is a ticketed event. Specific details regarding the number of tickets provided to each student will be available closer to the time of the event.

If students do participate in commencement the following dress code must be followed:

- Graduates are to wear dress pants, a dress shirt, or a nice dress, and dress shoes (no flip flops). If you are in need of assistance with clothing or shoes please contact Mrs. Priest in the library. Makeup, hair, and/or accessories must not be disruptive to the Commencement Program. Limited decorating of Graduation Caps only. The gown should not be altered in any way. The female students are not required to wear the small white collar that comes with the gown.

DIPLOMA

Only diploma covers will be received at commencement. Actual diplomas will be distributed after graduation.

FINES AND FEES

All fines and fees must be paid before picking up the diploma. This may include and is not limited to fines and fees accrued from damages, lunch bills, parking tickets, class fundraisers, etc.

STUDENT RECORDS-PROVISIONS AND GUIDELINES

Educational records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law. This complete policy can be found by accessing the link in the appendix of this handbook.

ATTENDANCE INFORMATION

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. Regular and punctual attendance will be expected of each student enrolled in the Poplar Bluff R-1 District. (See Board Policy JED-AP2)

Total absences **exceeding six (6) days per semester** will be considered a violation of the school attendance policy and **may result in loss of credit** for the course/courses affected. Subsequent absences may result in the parent/legal guardian being served with a notice of warning. Continued absences may result in charges being filed by the Juvenile Office for non-compliance of Missouri Compulsory Attendance Law 167.031 or referral to the Division of Social Services, Children's Division, for educational neglect by way of the hotline.

***School sponsored or sanctioned activities are not counted as absences from school.*

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 DEFINITION

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.

TARDINESS

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.

Tardiness to class will be counted on a semester basis. Each student will be allowed two per class per semester. The third 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.

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.

**See additional information about excessive violations under the Truancy Court section.*

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

ATTENDANCE STANDARDS

PARENT/STUDENT RESPONSIBILITY

A parent must contact the school when their child(ren) must be absent in order to properly report student whereabouts and keep communications open so that any arising need/situation may be addressed. If a phone call is impossible, a note on the day the student returns to school will be accepted, however a phone call or a note does not excuse absence from high school. 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. At any time, a student and parent/legal guardian may request a conference with the attendance tracker, principal, or other designated school official to discuss the absences of that student or the attendance policy.

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.

***Absences pre-arranged - must obtain a form from attendance officer and must be approved by a principal.*

CONSEQUENCES FOR VIOLATIONS

ATTENDANCE VIOLATIONS

School administrators and teachers are responsible for keeping records of student attendance. Also, the Attendance Officer for the District shall assist the administration when a student attendance problem warrants additional investigation or assistance.

In the event that a student is absent from class for the sixth (6) time in one semester, the parent/legal guardian will receive notification by telephone or regular mail from the attendance center communicating the student's number of absences through the notification date.

- When a student's absences exceed the policy limit, the student and parent/legal guardian may file an **intent to appeal** in writing within ten (10) school days of the notice of violation of the attendance policy.
 - This appeal must be filed with the attendance tracker in the principal's office.
 - The applicant shall be required to present valid evidence to substantiate the appeal at the hearing. (Absences that may be verified by this policy and/or the appeal committee are: 1) illness of the student; 2) critical illness or death in the immediate family; 3) time necessary for attending a funeral service of a person whose relationship to the student or family warrants such attendance provided prior arrangements have been made with the principal; 4) pre-arranged absences made through the principal; and 5) special circumstances as determined by the school.)
- Students are expected to continue to attend school, complete all coursework, and follow all school rules until the outcome of the appeal is determined. Student conduct during this period can be a factor in determining whether or not to re-establish lost credit.
- All appeal decisions will be made by the high school attendance appeals review committee at the end of the semester in which the attendance violation has occurred. An appeal committee shall be composed of a group representing the building. The decision of the appeal committee shall be final.

**No more than 10 verified days per semester will be allowed. Anything over 10 must be appealed to the principal.*

Perfect Attendance is accomplished when a student doesn't miss any school (not one minute).

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 will not receive credit for assignments/tests during the suspension.
- Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Attendance and participation are part of a successful learning experience.

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)

Students who move (address change) or change phone numbers are required to report that change to the principal's office so that a family member or guardian can be reached in case of an emergency.

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 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.

**SEE BOARD POLICY JED-AP2 for additional details regarding Student Absences.*

LEAVING SCHOOL

Under no circumstances will a student leave campus, other than their regularly scheduled time, without checking out at the Attendance Desk.

What you are required to do if you wish to leave school during the day:

To obtain permission to check out, a call must be received from the student's parents or guardians at the Attendance Desk. If a phone call is impossible, a note from the parent or guardian, the doctor, or the dentist may be accepted. After returning to school, the student is required to check back in at the Attendance Desk, request an admit slip, and then return promptly to the appropriate class. Students who do not check out through the Attendance Desk will be considered truant.

What you are required to do if you become ill during the school day:

If the student becomes ill during the day, the nurse must be contacted.

Do not stay in the restroom. Either ask a nearby teacher to call the office or nurse, or send a fellow student to report your condition immediately. Failure to contact the nurse or the office may result in a charge of truancy.

Even if the nurse or principal excuses you, you must still check out at the Attendance Desk.

CLOSED CAMPUS

The Poplar Bluff High School campus is closed for all students:

1. Since we have a closed campus **during lunch**, students will not be allowed to leave campus for lunch unless their parent/guardian picks them up and checks them back in upon returning to school after lunch. We do not accept food deliveries from restaurants or through services like DoorDash. Food brought to students by parents/guardians may only be retrieved from the office and consumed during the student’s assigned lunch shift.
2. Students may not go to their cars until leaving the school campus at their regular scheduled time without a principal's permission.
 - a. Parents may be required to pick a student up from school.
 - b. Students violating the above rule may have driving privileges revoked for a minimum of two weeks. Repeated violators will be suspended of driving privileges on the school grounds for the remainder of the year.
 - c. Any student leaving campus without permission will be exhibiting truant behavior and will be subject to the truancy policy of the school district.
3. Students may be brought to school or picked up by parents/guardians and must be checked out in the Attendance Center to leave campus. Parents picking up students after school should do so after buses leave. Parent pick-up should be after 3:00 p.m.

CORRIDOR/HALL PASSES

Students who need to leave a class during the class period must obtain teacher permission and must follow any established procedures. Going other places besides where your pass indicated will result in disciplinary action. Only a reasonable amount of time is to be taken with your pass.

HALL TRAFFIC

There will be NO for running, horseplay, loud talking, whistling, and standing in large groups, which block the halls. Students repeatedly violating these rules will be subject to disciplinary actions.

EARLY ARRIVALS

The building will open by 6:45 AM. Students who enter the building must go to the Cafeteria, Commons, or to a classroom open for tutoring. Students may go to the library beginning at 7am.

WITHDRAWAL FROM SCHOOL

A parent or guardian must be present to give the necessary reason why a student needs to be withdrawn at least that day or a day before the student is to withdraw. This will give the student time to completely and properly withdraw. A withdrawal form and instructions must be obtained from the front office. The withdrawal form needs to be turned into the office daily until the process is completed.

GENERAL SCHOOL INFORMATION

ANNOUNCEMENTS & BULLETIN BOARDS

Announcements of activities for the coming week are included in the **STUDENT'S WEEKLY BULLETIN** issued from the principal's office each Monday through the SIS Bulletin. Materials for this bulletin must be authorized by class or organization sponsors and must be in the office by **10:00 AM on Thursday**. Emergency announcements will be made over the intercom or by the distribution of special bulletins.

Announcements can also be found weekly on the school website, on the PBHS Student Site and on Poplar Bluff High School's FaceBook page.

District Website: www.poplarbluffschoools.net or **School Website:** <https://hs.poplarbluffschoools.net>

PBHS Student Site: <http://bit.do/PBHSstudentsite>

School Facebook: facebook.com/pbhsmlules/

School Twitter: twitter.com/pbhsmlules or follow us @pbhsmlules

School Instagram: [pbhsmlules](https://www.instagram.com/pbhsmlules)

Requests for posting announcements on the hall bulletin boards or posted on the hall walls must be made in the office. The head principal must approve distribution of materials.

Posters can be limited to two signs per hall and cannot be attached to doors, windows, or to any painted surface. Individuals will be responsible for taking the signs and posters down after the date of the activity. Please use masking tape or sticky tack. Posters cannot be larger than 24" x 30". Posters must be approved by the administration.

INCLEMENT WEATHER DISMISSAL

Should it be necessary to dismiss school for inclement weather or other perils, the announcement will be carried over the local radio stations, email, constant contact text messages, and the Poplar Bluff Schools FaceBook and Twitter pages.

AWARDS PROGRAMS

Renaissance Award

The Renaissance Award is designed to recognize successful students that display good citizenship. To qualify for the Renaissance Award students must have:

- 8.0 GPA; 95% Attendance; No Discipline resulting in OKIS (In School Suspension), or Out of School Suspension, for the entire year.

Academic Letter Awards

1. Student must be enrolled as a full time student at PBHS for the academic year.
2. Student must be enrolled in courses that offer at least (6) units of credit per school year.
3. Student must be enrolled in at least three of the four following curriculum areas each semester: communications, mathematics, science, or social studies.
4. Student must maintain a 10.25 grade average for the school year. This average will be based on semester grades. Students will be awarded a Chenille Academic Letter & Chevron for meeting these requirements the first year. In succeeding years, students will be awarded a Chevron.

Athletic Awards

The Varsity Letter Award is an interlocked 7" chenille letter, white on maroon background. The Chenille Award is given to the athlete in the first varsity sport in which he or she letters. A letter of achievement certificate is also given to the athlete in each sport each time they letter.

Varsity letter winners are the only students who have earned the right to wear Varsity PB Letter Insignia. The coach of the sport in which they earned the letter and approved by the athletic director must have presented them. *

Varsity letters will be awarded based on the amount of time and/or number of games or meets in which the students participated. These will be determined by the coach in said sport and must be approved by the athletic director.

Each coach will be required to have a copy of his/her letter qualifications on file in the Athletic Director's office before the season begins. Each coach will be required to post on a bulletin board that his/her team has accessibility to and/or inform them of the athletic letter policy and procedure for our school. Junior Varsity team members will receive Certificates of Participation. The school's athletic department will purchase All-State letter jacket patches. Members of said team may buy team championship patches, if they desire.

***Note: The student should not purchase award letters privately. Such letters may not be worn during school hours or at after-school extra-curricular activities.**

CARE AND USE OF BUILDING AND CAMPUS

Certainly everyone is proud of the buildings, campus, and furniture – help keep them neat, clean, and undamaged. Use the sidewalks in coming to and going from the buildings. The students will be expected to keep the Cafeteria clean and neat.

Any class or organizational group of students wishing to use the building during the school day or after school hours must first consult with their teacher-sponsors and then receive permission from the principal. At all times, groups must be under the direct supervision of a sponsor.

STUDENT IDENTIFICATION CARDS

Students will be issued a school ID, and must be able to present their ID upon request. Student ID's must not be destroyed or defaced. Students wearing another student's ID card are subject to disciplinary action. A replacement ID may be purchased in the Counseling Center. It will cost \$2.00 for the first replacement and \$5.00 for each additional replacement.

STUDENT CODE OF ETHICS

We, the students of Poplar Bluff High School, will:

1. Support our high school with our best.
2. Refrain from showing prejudice against other religions, races, and customs.
3. Respect the property of other people, both public and private.
4. Be a responsible person both in school obligations and extra-curricular activities.
5. Value the rules and regulations of our school, which we might better understand and obey the laws of our community.
6. Be honest; and abide by the code of honor.
7. Show good sportsmanship by supporting all the activities/functions of our school.
8. Exhibit courtesy and respect for all people, especially those who are guiding us in preparing us for our future.
9. Keep our emotional impulses under control, and help provide a better atmosphere and school home for all at PBHS.

LIBRARY

The library opens at 7:00 AM and remains open until 4:00 PM Monday through Friday. A student coming to the library during the school day must have a hall pass which must be approved by the librarian both when entering and when leaving.

Freshmen students are introduced to the library and its resources via their English classes some time during the first quarter of their freshman year. Students who transfer in from other schools are urged to seek one-on-one instruction with one of the librarians.

All students are reminded that the library's collection is developed to answer the needs of the student body. Any subject areas that need revising or expanding should be brought to the attention of one of the librarians. Book request forms, used to request titles that are not a part of the present collection, are available at the Circulation Desk.

GIVING CLOSET

If you have a special need during the school day or at home, the Giving Closet is located in the library. The closet has clothes, supplies, food, and many other things to help those in need. See the librarian for assistance.

COUNSELING INFORMATION

Tamara Day (Student's last names A-E) & Junior Class Coordinator

ACT Coordinator
PSAT Coordinator
ASVAB Coordinator
Department Chair

Adam Moeller (Student's last names F-L) & Sophomore Class Coordinator

Dual Credit/Accuplacer Testing Coordinator
Career Fair/Job Shadow
College Now

Tina Wilkins (Student's last names M-R) & Freshmen Class Coordinator

SAT Coordinator
EOC Coordinator
District Test Coordinator
Missouri Connections

(Student's last names S-Z) & Senior Class Coordinator

TRC Registration
Early Release
NCAA
Academic Letter Banquet
AP Coordinator
College Fair

Areas in which counselors can help you include:

1. Aligning your schedule to meet graduation requirements.
2. Helping you select the courses you should take to meet your educational objectives and career goals.
3. Confidentially discussing your personal problems.
4. Helping you to plan a career.
5. Helping you to select and apply for post high school training.
6. Administering standardized tests and helping you interpret the results.
7. Helping you to investigate job possibilities.

CAREER RESOURCE CENTER

The Career Resource Center is located in the Counseling Center. Included here are up-to-date information on careers and vocational subjects. There is information on colleges, universities, and technical schools.

You can access important links and the counseling website for additional information:

https://hs.poplarbluffschoools.net/student_resources/counseling_department

TESTING PROGRAM

There are many tests available to students at Poplar Bluff High School. The primary purpose for students taking tests is for them to obtain information about their learning aptitudes. Information is available in the Counseling Center.

MISSOURI CONNECTIONS

The Missouri Connections Program for Career Exploration is available for all students in the Counseling Center. Information in the Missouri Connections Program includes over 600 careers, colleges and universities, vocational and technical schools, and an armed forces section. Contact the Counseling Center if you are interested in using the Missouri Connections Program.

STUDENT DRESS CODE & GROOMING GUIDELINES

As a student at Poplar Bluff Senior High, you should take pride in your dress and grooming so as to reflect favorably upon yourself, your parents, the school and the community. Clothing should in no way distract from regular schoolwork or school activities.

*Clothing with insinuating or obscene wording or designs is inappropriate dress for school and is not allowed. Any clothing or accessories that promote or advertise alcohol, gangs, tobacco, violence, sexual innuendos, or illegal drug use will NOT be allowed on campus or during any school-sponsored activity. This includes violence, alcohol, gangs, tobacco, or drug-related symbols.

Hats, Hoods, and Sunglasses(unless required prescription):

Face and Ears must be uncovered at all times

No Hats, No Hoods, No Bandanas, and No Bandana Print

Shirts/Pants:

All garments must cover the stomach, chest, back, torso, rear, and undergarments in a standing or seated position.

Tops-No mesh shirts, see-through clothing, sheer tops, spaghetti straps, tank tops, or half shirts. Students may wear manufactured sleeveless tops that extend to the end of the shoulder

Shorts/skorts, pants, skirts, and dresses must be worn at a length that is not distracting and must adequately cover the legs and rear of the student.

Accessories/Items NOT allowed:

Long Trench Coats/Bulky Jackets

Blankets/Robes

Spiked/Dangerous Jewelry or accessories

Wallet Chains

Items that could cause danger to other students or affect the safety of other students.

No distracting eye contacts may be worn at school or school activities.

PE Clothing:

The same clothing worn during the PE hour may not be worn during the other parts of the school day.

Teachers have the authority to send students who do not follow these guidelines to the principal's office. The student will be provided an opportunity to remedy the dress code violation. If the student refuses to follow the guidelines or shows defiance, the student could receive disciplinary action. Continued violations could result in more severe disciplinary procedures. Since it is impossible to address every situation, principals reserve the right to make determinations on dress code issues that are distracting to the educational process and are not specifically addressed in this section.

CARE FOR SCHOOL PROVIDED MATERIAL/EQUIPMENT

Each student is issued textbooks free of charge. Books are the student's responsibility for the entire time they are issued. Students are responsible for reimbursement to the district for damaged or lost books. Fines will be assessed according to replacement cost.

A Chromebook computer will be issued to each student. Chromebooks are the student's responsibility, and students must transport the school issued device in a backpack that has a protective compartment to guard the Chromebook from drops and accidental damages. Students must abide by the district's acceptable use policy.

A parent or guardian must make arrangements for payment of lost or damaged materials/equipment before a replacement can be issued. The student must pay for abused or damaged materials/equipment at the end of each school year.

STUDENT CHROMEBOOK RESPONSIBILITIES

Chromebook Do's

- Do bring your device to school every day fully CHARGED
- Do use your device to access educational sites and videos that your teacher provides.
- Do carry your device in a backpack that has a protective compartment to guard your Chromebook from drops and accidental damages.
- Do bring earbuds with you to school to use with your device.
- Do treat your device with care (it belongs to the PB School District; you do not OWN it)
- Do go to the Help Desk with any problems you have with your device.
- Do return your device and all the accessories to the Help Desk, if you leave the district.

Chromebook Don'ts

- Don't let others borrow your charger.... EVER!
- Don't download games (this is provided for educational use only).
- Don't access inappropriate sites.
- Don't install proxies to bypass the filter.
- Don't pick-up and/or carry your Chromebook by the screen.
- Don't eat or drink around your Chromebook or get it near liquids/water of any kind.
- Don't attempt to clear your history.
- Don't put stickers on your device.
- Don't use your Chromebook to message others on Skype/imessage/Google Chat/Pinterest/ etc.....
- Don't be under the mistaken impression that this Chromebook belongs to you and is your property.
- Don't take your Chromebook to anyone other than the Help Desk if you have problems or need repairs.

DRIVING & PARKING CARS AND OTHER VEHICLES

Students who drive to school must park in the "STUDENT PARKING" lots. Students are not permitted to sit in parked cars. It is suggested that car windows be closed and doors locked. Driving of cars or vehicles in a careless or reckless manner on the school grounds shall be strictly forbidden, and could result in immediate revocation of driving/parking privileges on campus. Once a student has driven on the school property, he is expected to park the car until leaving after school or until such time that he has permission to leave.

Students are required to purchase a parking permit for \$10.00 in order to park on campus. Freshman will not be issued parking permits. Students desiring to purchase a parking permit must have a valid driver's license and proof of insurance in order to purchase the permit. Permits will be issued at the discretion of the administration. Students who violate driving or parking regulations will be issued a ticket. It is to be paid within 5 days otherwise there will be a consultation with the Principal. Failure to pay within 14 days may cause parking privileges to be revoked. Failure to comply with school rules concerning parking on campus will result in disciplinary action. Careless or Reckless driving could result in immediate revocation of driving/parking privileges.

Cost of Receiving Driving/Parking Tickets

1st Ticket - \$5.00

2nd Ticket - \$10.00

3rd Ticket - \$15.00

4th Ticket - \$20.00 Revocation of driving privileges.

***Vehicle may be towed at this point and any cost incurred will be the responsibility of the vehicle owner.**

****Every ticket thereafter will be \$20.00**

BUSING POLICY

All students riding a bus are required to follow state laws pertaining to busing. We solicit your understanding, cooperation and support in helping to maximize the safety of all student passengers on school buses. Important rules and regulations exist which promote and help assure the safety of students while in transit on a school bus. The driver is in full charge of the bus and its passengers. In some instances, a bus assistant is employed to help provide for the safety and supervision of student passengers.

1. Only pupils and school personnel regularly assigned for a particular route or excursion shall be allowed to ride in a school bus unless the director of transportation, who can be reached at 785-5801, grants special permission.
2. While at a bus stop or pick-up point students must:
 - a. Conduct themselves in an orderly manner, following all school rules
 - b. Avoid littering
 - c. Stay out of the street
 - d. Respect nearby private property
 - e. Be on time at the bus stop. The bus cannot wait for those who are tardy.
3. Students must take their seats promptly after boarding the bus and must remain in their seats while the bus is in motion. Seats cannot be reserved. Students assigned to seats by the bus driver or other school official **MUST** sit in assigned seats until otherwise notified.
4. Pupils shall not open or close windows or emergency doors except when asked to do so by the driver. Pupils must keep arms, head and legs inside the bus.
5. While a passenger on the bus, students must not:
 - a. throw any objects/liter
 - b. disturb the driver
 - c. make loud or unnecessary noise
 - d. transport items that may endanger the health or safety of any other passenger (all items transported on the bus must be small enough to be carried in the lap of the student)
6. Students in possession of or using vaping or tobacco products on the bus will be suspended from the bus and will earn disciplinary actions at school. (MSBA:AH)
7. Students are encouraged to report to the driver any damage to seats or other parts of the bus. Any damage to a bus is the financial responsibility of the student causing the damage.
8. Students exiting from a bus must never walk behind the bus and should obey all traffic controls for street crossings. If students must cross in front of a bus, they must do so approximately ten (10) feet in front of the bus.
9. Junior High and High School students must show proper identification upon request.
10. The driver will not pick up or discharge a student at any place other than school or the regular bus stop near the home unless proper authorization is received from a parent, the superintendent of schools, the director of transportation or the principal of the school.

It shall be the duty of the driver to notify the school principal of any student who persists in violating any of these rules and regulations. This will be accomplished by the issuance of a "**Bus Conduct Report**" describing the student's behavior. A copy of the report will be mailed to the parent by the principal. Serious rule infractions may result in bus suspension, regardless of the number of previous conduct reports.

A student who needs to ride a bus other than his/her own or who must get off at a different stop must have a parent contact the office. If approved, the office will issue a bus pass.

Note: District officials may file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

LOST and FOUND ARTICLES

Found articles should be turned in to the office. In the case of lost items, inquire at the office.

(Remember: keep your PE lockers locked at all times. Items such as phones, watches, purses, money, etc., should not be left unsecured in the locker room).

Students who lose books should check with the various department teachers or in the principal's office..

PHOTO CONSENT OPT-OUT FORM

If a parent, guardian, person acting as a student's parent in absence of a parent/guardian, or the student (if 18 or older) does not want the district to release information listed under #5 in the Family Educational Rights and Privacy Act (FERPA) under the STUDENT RECORDS portion of this handbook, they must complete the 'Photo Consent Opt-Out Form' under the 'News Bureau' tab of our school district website, www.poplarbluffschoools.net, within ten (10) days of receiving this handbook to indicate what information they do not want released. The building principal should be notified if the form cannot be accessed online.

STUDENT CELL PHONE USAGE

Cell phones in school pose increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, headphones, and similar electronic devices will be prohibited **except** for designated passing times and lunch during the instructional day (unless specifically authorized by a teacher or administrator). These devices are prohibited while a student is in the office, while in the dressing areas during PE class or extracurricular activities, and while in restrooms. Consequences are listed in student discipline.

TELEPHONE USE

Only in cases of emergency will students be called to the office for a phone call during class periods. The office telephone is for school business. Therefore, requests for use should be made only when absolutely necessary. Messages may be sent to students who receive phone calls from parent/guardian.

SCHOOL ACTIVITIES CALENDAR

All activities must be cleared through the school administration office. Your sponsor must schedule the activity. It is wise to schedule as far in advance as possible.

SCHOOL NURSE

A fully trained nurse or health aide will be at school daily to treat students who become ill. A bed is provided until such time that their parents can take them home. A student must have a hall pass from the teacher before visiting the nurse unless an emergency situation exists.

It is the responsibility of the parent to provide a current phone number to the school at all times so they can be reached by the nurse in cases of illness or emergency. It is the responsibility of the parent, not the school, to provide transportation home for ill students. **Students going home sick without the nurse or principals' permission will result in an unexcused absence for the remainder of the school day.**

PHYSICAL EDUCATION EXCUSES

Medical excuses do not excuse the student from attending PE class. The excuse is for non-participation only. All notes from parents must be processed through the nurse's office. The nurse will record the excuse on her records, issue her excuse, and attach the parent's note to the excuse that is given to the PE teacher. A doctor must sign excuses for more than one day. The nurse will maintain excuse records. PE teachers will not accept notes. All notes must be processed through the nurse.

Students who are injured or who become ill during the school day should report to the nurse. Excuses will be written by the nurse only for illness or injury when they occur at school and only on the day the illness or injury occurs.

STUDENT IMMUNIZATIONS

School immunization laws in Missouri require all school children kindergarten through grade twelve to be properly immunized. In order for a child to remain in school, a complete record of all past immunizations must be on file. Exact dates are required (month, day, year). 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.

Note: All students, including transfer students, must present proof of compliance with the immunization requirements on their first day of school or they will be unable to enroll or attend class.

STUDENT HEALTH PROBLEMS

It is very important for the school nurse to be well informed of any health problems your child 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.

*Examples: any allergies (food, medication, insect stings, etc.), asthma, diabetes, epilepsy/seizures, heart or kidney problems, migraines, ADD/ADHD, emotional/behavior problems, depression, scoliosis, orthopedic problems, arthritis, blood disorders, hearing or vision problems, or intestinal problems.

Please contact the school nurse at **785-6471 (ext 119)** to disclose any health related issues pertinent to your child's safety. Each year we will screen the 10th grade students' height, weight, vision, and hearing.

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 Epi Pen, a parent **MUST** contact the school nurse and supply the needed medication to be left at school in the nurse's office (students are not to carry meds). 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.

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 medications 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. Parents must supply the medication.

Students will NOT be allowed to carry their own medication (prescription or over-the-counter) 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.

MEDICINE CANNOT BE TRANSPORTED ON THE BUS.

Students must take all medication directly to the nurse.

All daily medication will be left in the nurse's office.

*****Please see the Drug/Alcohol policy for consequences for violating this policy.**

CLASS MEETINGS

There will be a limited number of class meetings. Due to the size of each class, the respective classes will elect officers and organize for business early in the year (second week of school). Class sponsors are appointed early in the school year to sponsor and supervise class activities.

SCHOOL-SPONSORED TRIPS

Students are not allowed to leave sponsored group activities such as field trips, workshops, athletic events, etc. unless they have previously presented, in writing, parental permission to do so. Permission must be obtained before the student leaves the campus. School regulations apply to trips just as they do in the classroom. The sponsor must distribute rules and regulations for overnight trips and a copy must be on file with the principal.

FUNDRAISING

All fundraising must be approved by the principals' office. A form must be filled out through the principal's office, along with approval. Calendar dates are on a 1st come, 1st served basis.

ACTIVITY PURCHASE ORDERS

All purchases of items for school organizations, class activities, etc., must be approved by the teacher-sponsor who will obtain an activity purchase order from the activities coordinator or principal in order for such purchases to be made. Students are not to purchase items locally and charge them to the school unless they have the necessary authorization for purchase. Unless such authorization is obtained beforehand, the purchaser is subject to be personally responsible for the cost of the item purchased.

POPLAR BLUFF HIGH SCHOOL CLUBS AND ORGANIZATIONS

MAJOR SOCIAL EVENTS

Planning: If your class or club is planning an all school event, you and your sponsor must meet with an administrator in advance and get the date cleared as well as the coordinator's signature. As a general guideline, our school clubs and organizations do not provide entertainment for the public.

Code of Ethics for Club Members: Club members should arrive on time for all meetings and events. Club members are expected to stay for the entire event/meetings. Should an early departure become necessary, pre-arrangements should be made with the sponsor. Once a student leaves a meeting, function, or event, the student is not allowed to return. (1) Be respectful during meetings/events. (2) Thank the people involved in presenting programs for their time, interest, and effort. (3) Check out with the sponsor when leaving. Thank sponsors for showing interest and giving time to the club. It is common courtesy to serve refreshments to guests and speakers first. (4) Leave your meeting areas as you found it or better. It is your club's honor and reputation at stake. (5) Take care of the room you meet in and leave it in proper order. Avoid scheduling club socials on Wednesday evenings or Sundays. (6) Try to schedule meetings on the school campus.

**Clubs should never release lists of names and addresses of members, except in the case of Beta, National Honor Society or Quill and Scroll, which require a list of members be sent to their national headquarters.*

CLUBS AND ORGANIZATIONS

The following clubs and organizations will be available provided sufficient sponsorship and student interest.

ACADEMIC BOOSTER CLUB

Purpose: ABC (formerly AAG) is an organization formed to support academics. ABC gives mini-grants to various teachers and departments to enhance their teaching.

Membership Qualifications: Membership is open to parents, faculty, graduates and interested townspeople. Memberships are available to individuals, companies and organizations.

Information: Contact Sara Woodard, Counselor PBHS (573) 785-6471.

ANIME CLUB

Purpose: The Poplar Bluff High School Anime Club promotes the appreciation for Japanese animation and manga. Students use Japanese media to cross language and culture barriers.

Membership Qualifications: Open to all students of Poplar Bluff High School

ARCHERY CLUB

Purpose: Poplar Bluff Archery Club will give students an opportunity to participate in an alternative sports program. The club will provide advancement of the sport of archery by nurturing existing archers, cultivating new archers and advancing the sport through caring coaching and leading by professional example. We strive to emphasize the positive influence shooting sports can have in an individual's life, with engaging these student-athletes, so they understand and experience safe handling of equipment while competing in socially acceptable shooting sports. Members will consist of students who consistently display academic excellence with a commitment to exhibiting sportsmanship on and off the range. Through this opportunity, we emphasize a safe, ethical, respectful, chemical-free, dignified learning experience. Participation is a privilege, not a right.

Membership Qualifications: Eligibility for our club extends to any Poplar Bluff Schools student currently in 9th through 12th grade. We encourage everyone to participate. We participate as both a club team and individually in the following programs: USA Archery, Scholastic 3D Archery (S3DA), Junior Olympic Archery Development (JOAD), and locally sponsored archery events. Club Dues are \$20 and includes a T-Shirt

BETA CLUB

Purpose: To serve the community in areas where the need seems to be greatest and to teach responsibility and leadership to the members.

Membership Qualifications: Any PBHS student with a "B" average previous year.

Dues Per Year: \$25

Other Costs (banquets, trips, etc.): BETA Convention. Club Sponsored Activities: BETA Club State Convention, Special Olympics, and Christmas Party. Fundraising Activities: Various Sales. Meeting Day & Time: Once monthly

CHESS CLUB

Purpose: To create a safe environment where students of the PBHS community who want to play chess, regardless of experience or identity, can learn the game and/or improve their skills. Chess helps students learn concentration, think logically, overcome obstacles which can challenge students and build confidence.

Membership Qualifications: Open to everyone. No dues. Other costs - (Optional) \$15.00 t-shirt. Club Sponsored activities - Chess tournament(s).

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA)

Purpose: To promote worthwhile activities with vocational understanding of the field of marketing and distribution

Membership Qualifications: Must be enrolled in the MCE Program and be a distributive or retailing student-trainee. An association of marketing students. Dues per Year: \$20.00. Club-Sponsored Activities: District and state meetings, Fall and Spring meetings, bowling parties, skating parties, employer-employee banquet, and state and national contests. Fundraising Projects: Candy sales. Meeting Day & Time: As called by officer.

DRAMA CLUB

Purpose: To perform plays and compete in tournaments

Membership Qualifications: Any student interested in acting, working backstage, competing in tournaments. Dues per Year: \$3.00. Club-Sponsored Activities: Theatrical productions. Fundraising Projects: Tickets sales/Productions. Meeting Day & Time: After school - (1) Tuesday per month.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

Purpose: To confront athletes and coaches with the challenge and adventure of following Jesus Christ - Interdenominational

Membership Qualifications: Attend (1) meeting

Dues per Year: None. Club-Sponsored Activities: Christmas food baskets, Weekend retreat. Fundraising Activities: FCA Golf Tournament. Meeting Day & Time: Boy and Girl's meet separately with monthly joint meetings

FBLA (FUTURE BUSINESS LEADERS OF AMERICA)

Purpose: To create a better understanding of different businesses, encourage members to establish themselves in the business field, participate in helping the underprivileged of the community, develop aggressive and confident young business leaders, participate in cooperative effort and to promote school loyalty, establish better standards for entrance into office and store occupations.

Membership Qualifications: Any student who has taken or is now taking one business course is eligible for membership. Each student is allowed two unexcused absences, and then a letter will be sent stating that if they do not attend the next meeting their name will be dropped from the membership. Dues per Year: \$9.00. Club Sponsored Activities: Thanksgiving basket, Christmas baskets, & spring banquet. Meeting Day & Time: (1st) Monday monthly

FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA (FCCLA)

Purpose: To provide opportunities for self-development and preparation for family and community living; to strengthen the function of the family as a basic unit of society; to encourage democracy through cooperativeness; to encourage individual and group involvement in helping achieve worldwide brotherhood; to institute programs promoting greater understanding between youth and adults; to provide opportunities for decision making and for responsibility; to become aware of the multiple roles of men and women in today's society; and to develop an interest in home economics careers and related occupations

Membership Qualifications: Any student who is or has been enrolled in a homemaking course

Dues per Year: \$10.00 (Local, Regional, State, National). Club-Sponsored Activities: Officers' workshop, etc. Fundraising Projects: Numerous sales items (Projects- possible changes). Meeting Day & Time: Regular meetings-2nd Tuesday monthly at 3:00 PM. Executive council meets every 4th Thursday.

FFA

Purpose: The Primary goal of the FFA is to make a positive difference in the lives of its members by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Membership qualification: Enrolled in an agriculture education class and paid dues.

Dues per year: \$20 that covers Local, Area, State, and National FFA dues.

Sponsored Activities: National and State Convention, Area Leadership Conference, Greenhand Conference, Chapter Banquet, SEMO Fair, SEMO Field Day, Career Development Events, etc. We have a meeting and activity at least once a month.

Fundraisers: Mum and Plant Sales

FTA

Purpose: The purpose of FTA is to encourage high school students to explore a career in education by providing opportunities to interact at multiple grade levels through A+, Cadet Teaching and shadowing.

Membership Qualifications: Open to all students of Poplar Bluff High School. Students are not expected/required to be pursuing a career in education to participate.

GAMING CLUB

Purpose: Poplar Bluff High School Game Club engages students who have an interest in games and activities that support community interaction and social engagement. Some of the areas where we concentrate are inclusive card games, Video games, Board games, Miniature games, and Roleplaying games. We also explore fandom culture and safe practices when engaging with fellow fans in the community, online and at conventions. Club activities are held after school on Wednesdays until 4. Students are expected to have transportation no later than 4:30. Convention opportunities are offered as they are available.

Membership Qualifications: Open to all students of Poplar Bluff High School. Membership dues are \$20 and students are given a club shirt with membership.

INTERACT CLUB

Purpose: Interact Club is a high school version of Rotary Club. We're committed to community service and multi-cultural understanding. We partake in service events throughout the year at Lake Road's Good Habits Store, Bread Shed, and others. Each year we go on a field trip to promote and learn about diversity.

Membership Qualifications: Club members must be cooperative and willing to participate in activities for the betterment of the school, the students, and the community in general. Active members can not have any more than one day in OKIS. Members must also have a passing grade in all classes to participate in activities during school hours. Club dues are \$10 yearly.

KEY CLUB

Purpose: "To support the programs and values of the Kiwanis Club International of America."

Membership Qualifications: Must have a minimum of a "C" average, must be of good moral standards, cooperative, and willing to participate in activities for the betterment of the high school, the students and the community in general. Dues Per Year: \$15 (\$6.50 for district and international dues and \$2 for local dues). Club sponsored projects: Serving dinner at the United Gospel Rescue Mission, assisting Kiwanis with Pancake Day, and "Adopt a Grandparent". Meeting Days and Times-TBA.

LEO CLUB

Purpose: To support the programs and values of the Lion's Club Organization of America.

Membership Qualifications: Must have a minimum of a "C" average, must be of good moral standards, cooperative, and willing to participate in activities for the betterment of the high school, the students and the community in general. Club Sponsored Projects: Spaghetti Supper. Meeting Day & Time: TBA

LITERARY CLUB

Purpose: To encourage and stimulate intellectual, spiritual and social growth through reading and discussing challenging books.

Membership Qualifications: Sophomores, juniors, and seniors, freshmen upon recommendation by teacher. Dues: \$1.00 yearly addition to book fees. Other Costs: Depending upon club membership. Club Sponsored Activities: As determined by club and sponsor; includes a yearly trip. Fundraising Projects: Candy Sales. Meeting Day & Time: TBA

MATH CLUB

Purpose: To promote mathematics (practical and aesthetic)

Membership Qualifications: M-6 or above. Dues: \$1.00 per year. Other Costs: (banquets, trips, etc.) TBA
Club Sponsored Activities: Speakers, field trips, students present lecture, & banquet.

MULE BARN

Purpose: To support school sports and activities displaying positive school spirit.

Membership Qualifications: Open to all PBHS students. Members are to:

- Cheer positively for all school activities
- Participate in themes
- Members must pay dues and attend at least 5 events to be considered active
- Members must sign in at events
- Participate in club meetings
- Represent the school in a positive manner and follow all school rules and MSHSAA guidelines

NATIONAL ART HONOR SOCIETY

Purpose: The **National Art Honor Society** (NAHS) is designed specifically for high school students in grades 9-12. The National Art Honor Society program was established to inspire and recognize students who have shown an outstanding ability and interest in art. The NAHS strives to aid members in attaining the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school and community.

Membership Qualifications:

- Complete *at least* one semester of art
- maintain a 3.0 or higher GPA in art classes
- Attend meetings
- Participate in at least 10 hours of community service per year
- Pay \$10 dues

NATIONAL HONOR SOCIETY

Purpose: To recognize scholarship, leadership, character, and service.

Membership Qualifications: Must be chosen for membership through a faculty screening process.

Selection Procedure: Students will be informed of their academic eligibility. Selection will be made on the basis of G.P.A., service, leadership, and character by a majority vote of the faculty council. This council will be appointed annually by the high school principal.

National Honor Society

The National Honor Society chapter of Poplar Bluff High School is a duly chartered and affiliated chapter of this prestigious national organization. The purpose of National Honor Society as defined by the National Constitution is fourfold: to encourage scholarship, to develop character, to stimulate leadership, and to reward service. Membership is open to those students who have been in attendance at PBHS for the equivalent of one semester or more and who meet the required standards in these four areas: scholarship, leadership, service, and character. Each step in the selection process, the standards set for the criteria, as well as all documents used have been thoroughly examined by the national organization and found to be in accordance with the National Constitution and the *NHS Handbook: 2005 Edition*. Students are selected to be members by a five-member Faculty Council which is appointed by the principal. The chapter advisor serves as a non-voting member of the Council. This honor is bestowed upon qualified students on behalf of the faculty of our school in the spring of the junior year or in the fall the senior year.

Scholarship

For the scholarship criterion, a student must have a cumulative weighted B+ (9.00) GPA, and must have earned a minimum of three credits (six semesters) in weighted classes prior to the semester being considered for candidacy. Also, the student must be enrolled in a minimum of two weighted classes the semester the candidacy is being reviewed. To maintain membership, students must continue to be enrolled in a minimum of two weighted classes until graduation and maintain a B+ (9.00) cumulative GPA.

Leadership and Service

Students who meet the scholarship criterion are invited to complete a Student Activity, Leadership, and Service Form that provides the Faculty Council with information regarding the candidate's leadership and service. A student must provide a history of participation in school activities will be required, meaning that students must provide evidence of involvement of one year or more in two school activities. They must also provide evidence of fulfilling a leadership role, whether an elected office or an appointed or management position, in at least one school or community activity. They must also provide evidence of a minimum of 10 hours of service performed for a community organization that is not school related.

Character

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty at large are solicited for input regarding a candidate's service, character, and leadership.

Teachers evaluate students on a scale of 1 to 4 in each area, with 1 being low and 4 being high. Scores of 1 or 2 must be accompanied by documentation. The Faculty Council may ask members of the faculty to further document or clarify low ratings. Only faculty members who know the candidates professionally, either as their classroom teacher, counselor, administrator, or as their coach, sponsor, or advisor in extra-curricular activities, may provide input. We do not have a set cutoff point for teacher evaluations for automatic selection or non-selection. Our Faculty Council refers you to this passage from the *NHS Handbook: 2005 Edition*:

If points are added or averaged in order to determine a “cutoff point ” for membership, two factors should be considered: The cutoff should be determined prior to the reading of the candidates’ forms. The cutoff should not be used as an absolute determinant of membership, but instead serve merely as a guide. An absolute determinant would, under such circumstances, be viewed as a replacement for the Faculty Council vote and would not enable the Faculty Council to deliberate effectively over each candidate.

Faculty Council Review

The Student Activity, Leadership, and Service Information Forms, Faculty Evaluation Forms, and disciplinary records are carefully reviewed by the Faculty Council. After careful consideration of the data, the Faculty Council votes on each candidate. A majority vote of the Council is necessary for selection. Candidates are then notified regarding selection or non-selection.

Induction

Following notification, a formal induction ceremony is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation also includes regular attendance at chapter meetings. Members whose qualifications fall below NHS standards may be subject to a Faculty Council review which could result in dismissal

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser by phone at 785-6471. You may also visit the Poplar Bluff R-1 website for additional information.

NTHS

Purpose: A national honor society for Technical Career Students which provides students with recognition of hard work and scholastic achievement while studying at PBTCC.

Membership Qualifications: Attend PBTCC and be in good standing. Students must carry an 8.00 Cumulative Non-Weighted Grade Point Average on all high school coursework, a 9.00 Cumulative Grade Point Average on All PBTCC Courses, 95% attendance at PBTCC, an exemplary record of good citizenship and receive a recommendation from their instructor.

Science and Environmental Club

Purpose: To champion positive environmental change on our campus.

Membership qualifications: All students in good academic and behavioral standing may join.

Activities: Guest speakers, projects, awareness campaigns.

SkillsUSA

Purpose: SkillsUSA is a national youth organization designed for students in technical skilled and service careers, including health careers. SkillsUSA encourages the development of a student into a well- rounded person with technical, academic and “employability” skills that not only help individuals get a job but also have a successful career. SkillsUSA members develop the ability to plan together, organize, and carry out worthwhile activities through the use of the democratic process. In every chapter meeting, contest, leadership conference and activity these skills are built. Students also learn how to participate in meetings and become school and community leaders. All PBTCC teachers are members of this organization and serve as sponsors and cosponsors. **Active membership in SkillsUSA is required to fulfill the leadership component of the TRCC AAS Diversified Technology articulated degree.**

Membership Qualifications: Attend the Poplar Bluff Technical Career Center and be an active member.

SPANISH CLUB

Purpose: To increase the practice of Spanish and the familiarization of the members with the custom, literature and art of the Spanish people and also to improve the friendship between their countries and ours.

Membership Qualifications: Be enrolled in any Spanish class or studied Spanish for at least one year, and have a good attitude in class. Dues per Year: \$1.00. Club Sponsored Activities: Christmas party, Bingo and other games, guest speaker from another culture, trips to cultural events (when possible), skits and signing in Spanish, & spring banquet. Meeting Day & Time: Once a month on Tuesday or Thursday at 7:30 PM. Officers for Coming Year: To be elected.

STAND FOR THE SILENT

Purpose: The Stand for the Silent mission is simple: bring awareness to bullying and the real devastation it causes. At PBHS we try to focus on positive ways to combat bullying and try to help all students.

Membership Qualifications: Membership is open to all PBHS students. SFTS members work with other schools in our district in various activities, attend conferences, and help to promote a positive school atmosphere. Meetings typically take place bi-weekly at 7:20 in the morning.

STUDENT COUNCIL (STUCO)

The Student Council shall be organized as a body to provide for student expression and participation in government to promote desirable relations between the students and faculty, and to promote the general welfare and to promote a sentiment for civic responsibility. The student body elects the student council officers: president, vice-president, secretary, and treasurer. The leadership team and members of the council itself are approved by the executive committee and advisors as representatives and delegates. Class officers, elected by their respective grades, are automatically student council representatives, contingent upon their participation in the activities of the semester following their election.

- **Purpose:** Student Council serves as a link between the student body, faculty, the administration, and the community. It is the council's responsibility to promote good citizenship, scholastic improvements, charitable efforts, and school activities. The council may suggest changes concerning school affairs, but cannot enforce school rules.
- **Membership Qualifications:** Must be in good citizen standing and complete a student council application; members must remain in good standing.
- **Club Sponsored Activities:** Homecoming assemblies and dances, Staff vs. Seniors Basketball Game, blood drives, powderbuff/powderpuff, special dances/events and more.

UNIFIED CHAMPIONS

Purpose: To promote an all-inclusive school environment demonstrating collaboration, encouragement, and respect for all students and staff

Membership Qualifications: Open to all PBHS students. Members are to:

- Participate in sporting events with Unified Champions
- Promote kindness and speak kindly
- Attend at least 50% of all meetings
- Participates in group fundraising events

SECRET CLUBS/GANGS

It is against the Poplar Bluff R-I School District policy for any pupil enrolled in school to join or become a member of any secret fraternity, sorority, or club, wholly or partly formed from the membership of pupils attending public schools. Students who do so are subject to suspension.

DANCES & CANDIDATE NOMINATION GUIDELINES

Since the purpose of dances is to provide social activity for PBHS students, they are closed to the general public.

Once you have entered the dance you may not leave and return again. If you are dependent on a ride, be sure your ride is at the school after the dance. The dances are limited to high school students 9-12 only. Homebound students cannot attend dances.

JUNIOR-SENIOR PROM POLICIES

Junior-Senior prom is a school dance and all dance policies apply. Note: Any junior class officers who do not sell the required amount of fundraising items will not be allowed to work at prom during the school day, just as it is with the regular student body.

1. Prom shall be open to PBHS students who have acquired enough credits to be a junior or a senior and have not lost extra activity privileges. Each junior and senior attending may invite one guest. Poplar Bluff High School students will be responsible for the conduct of his/her guest. Guests who are not students at PBHS must be pre-approved by the principal's office. No middle school students (below 9th grade) or guests over 20 years of age will be allowed to attend.
2. Students that have dropped out of school are not permitted to attend prom as a guest if they are still in their four-year high school cohort.
3. All students and guests attending shall be registered on a guest list.
4. No student shall be allowed to leave the building and return. Special leave requests shall be referred to a member of the administrative staff or their designated representative.
5. All junior class sponsors are designated as chaperones for prom and will perform such duties as are assigned by the sponsors of the class.
6. Prom is formal attire. It is suggested that gentlemen wear a tuxedo or suit coat and tie – ladies wear a formal type dress: **See definitions of dance attire/dress code pg 35.**

DEFINITIONS OF DANCE ATTIRE/DRESS CODE:

- Casual – Shorts, jeans, T-shirts, etc.
- Semi-formal – Sweaters, trousers, dress shirts, slacks.
- Formal – Dresses, dress pants, suits and ties.

HOMECOMING NOMINATION GUIDELINES

All guidelines apply equally to nominees and escorts.

1. The Homecoming candidates must be seniors. Names placed in nomination are by the players of the sport represented by the Homecoming game.
2. Candidates must have an overall (cumulative) GPA of a C average (5/11 point scale).
3. Candidates must have been actively involved, as determined by each club's sponsor, in at least three extracurricular activities or clubs from their sophomore year forward.
4. Candidates must be good school citizens. Cumulatively between sophomore year and current year the student:
 - should not have more than 2 Saturday Schools.
 - should not have more than one referral resulting in OKIS time.
 - should not have any out of school suspensions.
5. No participant may serve on the basketball court if either she had been previously selected Queen or he had served as escort to the Queen for football homecoming.
6. Candidates shall be good citizens of the community – NO unlawful use of drugs and alcohol, no known pornography on websites or cell phones, and no acts of violence or trespassing.
7. Escorts must be in good standing with their respective team throughout the time of the Homecoming activity. Escorts will be senior players. If enough aren't available, underclassmen may be substituted beginning with junior players.
8. Once all have presented a completed questionnaire by said date to the Homecoming Committee for verification and final approval, the list will be returned and narrowed to five by secret ballot by the Varsity team (sophomores-seniors). The entire PBHS student body will then have the opportunity to vote on the final five candidates to choose the Homecoming Queen.

GUIDELINES FOR EVENT CANDIDATE NOMINATIONS & ELECTED OFFICES

Any candidate for Student Council officer, class officer, club officer, or candidate for nomination to the Snowball Winter Formal Court or Prom Court shall meet the following requirements:

1. Candidates must be good school citizens (no issues with the law or in the community) and have had no major discipline for an entire year prior to the date of his/her candidacy or nomination. Major discipline means that the candidate:
 - should not have more than 2 Saturday Schools.
 - should not have more than one referral resulting in OKIS time.
 - should not have any out of school suspensions.
2. Candidates must maintain a positive representation of the graduating class, school, and community.
3. Candidates must have good citizenship and must have a GPA of a C average (5/11 point scale) or higher for the most previous semester prior to the date of his or her candidacy or nomination unless stated otherwise for that specific court or officer.

CLASS OFFICERS ELECTION PROCESS

Each student seeking elected office will complete a full application, including a petition containing the signature of 50 students of the class the student intends to represent. The application must also be signed by the candidate's parent or guardian and the student who will continue to abide by school policy.

Eligibility:

Class Officers (and all candidates) must be currently enrolled and meet the criteria below to be eligible to seek any class office position.

- A. The candidate must have a 2.5 (on a 4.0 scale) cumulative grade point average AND that year's grade point average.
- B. The candidate must not receive a severe disciplinary referral or a code of conduct violation during the current school year or previous school year (verified by Student Council Advisor prior to election).
 - a. Severe disciplinary referral is defined as: no more than 2 Saturday Schools, no more than one referral resulting in OKIS time, no out of school suspensions
- C. To run for a grade level (class) office a student must be a member of the class in which he/she is seeking office.
- D. Must maintain a positive representation of the graduating class, school, and community

Note:

The Class Officers report to the Student Council Advisor for approval on all themes. Advisory teachers for that grade level must be present at all class activities, meetings, etc. Class Officers are responsible for arranging this supervision. Class events must have supervision by a school official for that event to occur.

STUDENT DISCIPLINE

The Poplar Bluff School District R-I Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the School District. This includes the power to suspend or expel a student for conduct which is detrimental to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in District instructional and support programs, as well as at school-sponsored activities.

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R1, JGA, JGB, JGD, JGE and JGF.

Application: These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Enforcement: The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

*Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

*Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Detention and in-school suspension programs shall provide principals with alternatives for dealing with disciplinary problems that occur in the schools or student violations of policies, rules and regulations. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of policies, rules and regulations. Notice of out of school suspension shall be given immediately to the parent or guardian. (See Board Policy JGD.)

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the Superintendent or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board. Parent(s)/guardian(s) may waive the right to an expulsion hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

THE SAFE SCHOOLS ACT (HB301.12981)

A school may not admit a student until they have reviewed their records, including disciplinary records. Students transferring to the district with prior disciplinary actions against them will be subject to those same actions at this school.

1. Students must establish a legal residence in this community.
2. Students will be suspended for a minimum of one year for bringing a “weapon” to school.
3. Schools are required to report violent acts to the proper authority.
4. Students must make a statement as to previous discipline problems.
5. The school may hold students accountable for actions occurring away from school.
6. Educational staff will be advised when a student has had relevant behavior problems.
7. Schools must maintain student discipline records.

STUDENT THREATS OF VIOLENCE

The Board of Education has directed that all principals practice “Zero Tolerance” for any threat of violence made by a student. All such threats will be treated as serious, regardless of the intent of the student. Any student making a threat may be immediately suspended from school until a meeting can be arranged between school personnel and parent/guardian(s). Students who are suspected of potential violence will be suspended until their case may be reviewed.

DUE PROCESS HEARING

Students who are being denied credit, admission to school, or facing expulsion are allowed a due process hearing if they so choose. Students must see a principal if they are having any type of problem so the principal can evaluate if a due process hearing is considered necessary.

***Suspension or expulsion from school also means suspension from all school functions!**

PROHIBITED CONDUCT

ARSON - Starting a fire or causing an explosion with the intention to damage property or buildings

- **First Offense:** 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials
- **Subsequent Offense:** Expulsion, notification to law enforcement officials

ASSAULT

a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury

- **First Offense:** 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials (Additional high school discipline includes suspension from all after school activities for up to 80 days.)
- **Subsequent Offense:** 10-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials (Additional high school discipline includes suspension from all after school activities for up to 80 days.)

b. Attempting to kill or cause serious injury to another

- **First Offense:** Expulsion, notification to law enforcement officials

ASSAULT TO A STAFF MEMBER – An attempt to cause injury to a staff member, intentionally placing him/her in reasonable apprehension of imminent physical injury.

- **First Offense:** 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials (Additional high school discipline includes suspension from all after school activities for up to 80 days.)

BULLYING - Bullying occurs when a student:

Communicates with another by any means including telephone, writing or via electronic communications, with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or; Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included. Students who are found to have violated this policy will be subject to disciplinary action. This complete policy can be found in the appendix of this handbook.

- **First Offense:** Principal/Student/Parent conference, in-school suspension, or 1-10 days out-of-school suspension
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

BUS MISCONDUCT - Any offense committed by a student on a District-owned or contracted bus or at a bus stop shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

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

CELL PHONES &/OR ELECTRONIC DEVICES

Cell phones in schools pose increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, headphones, and similar electronic devices will be prohibited **except** for designated passing times and lunch during the instructional day (unless specifically authorized by a teacher or administrator). These devices are prohibited while a student is in the office, while in the dressing areas during PE class or extracurricular activities, and while in restrooms.

- **First Offense:** Saturday School, or suspension. Parent must pick up the phone.
- **Second Offense:** 1 day OKIS, or suspension, and the parent must pick up the phone.
- **Third Offense:** 3 days OKIS, or suspension, and parent must pick up the phone.
- **Fourth Offense:** 5 days OKIS or suspension, and parent must pick up the phone.
- **Fifth Offense:** 3 days O.S.S. Parent must pick up the phone.
- **Sixth Offense:** 5 days O.S.S. Parent must pick up the phone.

Note: If student refuses to give cell phone to teacher it will result in the next step of discipline being assigned. If student refuses to give cell phone to administrator/security or removes sim card and/or battery the student will be suspended 5 days out of school. Parent is not to return cell phone to student until after school day. This will be an additional violation to student and the next step of disciplinary action will be added to prior disciplinary action.

CHEATING/ACADEMIC DISHONESTY(SEE PG 14-15 FOR DESCRIPTION)

In the case that this expectation is violated, the student(s) involved (including the student who gave or shared information or answers) will receive:

- **First Offense:** a zero for that assignment and a discipline referral turned in to the office for a conference with the proper grade administrator.
- **Subsequent Offenses:** a zero for that assignment and a discipline referral turned in to the office resulting in discipline steps as determined by the principal
 - Consequently, subsequent offenses for cheating/academic dishonesty may result in one or more of the following:
 - Suspension or removal from elected position(s) for a class, club, or organization.
 - Suspension or removal from honorary organizations.
 - Ineligibility to participate in extracurricular activities.
 - Other consequences determined by an administrator.

NOTE: Incidents are cumulative from grades 9 – 12

DISPARAGING OR DEMEANING LANGUAGE - Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, color, disability, age, gender or national origin.

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

DISRESPECTFUL CONDUCT OR SPEECH - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings *directed at a staff member*

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

DISRUPTIVE SPEECH OR CONDUCT - Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

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

DRUGS/ALCOHOL (Board Policies MSBA:JFCH & IGAEA)

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, synthetic drugs, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedule I, II, III, IV or V in section 202 of the Controlled Substances Act

- **First Offense:** 45-180 days out-of-school suspension, notification to law enforcement officials, and possible expulsion. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)
- **Subsequent Offense:** 180 days out-of-school suspension or expulsion, notification to law enforcement officials. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)

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

- **First Offense:** 45-180 days out-of-school suspension, notification to law enforcement officials and possible expulsion. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)
- **Subsequent Offense:** Expulsion, notification to law enforcement officials. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)

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

- **First Offense:** 1-180 days out-of-school suspension. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)
- **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)

****BREATHALYZER TEST:*** All students are subject to a Breathalyzer test upon "reasonable suspicion" during school or at school sanctioned events.

EXTORTION - Threatening or intimidating any student for the purpose of obtaining money or anything of value

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

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting or instructional equipment.

- **First Offense:** Principal/Student conference, detention, or in-school suspension, out of school suspension, or notification of law enforcement officials. Restitution, if necessary.
- **Subsequent Offense:** Detention, in-school suspension, out of school, or notification of law enforcement officials. Restitution, if necessary.

FAILURE TO SERVE PREVIOUSLY ISSUES DISCIPLINARY CONSEQUENCE – Failing to serve a previously issued detention (morning, afternoon, or Saturday school)

- **First Offense:** Principal/Student conference, detention, in-school suspension, or out-of-school suspension
- **Subsequent Offense:** Additional detention, in-school suspension, out-of-school suspension

FALSE ALARMS - Tampering with emergency equipment, setting off false alarms, making false reports

- **First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, or notification of law enforcement.
- **Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, or notification of law enforcement.

FIGHTING - Mutual combat in which both parties have contributed to the conflict either verbally or physically

- **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)
- **Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)

FIREARMS AND WEAPONS (Board Policy MSBA:JFCJ)

- Students who bring or possess weapons will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. (Additional high school discipline includes suspension from all after school activities for up to 80 days.)

GANGS – Wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership, or any other attribute, which indicates or implies membership or affiliation with such a group.

- **First Offense:** Principal/student conference, In-school suspension, 1-10 days out-of-school suspension.
- **Second Offense:** 10–180 days out-of-school suspension and documentation in student’s discipline record.
- **Third Offense:** Expulsion and documentation in student’s discipline record.

HARASSMENT (Board Policy MSBA:AC)

a. Use of verbal, written or symbolic language that constitutes harassment on the basis of an individual’s race, color, sex, national origin, age, ethnicity, or disability

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

b. Physical contact/explicit behavior that constitutes harassment on the basis of an individual’s race, color, sex, national origin, age, ethnicity, or disability

- **First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion
- **Subsequent Offense:** 10-180 days out-of-school suspension or expulsion

HAZING – Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

- **First Offense:** Detention, in-school suspension, or 1-10 days out-of-school suspension
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion

INAPPROPRIATE PHYSICAL CONTACT – Physical Contact made that is inappropriate for school. It can be malicious or not. It does not fit under the same guise as a fight or assault.

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

P.E. 'NO DRESS' – PE is a graduation requirement, therefore students are expected to dress out and participate. Failure to do so could result in discipline.

PUBLIC DISPLAY OF AFFECTION - Physical contact which is inappropriate for the school setting

- **First Offense:** Principal/Student conference, 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

SEXUAL HARASSMENT

(PART A) SEXUAL HARASSMENT (SEE BOARD POLICY) – Use of verbal, written or symbolic language that is sexually harassing.

- **First Offense:** Principal/student conference, detentions, Saturday school, In-school suspension, 1-10 days out-of-school suspension.
- **Second Offense:** In-school suspension or 5-10 days out-of-school suspension.
- **Third Offense:** 10–180 days out-of-school suspension and documentation in student’s discipline record.

(PART B) SEXUAL HARASSMENT (SEE BOARD POLICY) – Physical contact or activity that is sexually harassing.

- **First Offense:** Saturday school, in-school suspension, 1-10 days out-of-school suspension.
- **Second Offense:** 5-10 days out-of-school suspension.
- **Third Offense:** 10–180 days out-of-school suspension or expulsion, and documentation in the student's discipline record.

TARDIES/LATE – Office Consequence

- **First Offense:** Principal/Student conference, detention, in-school suspension, or out-of-school suspension
- **Subsequent Offense:** Additional detention, in-school suspension, out-of-school suspension

TECHNOLOGY MISCONDUCT – Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; accessing or producing pornographic material, or evading or disabling a filtering/blocking device. (Board Policy MSBA:EHB & Media Services Handbook.) Material deemed inappropriate for the learning environment should not be accessed on school resources or during school activities.

- **First Offense:** Restitution. Principal/Student conference, loss of user privileges, Detention, or in-school suspension, 1-180 days out-of-school suspension, or notification of law enforcement.
- **Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-School suspension, expulsion, or notification of law enforcement.

THEFT - Theft, attempted theft or willful possession of stolen property

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

TOBACCO/VAPING DEVICE - Possession or use of any tobacco/smoking products on school grounds, bus or any school activity, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with Board Policy MSBA-JHCD. (See Board Policies MSBA:JFCH & AH.)

Possession:

- **First Offense:** 3 days in-school suspension
- **Second Offense:** 5 days in-school suspension
- **Third Offense:** 5 days out-of-school suspension
- **Fourth Offense:** 10-180 days out-of-school suspension

Use:

- **First Offense:** 3 days out-of-school suspension
- **Second Offense:** 5 days out-of-school suspension
- **Third Offense:** 10 days out-of-school suspension
- **Fourth Offense:** 10 days out-of-school suspension and recommendation for long-term suspension to the superintendent

TRUANCY - Absence from school without the knowledge and consent of parents/guardian and/or the school administration and/or teacher (Board Policy MSBA:JED & student handbook pg.16 & pg.18)

- **First Offense:** Principal/Student conference, detention, in-school suspension, or out-of-school suspension
- **Subsequent Offense:** Additional detention, in-school suspension, out-of-school suspension

VANDALISM - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students

- **First Offense:** Reimbursement for repair/replacement of damaged property, in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials
- **Subsequent Offense:** 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials

WRITTEN OR VERBAL THREATS

Verbal or written threats to any student who threatens, verbally or in writing, to harm a teacher or student will be subject to immediate suspension and turned over to local law enforcement officials.

Make-up work is encouraged for all absences to maintain the continuity of education. Students suspended from school will have the opportunity to complete assignments/projects missed during the suspension for up to 15 days. 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 beyond 15 days **OR** suspended for drug-related, alcohol, or assault violations may not receive credit for assignments/tests during the suspension.

DETENTION/SATURDAY SCHOOL/OKIS GUIDELINES

DETENTION GUIDELINES

Students assigned to detention should follow these guidelines:

1. Bring book(s), pencil/pen, paper, computer, and class work.
2. Report directly to the detention room each day of your detention assignment. Unexcused tardiness or absences from detention may result in additional days.
3. Continued failure to attend detentions will result in OKIS or other disciplinary action as determined by a principal.
4. No candy, drinks, food or gum is allowed during your detention time.
5. You may not leave your assigned seat during detention time.
6. Any time missed will result in extra days or suspension or Saturday School.

Before School Detention - This will be a 1-hour block of time, before school on M-Fr.

After School Detention - This will be a 2-hour block of time, after school on M-Th.

Lunch Detention - This will be a student's full lunch period block of time during their specific lunch shift.

-SATURDAY SCHOOL

Instruction and rules for Saturday school are as follows: Students must report to the main entrance (by the flag) at the high school by 8:00 AM. You have to bring something to work on or you will be assigned work to do. If you do not complete the work assigned you will return to Saturday school the following Saturday for the completion of work. Students who fail to attend Saturday School will be assigned additional discipline.

Restroom breaks will be given by the teacher on duty.

1. You will not be allowed to talk, make noises, sleep, drink, chew, or anything else of this nature.
2. You will be expected to abide by the school rules.
3. You are subject to the rules and consequences listed in the Poplar Bluff Student Handbook.

Final Rule: Not abiding by the above instructions may result in additional days assigned in Saturday school, OKIS, or out-of-school suspension, and/or a conference with your parents and the principal.

-OKIS -- "OPERATION KEEP IN SCHOOL"

OKIS, or In-School Suspension, is used to help students stay in school. A student assigned to OKIS should follow these guidelines:

1. Report to the OKIS room each day of your assignment.
2. You will respect all persons and property in the classroom. **Please note:** Writing or drawing on the school furniture or walls will be considered as destruction of school property. A minimum of a \$10.00 fine will be charged to make restitution for damages and a possibility of suspension.
3. You will need to bring your Chromebook, textbooks, plus paper and pencil, each day.
4. If you have an unexcused absence, you may be given additional days and assignments in OKIS.
5. If a principal sends you home, or you leave OKIS for any reason, you may be given additional assignments or days in OKIS, or SUSPENDED.
6. You will need to complete all of your class work to the satisfaction of the OKIS teacher before you can be released from OKIS.
7. You may not chew gum, eat, or drink anything in OKIS.
8. You may not leave your assigned seat without specific permission.
9. There is a limit of OKIS assignments per semester. Habitual offenders could be assigned out-of-school suspension.
10. A student assigned to OKIS may not participate in any after school activities until the OKIS assignment is complete. However, the student may participate in practice.

SAFETY

POPLAR BLUFF R-I SCHOOL DISTRICT SAFETY POLICY

Accidents are undesirable, unplanned occurrences, which can be prevented, and which often result in bodily harm, loss of school time, property damage, possibly expensive legal action, or possibly death. Thus, it will be the policy of the Poplar Bluff School District to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The Board of Education believes that safety education and accident prevention are important to everyone concerned with the school, not only as a protective measure during school hours but also as an instruction means of developing an appropriate mode of behavior to minimize accidents at all times. It shall be the responsibility of the district's superintendent to execute this policy in order to have a comprehensive program that meets the needs of the Poplar Bluff R-I School District.

The responsibility for developing the total safety program should be delegated to a competent, professional staff person who will be directly responsible to the superintendent. He will be provided with staff, time, budget, authority and title commensurate the task. The staff person acting in an advisory capacity to all heads of major units within the district will be responsible for the promotion and development of an aggressive prevention and safety education program for students and certified and classified personnel employed by the district.

The general areas or responsibilities include, but are not limited to, in-service training, development of accident prevention procedures, accident record keeping, facility inspection, vehicle safety programs, fire prevention, emergency procedures and traffic safety problems related to employees, pupils and the community.

(Note: In relation to this Safety Policy, every teacher must be familiar with the following; Fire drill procedures, tornado drill procedures, earthquake procedures, active intruder, and bomb threat procedures.)

INTRUDER ALERT

- Information will be provided as soon as possible
- Put as much distance and barriers between you and the danger as possible
- Be very quiet as to not draw attention to your area

FIRE DRILL PROCEDURES

Signal: Repeated Alarm Sound

These instructions are for the emergency evacuation of the buildings. It will be the teacher's responsibility to become familiar with these procedures and to instruct his/her students concerning their responsibilities during a possible emergency evacuation. If there is smoke or fire near your evacuation place, please move to the next nearest place away from the danger spot.

The teacher should take the necessary precautions to see that all students are out of the rooms and windows and doors are closed. Take your roll book with you, so that you can check roll in the designated area assigned to your room. Students should remain in classroom groups. Teachers should be with the students at all times.

West 300s — Rooms 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, & 314 — Exit classrooms, walk to the West exterior door, walk outside and walk South between the auxiliary gym and West 300s.

North 300s — Rooms 320, 321, 322, 323, 324, 325, 326, 327, 328, & 329 — Exit classrooms, walk to the North exterior door, walk outside and walk to the fence line.

Art & FACS — Rooms 400, 401, & 402 — Exit classrooms through the back classroom door, walk to the North, and walk to the fence line.

East 500s — Rooms 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, & 511 — Exit classrooms, walk outside East towards the student parking lot.

North 500s — Rooms 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, & 529 — Exit classrooms, walk to the North exterior door, walk outside East towards the student parking lot.

Cafeteria — Exit the Cafeteria and walk West towards the parking lot between West 300s and the auxiliary gym.

600s — Rooms 600, 601, 602, 603, 604, 605, 608, 609, 610, 611, 612, 613, 615, 616, 617, 618, 620, 621, & 624 — Exit the nearest East exterior doors towards the student parking lot.

West 100s — Rooms JROTC, Gyms A & B, Wrestling Room, Weight Room, and Locker Rooms — Exit areas, walk South down the hallway, exit through the South exterior doors to the parking lot in front of the school.

Commons Area & Library — Exit areas, walk South down the hallway, exit through the South exterior doors to the parking lot in front of the school.

Rooms 203, 204, 205, 206, 207, & 208 — Exit room, walk West down hallway and down the staircase to the first floor, and exit through the South exterior doors to the parking lot in front of the school.

EXCEL Room, 121, Nurse, Athletics Department, and Office — Exit areas, walk East down hallway, exit through the East exterior doors to the parking lot in front of the school.

Rooms 200, 201, 202, 209, 210, & 211 — Exit room, walk East down hallway and down the staircase to the first floor, and exit through the East exterior doors to the parking lot in front of the school.

TORNADO DRILL PROCEDURES

Signal: Intercom Announcement

200, 201, 210 & 211

Exit room, walk down the East Stairs (enclosed stairs by the front door) to the first floor, gather students in the Band Hallway.

202, 203 & 204

Exit room, walk down the South Stairs (enclosed stairs by the side door) to the first floor, gather students in the main restroom.

206, 207, 208, 209

Exit room, walk down the Main Stairs to the first floor, gather students in the gym hallway leading to the locker rooms.

West 300s, North 300s, North 500s, East 500s, 600s, & JROTC

All students are to gather in their respective halls away from doors and windows.

401 & 402

Students are to gather in front of the stage in the Cafeteria.

400

Students are to gather in front of the barrier wall separating Rooms 400 from the Cafeteria.

OFFICE

Staff and students in the office are to gather in the storage room.

LIBRARY

Staff and students are to gather in the EXCEL Room off the Library.

HELP DESK

Staff and students are to gather in the EXCEL Room off the Library.

GYMS, WRESTLING ROOM, & WEIGHT ROOM

All boys go to the boys' locker room and girls to the girls' locker room or assemble in a windowless room if time does not permit getting to the locker room.

121 & NURSE

All students will stay in their respective rooms and get under chairs, etc. away from windows.

CAFETERIA

All students will get under chairs and tables away from the windows.

MULES CAFE

All students will go to the hallways and sit on the floor next to the walls.

*****THE ALL-CLEAR SIGNAL WILL BE OVER THE INTERCOM*****

EARTHQUAKE PROCEDURES

Disaster Preparedness Plan - Earthquake

Signal: Earth shaking/Intercom Announcement if possible

There is much evidence to indicate that a strong earthquake will happen along the New Madrid fault line. Should a major quake occur in this area, considerable building damage and some loss of life will likely be the result.

Preparation, education and training can reduce the impact of a major earthquake. This plan is an effort to achieve to the maximum degree the preparation needed to insure the safety and survival of students and staff in the Poplar Bluff High school.

EARTHQUAKE PLAN

Note: Earthquakes in Missouri, especially Southeast Missouri, are not a rarity. Therefore, earthquakes are included with the understanding that there's a possibility of one occurring. The disaster plan will set forth procedures that are to be taken to prepare for this eventuality.

An earthquake will probably occur without warning. Therefore, no suggestions are given for warning. Instructions should be given regarding actions to be taken. These should include the following:

1. Remain where you are assessing the situation, and then act.
2. Keep calm
3. DO NOT evacuate the building as long as tremors are occurring. When tremors cease, or several minutes lapse between shocks, then evacuate by fire drill procedures.

Indoors:

1. Take cover under desks, tables, or other heavy furniture.
2. Take cover in interior doorways or narrow halls.
3. Stay away from windows and beware of falling objects.
4. Move from under light fixtures or other suspended objects.

Outdoors:

1. Move away from buildings, if possible.
2. Avoid utility poles and overhead wires.
3. Remember the danger of falling brick or masonry facades over doorways and other such places.
4. If conditions permit, assemble on the football practice field by class
5. Teachers should take the roll of students to be sure all are present and report to the principal.

After earthquake subsides or is over:

1. Do not light fires in furnaces or outside until advised by authorities that it is safe to do so.
2. Avoid touching electrical wires, which may have fallen.
3. Do not enter a building until it has been checked for possible damage or dangerous area.
4. If communications are still available with Central Office, follow instructions from there.
5. If a radio is available, turn it on for the latest bulletins.

Further actions should await conference with the local emergency preparedness director.

If conditions permit:

1. Dismiss walking children after cautioning them about dangers and actions recommended above.
2. Dismiss children in-groups going to same area of town.
3. Assemble at some safer place with less damage all those students who will need transportation to distances greater than can be safely walked.

Remember that the problems are so varied and unpredictable that hard and fast plans for that period of student dismissal and disbursement may require on-the-spot decisions under the general guidance of government officials.

**Please refer to "Bracing for the Big One and A Disaster Plan for Earthquake Preparedness" for additional information.*

A DISASTER PLAN FOR EARTHQUAKE PREPAREDNESS: AN IMMEDIATE RESPONSE

Successful response to an earthquake will depend on action taken during the first minutes and hours following the disaster. It is anticipated that only local help will be available during the first thirty-six (36) hours after a quake.

Command Post:

The school command post will be established in the Football Stadium.

During the first 60 minutes following a quake the following priorities are established:

Administrators:

1. Administrators will establish a command post as soon as possible. The principal and his designees will direct all operations and will coordinate efforts with any other agencies involved.

Teachers:

1. Attend to first aid needs.
2. Evacuate to a safe area and please see evacuation plan.
3. Provide a headcount of students, and please keep grade book updated and available at all times.

Secretaries:

1. Report to the pre-established command center with a student master list and a copy of all student schedules.

Custodians:

1. Turn off gas.
2. Turn off electricity.
3. Turn off water.
4. Set up emergency sanitation facilities.
5. Assist in other areas where needed.

School Nurse:

1. Assist with "on-the-spot" first aid.
2. Report to the command post to staff the emergency first aid center

Counselors:

1. Report to the command post for assignment where needed.

Food Service:

1. Food service will evacuate to a safe area.
2. Food service personnel will be responsible for checking and maintaining, as soon as safety permits, the food supply housed in the building.

FIRST WARNING

Your first indication of an earthquake will be the violent shaking of the building.

Teachers should immediately:

1. Issue an order to all students to "DROP AND COVER". Have students get under desks where possible. Students should kneel; cover their heads and face away from window.
2. Teachers should open the classroom door and stand within the doorframe.

EVACUATION

At the first opportunity the building will be evacuated. One of the following signals will be used:

1. Continuous ringing of the school bells if electricity is still available.
2. Long blasts on a portable horn.
3. Evacuation order transmitted by "word-of-mouth".
4. Teacher discretion if no other order is received.

The building will be evacuated by the established fire-drill plan in the Poplar Bluff High School Teachers Manual or by the safest routes known to the teacher. Please avoid evacuation areas near trees, utility poles, etc.

During evacuation teachers should be alert for:

1. Smells of gas.
2. Hot electrical wires.
3. Fires
4. Structurally unsafe routes.

PRE-ESTABLISHED EVACUATION SITE

Teachers are assigned according to a “buddy” system. All teachers are assigned to an evacuation site as per the fire drill procedures. Students should be taken to this site except when conditions exist that makes it unsafe. In the event students are taken to another area the command post should be notified immediately. Teachers will appoint two (2) responsible students to serve as “runners”.

Teachers will take the roll of their class and report the following to the command post:

1. Names of students present and accounted for.
2. Names of students not accounted for.
3. Names of students injured and the extent of the injuries (slight, moderate, severe, and deceased) report the last known location of the injured students.

RELEASE OF STUDENTS

Following earthquake students will be released in the following manner:

1. To a parent or responsible adult provided that person signs for the student.
2. To his or her own recognizance provided the administrator makes the determination and duly noted on the student master list.
3. By normal afternoon dismissal procedures provided the district determines there is no danger in using normal procedures.

Accidents are undesirable, unplanned occurrences, can be prevented, and often result in bodily harm, loss of school time, property damage, possibly expensive legal action and even death. Thus, it shall be the policy of the Poplar Bluff R-I School District to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The Board of Education believes that safety education and accident prevention are important to everyone concerned with schools, not only as a protective measure during school hours, but also an instruction means of developing an appropriate mode of behavior to minimize accidents at all times.

Rules and regulations have been established and printed in this handbook to insure the welfare and safety of all students. Please read and follow the rules set forth in the following pages. Additionally, all students must be familiar with the fire drill, tornado, bomb threat and earthquake procedures.

HAZARDOUS MATERIAL

1. Do not rush to see the site.
2. Line up behind the teacher and proceed, single file out of the building on the opposite side of the scene of the accident.
3. Meet at the band practice field on the south side of the gym or on the north side of “A” Building, whichever is away from the scene of the accident?
4. Students are absolutely NOT to go to their CARS.
5. Teachers will take rosters with them.

EXTRA-CURRICULAR ACTIVITIES & ORGANIZATIONS

School activities are certainly an important part of school life and of education for adult life. Organizations will make announcements concerning memberships, activities, etc., and more organizations may be formed as the need arises.

Students shall not be excluded from membership because of race, creed, color, sex or handicap. No student attending the Poplar Bluff Public Schools shall be a member of any secret student organization. A secret student organization is herein defined as one, which is composed wholly, or in part of public school pupils and has no known responsible adult supervision or worthwhile purpose.

All schools in the Missouri High School Activities Association have adopted the MHSAA standards Eligibility to participate in school athletics is a privilege granted if you meet these standards; it is not an inherent right. All students, both boys and girls, who compete inter-scholastically, must meet these eligibility requirements. Your school has the authority to adopt additional rules. For details concerning eligibility, see Articles VII and VIII of the MSHSAA Constitution.

Philosophy

Extra-Curricular activities shall supplement the high school curricular program. They should provide experiences for students that result in those learning outcomes, which contribute toward the development of good citizenship. Emphasis shall be upon teaching through school activities.

Eligibility Statement

Eligibility to participate in extra-curricular activities is a privilege that is granted to students by the Missouri State High School Activities Association. Certain standards must be attained and maintained in order that a student may gain and retain this privilege.

Students participating in extracurricular activities are expected to be good citizens of the community. Enforcement of citizenship standards may include suspension of a student's right to participate in any activity or all activities, depending on the severity and type of infraction.

MSHSAA STANDARDS

Regulations & Activities

The Missouri State High School Activities Association regulates all activities when different schools meet for contests, etc. Regulations are set up to ensure fairness, promote sportsmanship, and friendship between students of different schools, and to protect students and school groups from being exploited by various groups for personal benefits.

All rules and regulations must be adhered to that are contained in the MSHSAA Handbook. Coaches will see that their participants are made aware of the rules and regulations as they relate to the activity, which they sponsor.

Inter-School Activities Eligibility

All of the schools of the MSHSAA have adopted the standards listed. Eligibility to participate in interscholastic activities is a privilege granted if you meet these standards; it is not an inherent right.

All students who compete inter-scholastically must meet these eligibility requirements. Schools have the authority to adopt additional rules. For details concerning eligibility, see Bylaw 200 of the MSHSAA Constitution.

Citizenship & Eligibility

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens". Conduct shall be satisfactory in accordance with the standards of good discipline.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date. Each individual school has the authority to set more restrictive citizenship standards.

Activity sponsors and the administration of Poplar Bluff R-I have the right and responsibility to enforce MSHSAA Citizenship standards in any and all student extra-curricular activities. For the purpose of this regulation, school activities are all those activities sponsored by the Poplar Bluff R-I Schools. Some examples include: drama, student

council, band, music, class officers, football, basketball, softball, baseball, volleyball, golf, soccer, wrestling, track, cross country, cheerleading, flag corps, school dances, and any other school events outside the regular school day.

1. Students are required to be good citizens of the school and community at all times.
2. Students who represent Poplar Bluff High School in extra-curricular activities must be creditable citizens.
3. Participants convicted of or pleading guilty to a felony will be ineligible to participate for a period of 90 days during a school term or until their sentence is served.
4. All students are expected to refrain from the use of or possession of **alcohol or drugs** in any form. If a member of the faculty or law enforcement observes a student possessing and/or using the above mentioned, he/she will be held responsible and appropriate action will be taken. The disciplinary action will include but will not be limited to the following:
 - First Offense:** A student is not allowed to participate in any school activity for 25% of that particular sport or event. He/she may practice but cannot attend any school functions during this time.
 - Second Offense:** A student will not be allowed to attend or participate in any school activity for one calendar year (365 days). After six months of suspension, the student and his/her parent(s)/guardian(s) may appeal to the principal to have the suspension reviewed and reevaluated (i.e. counseling, attendance, grades, attitude, and discipline will be considered).
 - Third Offense:** Termination as long as they are a student in our district.
5. The school district is a **tobacco free** environment. The use or possession of any form on school grounds is prohibited. (*See Board Policy MSBA:AH & JFCH*)
 - First Offense:** One game suspension.
 - Second Offense:** 25% of schedule.
 - Third Offense:** Dismissed from team.
6. Students who are suspended out of school will be unable to practice or participate in a contest for the duration of the suspension.
7. Students who are suspended from athletics because of disciplinary reasons will be allowed to practice with their activity during their suspension.
8. Students assigned to detention will serve the detention before reporting to any coinciding practices.
9. Enforcement of citizenship standards can include suspension of a student's right to participate in any activity or all activities, depending on the severity and type of infraction.
10. Students who have been involved in an incident that might result in their suspension from an activity will be placed on administrative leave until the issue is resolved. Administrative leave cannot exceed what the normal suspension would be.
11. Students who are absent from school the day of an activity must have prior approval from an administrator or they may not participate until the next school day.
12. Guidelines for each extra-curricular activity may differ due to specialized requirements of the activity and/or the sponsors. Students are expected to follow the standards set for each activity and to be positive members of that activity. Students who do not follow the activity guidelines or who are not contributing to the activity may forfeit their right to participate in that activity. Coaches and sponsors will inform their groups of their expectations in writing.
13. Transfer students will be eligible if they were eligible at their prior school. All citizenship requirements will be met upon transfer.

Eligibility for a High School Team

1. Be a good citizen in your school and community. The local Board of Education has the right to establish good citizenship standards.
2. Not compete on an outside team or in individual match competition during the season you are representing your school in the same sport; not miss school time to compete, practice for, or travel to the site of non-school sponsored athletic competition in any sport in which member schools compete inter-scholastically; and not practice for or compete in non-school competition in any sport in which member schools compete inter-scholastically; and not practice for or compete in non-school competition on the same day you practice or compete for the school. Always check with your high school principal BEFORE you practice for or compete in non-school games, meets, tournaments, etc.

3. Do not transfer schools without a corresponding change of residence of your parents unless you meet an appropriate exception to the transfer standards. Always check with your principal before transferring to determine whether it will affect your eligibility.
4. Be enrolled in courses that offer 3.0 units of credit and you must have earned 3.0 units of credit the preceding semester or made standard progress in special education. Eighth graders must have been promoted to a higher grade at the close of the preceding year.
5. Have entered school within the first eleven days of this semester. Entering school is interpreted as enrolling and attending classes.
6. Not have received or competed for an award of any kind other than that given by your school for your services as an athlete in the sports in which you are competing. Competing for awards having utilitarian value such as jackets, cash, or merchandise prizes will make you ineligible.
7. Not have reached your 19th birthday prior to July 1st of this school year. Junior High students shall not have reached the following ages prior to July 1st; grade seven-14, grade eight-15, and grade nine-16.
8. Not have competed under an assumed or false name.
9. Not have graduated or received an early release from a four-year high school or its equivalent. Seventh or eighth graders are not eligible to compete with 10th graders or above. Ninth graders who compete with 10th graders or above may not return to compete against 7th and 8th grade teams.
10. Attend your eighth semester immediately following your seventh semester. High school students are eligible only during the first 8 semesters of attendance. Seventh and eighth graders are eligible for only the first two semesters attended in each grade.
11. Not have competed at any time as a member of or against a junior college or senior college team nor have participated in any type of tryout for a college team prior to completion or eligibility for all high school sports.
12. Not transfer from one high school to another because of being influenced to do so.

Classification of eligibility in extra-curricular activities

1. **Eligible Student:** A student who may participate in all activities and meets all MSHSAA and local rules.
2. **Ineligible Student:** A student who does not meet either MSHSAA Rules or local rules in order to participate.
3. **Probation:** A student is warned that uncorrected problems will result in his/her removal from the activity. This student will be allowed to practice and participate.
4. **Limited Participation:** A student may practice with the team, but they cannot participate in contests with the team. In order to qualify for limited participation, the student must participate in tutoring or counseling.
5. **Suspension:** A student is removed from the activity. No practice or participation is allowed during suspension.
6. **Administrative Leave:** A student is removed from the activity by coaches or administration for failing to meet expected behavior or performance standards.
7. **Dismissal:** A student is removed from the activity by coaches or administration for failing to meet expected behavior or performance standards.

Extra-Curricular School Attendance

1. Students are to attend school all day in order to participate in an extracurricular activity. Any student who is absent will be unable to participate on that day unless approved by one of the principals.
2. Coaches and sponsors will check daily absentee reports.
3. When a student is absent it is his/her responsibility to check on participation eligibility.
4. An unexcused absence the day after a contest will result in ineligibility for the next contest or activity.
5. Generally students will be allowed to participate if the absence was for doctor or dental appointments; however, if a student is too ill to be in school, then he/she will be unable to participate.
6. Students not in attendance on Friday will not be allowed to participate on the following Saturday, unless he/she has prior approval by an administrator.
7. If a student leaves school during the school day because of sickness, he/she will not be allowed to participate that night.
8. Students who miss school will not be eligible until they have attended another full day of school.

Academic Requirements For Extra-Curricular Activities

A student must pass 3.0 credits each semester to be eligible for the following semester.

Participation and Tryouts

Coaches and sponsors may hold tryouts or may limit the number of participants in an activity. This should be done in such a way that is reasonable and necessary as dictated by the nature of the activity.

Transportation

1. All participants must ride the mode of transportation provided by the school to and from an activity.
2. A student's parent(s)/guardian(s) may choose to take him/her home after a game by either signing that student out at the game or by signing the student out prior to the date of the contest in the high school office.
3. A parent may give permission for his/her student to ride home with another adult during a sport season by contacting the coach and filling out a consent form. The adult he/she is leaving with must still sign out the student at each activity.
4. **No Phone calls or notes will be accepted.** Parents must contact the office in person.

Insurance and Physical Exams

1. Each student participating in athletics and cheerleading is required to obtain a physician's certificate stating that he or she is physically able to participate.
2. Students shall not be permitted to practice or compete until they have verified that they have basic athletic insurance coverage. This is for both cheerleading and athletics.
3. Each sponsor or coach may include more specific rules and regulations for the activity he/she sponsors. The building administrator must approve the rules.

Sportsmanlike Conduct

All students are expected to show good sportsmanship at all times. They should treat fans, players, and officials, as they would want to be treated themselves. Poplar Bluff High School is responsible for its actions of players and fans at all activities. Failure to show appropriate conduct may result in the loss of the privilege to participate/attend any and all activities.

The NCAA Initial-Eligibility Clearinghouse

The NCAA Initial-Eligibility Clearinghouse is for core course requirements. The NCAA core course guidelines may be found with your counselor. Any student athlete having questions concerning eligibility to participate at an NCAA College or University may contact:

NCAA Clearinghouse
2255 North DuBuque Road
PO Box 4044
Iowa City, IA 52243-4044
Telephone (319) 337-1492

A. DRUG AND ALCOHOL

1st Offense: A student is not allowed to participate in any school activity for 25% of the particular sport or event. Example: Football has ten regular season games. The student would miss 2.5 games. If the infraction occurred during the 9th or 10th game, the penalty would carry over to the next sport or event for him/her. He/she may practice but cannot attend any school functions (i.e. dances, other sport events, programs, etc.) during this time. If the infractions occurred during school hours or school sponsored events, the regular school suspension rules would apply as well.

2nd Offense: Suspension from participation for 365 days

3rd Offense: Termination (from any school activity) as long as he/she is a student in Poplar Bluff R-I School District

B. TOBACCO

First Offense: One game suspension

Second Offense: Suspension from 25% of schedule

Third Offense: Dismissed from team

All infractions are to be enforced immediately and entered into the student's SIS disciplinary file.

EXTRA-CURRICULAR ACTIVITIES TUTORING GUIDELINES

Purpose:

The purpose of the tutoring program is to provide ALL students with an opportunity to increase their knowledge base of the subjects in which they are deficient. Tutoring is available both in the morning and afternoon.

The tutoring program is mandatory for extra-curricular activities, but is available for all students in subjects that offer tutoring. It is recommended that teachers encourage all students to make use of this service when they feel there is a need for extra time-on-task.

Guidelines:

1. 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/her program.
 2. 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.
 3. Activity sponsors/coaches will be supplied with copies of their participants’ grades in order to know which students need tutoring.
 4. Each student attending a tutoring session will receive a “Tutoring Attendance Slip.” A student who is mandated to attend tutoring must give these attendance slips to his/her activity sponsor or coach.
 5. Activity sponsors/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. Sponsor/Coaches are not to conduct their own tutoring without pre-approval by administration.
- (NOTE: There are enough morning sessions available to ensure that a student who is involved in extracurricular activities will not have to 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.)
6. 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.
 7. NO EXCUSES for missing tutoring sessions will be accepted.
 8. This is the minimum requirement for tutoring sessions. Sponsors/coaches may set more stringent requirements.

APPENDIX

(POLICIES & NOTICES REFERENCED THROUGHOUT HANDBOOK)

POPLAR BLUFF SCHOOL DISTRICT POLICIES

<https://mules.me/policy>

POPLAR BLUFF SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

<bit.ly/PBR1NoticeofNonDiscrimination>

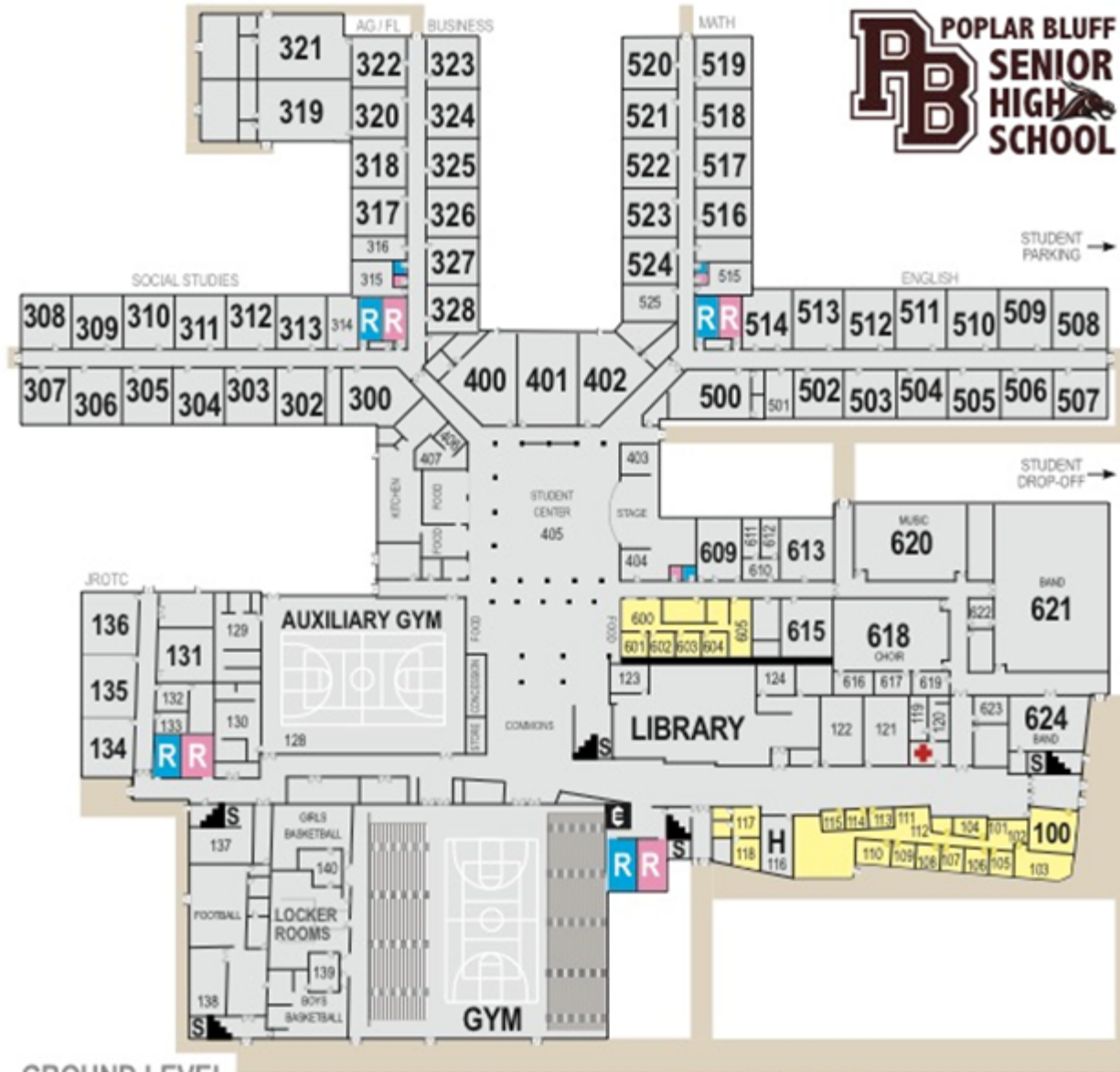
POPLAR BLUFF SCHOOL DISTRICT PUBLIC NOTICES

<bit.ly/PBR1PublicNotices>

**POPLAR BLUFF HIGH SCHOOL
STUDENT HANDBOOK**

Revised June 2023

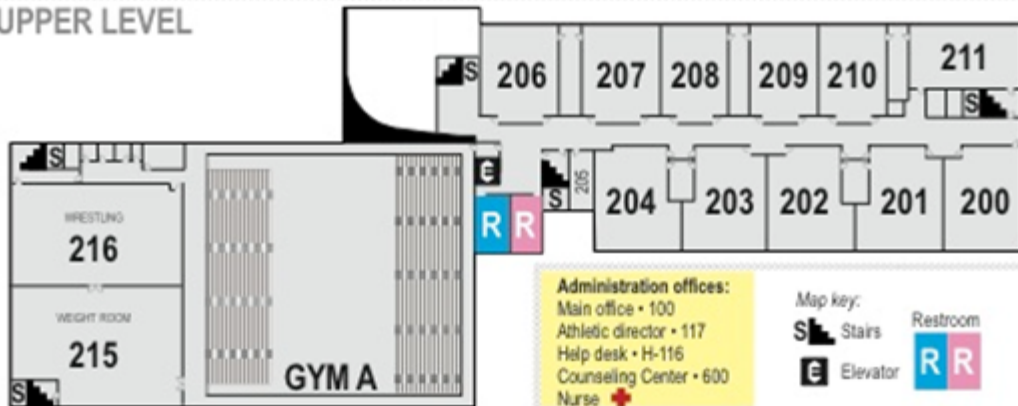
BUILDING MAP



GROUND LEVEL

<< BUS DROP-OFF / PICK-UP >>

UPPER LEVEL



Administration offices:
 Main office • 100
 Athletic director • 117
 Help desk • H-116
 Counseling Center • 600
 Nurse +

Map key:
 S Stairs Restroom
 E Elevator RR

PBHS HANDBOOK CHANGES 2023-24 SCHOOL YEAR

- Pg 20 Added to Academic Letter Awards:
 - Student must be enrolled as a full time student at PBHS for the academic year.
- Pg 29 Remove Chemistry Club (changed to Science and Environmental Club on pg 33)
- Pg 33 Clubs - Add: Science and Environment Club
 - **Purpose:** To champion positive environmental change on our campus.
 - **Membership qualifications:** All students in good academic and behavioral standing may join.
 - **Activities:** Guest speakers, projects, awareness campaigns.
- Pg 34 Clubs - STUCO - add “leadership team”
 - The leadership team and members of the council itself are approved by the executive committee and advisors as representatives and delegates.
- Pg 34 Clubs - STUCO - add “members must remain in good standing”
 - **Membership Qualifications:** Must be in good citizen standing and complete a student council application; members must remain in good standing
- Pg 34 Clubs - Add: Unified Champions
 - **Purpose:** To promote an all-inclusive school environment demonstrating collaboration, encouragement, and respect for all students and staff
 - **Membership Qualifications:** Open to all PBHS students. Members are to:
 - Participate in sporting events with Unified Champions
 - Promote kindness and speak kindly
 - Attend at least 50% of all meetings
 - Participates in group fundraising events
- Pg 35 Homecoming Nomination Guidelines - add “no acts of violence or trespassing”
 - Candidates shall be good citizens of the community – NO unlawful use of drugs and alcohol, no known pornography on websites or cell phones, and no acts of violence or trespassing.
- Pg 35 - Homecoming Nomination Guidelines - clarify and add “Varsity team” and remove faculty from voting since this is a student body vote.
 - Once all have presented a completed questionnaire by said date to the Homecoming Committee for verification and final approval, the list will be returned and narrowed to five by secret ballot by the Varsity team (sophomores-seniors). The entire PBHS student body will then have the opportunity to vote on the final five candidates to choose the Homecoming Queen.
- Pg 36 - Guidelines for Event Candidate Nominations & Elected Officers - add “no issues with the law or in the community) & add an additional bullet about positive representation.
 - Candidates must be good school citizens (no issues with the law or in the community) and have had no major discipline for an entire year prior to the date of his/her candidacy or nomination.
 - Candidates must maintain a positive representation of the graduating class, school, and community.
- Pg 36 - Added Class Officer Election Process (*This is not a new process, just adding the process to the handbook.*)

Each student seeking elected office will complete a full application, including a petition containing the signature of 50 students of the class the student intends to represent. The application must also be signed by the candidate’s parent or guardian and the student who will continue to abide by school policy.

Eligibility: Class Officers (and all candidates) must be currently enrolled and meet the criteria below to be eligible to seek any class office position.

 - A. The candidate must have a 2.5 (on a 4.0 scale) cumulative grade point average AND that year’s grade point average.
 - B. The candidate must not receive a severe disciplinary referral or a code of conduct violation during the current school year or previous school year (verified by Student Council Advisor prior to election).
 - a. Severe disciplinary referral is defined as: no more than 2 Saturday Schools, no more than one referral resulting in OKIS time, no out of school suspensions
 - C. To run for a grade level (class) office a student must be a member of the class in which he/she is seeking office.
 - D. Must maintain a positive representation of the graduating class, school, and community

Note:

The Class Officers report to the Student Council Advisor for approval on all themes. Advisory teachers for that grade level must be present at all class activities, meetings, etc. Class Officers are responsible for arranging this supervision. Class events must have supervision by a school official for that event to occur.

DISTRICT CALENDAR



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



<p>JULY 2023</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <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> </table>	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"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <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> </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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<p>If more hours are missed for weather-related events than have been built into the calendar, the following hours 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.</p> <p style="text-align: right;">*Board Approved 01-19-2023*</p>																																																																																																					

2023-2024 BELL SCHEDULE

Morning Detention Monday-Friday 6:49 - 7:39AM (50 minutes)					
Schedule A		Schedule B		Schedule C	
1st Hour	7:45 - 8:32	1st Hour	7:45 - 8:32	1st Hour	7:45 - 8:32
2nd Hour	8:38 - 9:25	2nd Hour	8:38 - 9:25	2nd Hour	8:38 - 9:25
3rd Hour	9:31 - 10:18	3rd Hour	9:31 - 10:18	3rd Hour	9:32 - 10:18
4th Hour Advisory	10:24 - 10:59	4th Hour Advisory	10:24 - 10:59	4th Hour Advisory	10:24 - 10:59
A Lunch	10:59 - 11:28	5th Hour	11:05 - 11:52	5th Hour	11:05 - 11:52
5th Hour	11:34 - 12:21	B Lunch	11:52 - 12:21	6th Hour	11:58 - 12:45
6th Hour	12:27 - 1:14	6th Hour	12:27 - 1:14	C Lunch	12:45 - 1:14
7th Hour	1:20 - 2:07	7th Hour	1:20 - 2:07	7th Hour	1:20 - 2:07
8th Hour	2:13 - 3:00	8th Hour	2:13 - 3:00	8th Hour	2:13 - 3:00
After School Detention Monday-Thursday 3:00 - 4:40PM (100 minutes)					