

# Elementary Handbook 2023-2024



**POPLAR BLUFF**  
SCHOOL DISTRICT

**ELEMENTARY HANDBOOK INDEX**

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**POPLAR BLUFF R-I DISTRICT  
BOARD OF EDUCATION**

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**ADMINISTRATION OFFICES**  
**1110 N. Westwood**  
**Poplar Bluff, MO 63901**  
**573-785-7751**

<u><b>ELEMENTARY SCHOOLS</b></u>		<u><b>TELEPHONE</b></u>	<u><b>PRINCIPAL</b></u>
<b>Eugene Field Elementary School</b> 711 Nickey Street Poplar Bluff, MO 63901	<b>(Gr. 1-3)</b>	<b>573-785-4047</b>	<b>Jennifer Taylor</b>
<b>Lake Road Elementary School</b> 936 Highway AA Poplar Bluff MO 63901	<b>(Gr. 1-6)</b>	<b>573-785-4392</b>	<b>Rondalyn Vaughn</b>
<b>Oak Grove Elementary School</b> 3297 Oak Grove Road Poplar Bluff, MO 63901	<b>(Gr. 1-3)</b>	<b>573-785-6589</b>	<b>Kristie Robinson</b>
<b>O'Neal Elementary School</b> 2300 Baugh Lane Poplar Bluff, MO 63901	<b>(Gr. 1-3)</b>	<b>573-785-3037</b>	<b>Amy Dill</b>

## POPLAR BLUFF R-I MISSION STATEMENT

Achieving excellence through learning: Every Child, Every Hour, Every Day

### *SCHOOL PHILOSOPHY*

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 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 everyday 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.

### *NOTICE OF NON-DISCRIMINATION*

The Poplar Bluff R-I School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, religion, disability or sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated. Inquiries, ++complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to Human Resources (District Compliance Officer), 1110 N. Westwood Blvd. Poplar Bluff, MO 63901 (573-785-7751).

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act: Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302 (816-268-0550). Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII: Robert A. Young Federal Building, 1222 Spruce Street, Room 8.100, St. Louis, MO 63103 (800-669-4000). Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights

Department of Labor and Industrial Relations

P.O. Box 1129, 3315 W. Truman Blvd.

Telephone: 573-751-3325

U.S. Department of Justice

950 Pennsylvania Ave., NW

Washington, DC 20530-0001

Telephone: 202-353-1555

### *PUBLIC NOTICE*

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Poplar Bluff R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and

young child with a developmental delay.

The Poplar Bluff R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Poplar Bluff R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Poplar Bluff R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Central Office Administration Building Monday through Friday during school business hours. This notice will be provided in native languages as appropriate.

#### 504 PUBLIC NOTICE

The Poplar Bluff School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Poplar Bluff School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Poplar Bluff School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during normal business hours by contacting the Poplar Bluff R-1 School District Superintendent, 1110 North Westwood Boulevard, Poplar Bluff, MO, 573 785-7751. This notice will be provided in native languages as appropriate.

#### APPROPRIATE DRESS

Students in the Poplar Bluff R-I School District should take pride in dress and grooming so as to reflect favorably upon themselves, their parents, the school, and the community. Clothing and personal appearance should be clean, in good taste, and should in no way distract from regular class work or school activities. The following items are considered inappropriate dress: tight fitting biker shorts as outer garments, short shorts, shirts allowing midriff exposure, or any item that can be seen through. Students will not be permitted to wear hats inside school buildings. In conjunction with drug-free education, students are not to wear any clothing depicting the use of, or advertisement for, alcohol, tobacco, or drugs. Clothing items containing objectionable language or suggesting any type of gang activity will not be allowed.

Teachers have the authority to remove any student from class who interferes with the learning environment because of poor taste in dress and/or grooming. The student will be asked to go to the restroom and turn the garment inside out or, if this cannot be accomplished, the parent will be contacted to bring the student a change of clothing. Repeated offenses will result in a parent conference.

## ARRIVAL AT SCHOOL

Students may not enter the building before office hours and should not arrive prior to 8:00 because teachers are not present to supervise students. Please check with the individual school regarding the availability of a Latchkey Program if your child needs to arrive earlier.

A Latchkey Program will be provided before school if enough interest is generated. A minimum of ten students is necessary to initiate the program. Please check with the individual school to determine where your child should go upon arrival.

## ASSIGNMENT TO ROOMS AND TEACHERS

The assignment of students to a class is based on many different factors: abilities, relationships with others, first and/or last name, gender, etc. All children who have been enrolled before school starts will have a room and teacher assigned before the opening day of school. The room assignment will be posted outside the office by 4:00 p.m. the Friday prior to the start of classes. Once the class lists have been posted, class assignments are firm. Students are seldom transferred once school has started.

## ATTENDANCE

**ELEMENTARY** - For attendance purposes at the Middle School each period shall count 1/7 of a school day. For attendance purposes in Kindergarten through Grade 3, each period shall count 1/6 of a school day.

Total absences exceeding six (6) days in one semester in any one period will result in the parent/legal guardian being notified by the Attendance Officer and a conference will be arranged to discuss the violation and possible options. Excessive violation of the attendance policy may result in the student being required to attend summer school and/or being retained in the current grade level.

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.

Parents and students are expected to provide written documentation to the school for any absence, regardless of reason. Parents are expected to contact the school when their child must be absent in order to properly track student whereabouts and keep communications open so that any arising need/situation may be addressed.

## *PROCEDURES*

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. In the event a student is late to school 5 or more times, the Attendance Officer for the District will be notified by the building principal.

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.

## ATTENDANCE VIOLATIONS

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

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

<b>Verified or Unverified Absences</b>	<b>Consequence</b>
12 days	Principal discretion of mandatory summer school attendance and length of time based on student's individual academic needs.
15-19 days OR 89-87% overall attendance	Mandatory Two weeks of summer school. <i>Administrative discretion will be used if the student is in good academic standing.</i>
20-24 days OR 87-85 % overall attendance	Mandatory Full summer school term. <i>Administrative discretion will be used if a student is in good academic standing.</i>
25 or more days OR less than 85% overall attendance	Mandatory Full summer school term and possible retention in current grade.

### **BULLYING**

The PB R-I School District is committed to maintaining the learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or verbal, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. Students who are found to have violated this policy will be subject to disciplinary action.

**First Offense:** Principal/Student/Parent conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, expulsion, and 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.

### **BUSING**

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. Please discuss with your children the following school bus rules:

1. Only students and school personnel regularly assigned for a particular route or excursion shall be allowed to ride in a school bus unless special permission is granted by the director of transportation, who can be reached at 573-785-5801.
2. While at a bus stop or pick-up point students must:
  - a. Conduct themselves in an orderly manner.
  - 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 the assigned seats until otherwise notified.
4. Students shall not open or close windows or emergency doors except when asked to do so by the driver. Students must keep arms, heads and legs inside the bus.
5. While a passenger on the bus, students must not:
  - a. Throw any objects.
  - b. Disturb the driver.
  - c. Litter.
  - d. Make loud or unnecessary noise.
  - e. Transport items which 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 using tobacco products on the bus will be suspended from the bus.
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. 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.
10. Junior and senior high students must show proper identification upon request.

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. It will be the responsibility of the building principal to review the bus ticket and determine the necessary discipline action based on the offense. A copy of the report will be mailed to the parent. Two bus conduct reports may

result in a temporary suspension of bus privileges. After the temporary suspension, another bus conduct report may result in the loss of bus privileges for a greater number of days. Serious rule infractions may result in bus suspension, regardless of the number of previous conduct reports.

**First Offense:** Warning

**Second Offense:** Three days suspension from bus riding privileges

**Third Offense:** Five days suspension from bus riding privileges

**Fourth Offense:** Ten days suspension from bus riding privileges

**Fifth Offense:** Suspension from bus riding privileges for remainder of semester

**Sixth Offense:** Suspension from bus riding privileges for remainder of school year

A student who needs to ride a bus other than his/her own or who must get off at a different stop must bring the teacher a note signed by the parent. The teacher in turn will send the note to the principal's office for approval.

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.

### **BUSINESS HOURS**

There will be someone available to answer the telephone or to provide assistance during the office hours of 8:00 a.m. to 4:00 p.m. Classes will begin at 8:40 a.m. and will be dismissed at 3:55 p.m. The daily time schedule will be provided at each elementary center. All children must be picked up by building closing time.

If you need to see a teacher, please call and make an appointment. Teachers are in the buildings from 8:25- 4:10, but may have supervision duties and not be available for walk-in discussions. All staff members are expected to make themselves available for a reasonable request to meet with parents by appointment. They are not available for discussion during class time unless prior arrangements have been made.

Teachers will not be called out of their rooms for telephone calls during school hours, except in cases of emergency. This is to ensure the safety of your child and to keep disruptions to a minimum. If you call and the teacher is in class, a message will be placed in the teacher's voicemail so the call may be returned later.

### **CANDY AND GUM AT SCHOOL**

Problems occur when children chew gum and eat candy at school. Gum is found on walls, desks, floors, sidewalks, and playgrounds. Students asking each other for candy and/or gum waste class time. Therefore, gum and candy will not be allowed at school unless used as a reward by the teacher, and in that case it will be restricted to the classroom.

### **CHILD ABUSE**

Missouri Revised Statutes require that school personnel report incidents of child abuse and/or neglect to responsible agencies such reporting includes emotional, medical, physical, educational and other forms of neglect.

### **CITIZENSHIP**

It is the responsibility of every student to display qualities of good citizenship. Their best conduct is expected in the halls, cafeteria, on the playground, in the classroom, on the way to and from school, and during participation in any school sponsored activity. The goal of our staff is to help students become good citizens. The staff will remind students of their mistakes and will give special emphasis to honesty, morality and courtesy. Obedience to law, respect for our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students.

### **COMPLAINT PROCEDURES**

District patrons are encouraged to question decisions or policies they feel are not in the best interest of children. The Board of Education has established a procedure for hearing disagreements, with the intent to have issues resolved at the lowest level possible. The grievance should be initiated at the building level with the teacher as the

first contact, followed by the building administrator. If the issue cannot be resolved at the building level, the following chain of administration should be used: the Assistant Superintendent-Personnel, the Superintendent of Schools, and the Board of Education as the final contact. If any of these steps is bypassed, the issue is referred back to the appropriate level for resolution.

#### **DEPARTING SCHOOL**

If you pick your child up after school, please wait until the bell rings and assist with traffic by obeying the "No Parking" signs posted around the school. If your child walks, he/she is expected to go home before doing anything else so that you know where your child is after school. A student riding the bus is expected to go directly to the designated bus waiting area. Parents are required to notify the elementary school office in writing or by phone if a child is to deviate from the normal method of going home, whether it is walking or riding the bus. Otherwise, we have no idea of where to start looking if your child is reported missing. Every student must be picked up by the time the buildings close. If not, we make every effort possible to locate a child's parent and then, if necessary, we call the city juvenile authority or the city police to pick up the abandoned child.

#### **DISASTER DRILLS**

The Missouri Disaster Operations Office, the local civil defense office and the fire department have helped the public schools develop an acceptable and approved set of emergency procedures. Precautions taken for student safety include fire, tornado, active shooter, and earthquake drills held in each school at regular intervals throughout the year.

#### **DISTRICT HOTLINE**

The Poplar Bluff R-I School District hotline was established in September 1993 as a service to protect the safety and welfare of our students. Anyone with information that could affect the safety and welfare of any student in our schools should feel free to report the situation through the hotline. All calls are transferred by switchboard to a voice mail system and will be confidential. The number is (573) 785-1667.

#### **ENROLLMENT PROCEDURES**

An enrollment period for students new to the district will be held during the month of August prior to the beginning of the school year. Local media will carry specific information. During the school year, parents and the student may go to the school during school hours to obtain enrollment information.

The Board of Education has established elementary school boundaries and students are expected to attend their neighborhood school of their domicile residence. Application may be made for inter-district student transfers, but will only be considered if there is classroom space. Children living in the school attendance area have priority and out-of-attendance area children may have to return to their home schools in order to comply with local and state standards.

At the time of enrollment, parents must present a state-issued birth certificate, complete immunization records, health data, social security card and proof of residence for each child enrolling. Missouri State Law requires that all immunizations must be up to date before the first day of school. Please bring all updated shot records to the nurse's office. If your child requires an immunization exemption, please see the office for the appropriate forms. Exact dates are required.

#### **EXTRA CURRICULAR EVENTS**

The Poplar Bluff R-I School District seeks to provide students with a rounded education that includes several extracurricular activities. All students will be able to participate in activities scheduled by the school or sponsored by the PTO. Activities are designed to increase student awareness of their world and to develop skills essential to social and academic development. Cultural art activities include assemblies and speakers as well as grade level events.

#### **FEDERAL PROGRAMS**

##### **PARENT/GUARDIAN NOTIFICATION**

Federal law requires notification to parents/guardians when any of the following situations exist in a district

receiving Federal funds.

1. District must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district must inform parents/ guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

#### **STANDARD COMPLAINT RESOLUTION PROCEDURE**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under federal law. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

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

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

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

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

#### **FIREARMS & WEAPONS AT SCHOOL**

The Board of Education has determined that possession and/or use of a weapon by any person on school property or at any school-sponsored or sanctioned activity is detrimental to the welfare and safety of the students and employees of the school district. The two (2) exceptions to this are:

1. Weapons under the control of on-duty law enforcement personnel in their regular course of duties. This excludes Poplar Bluff R-I School personnel with municipal or county law enforcement commission cards.
2. Weapons that are registered and handled in a legal manner for the purpose of education.

### ***DEFINITIONS***

The Board of Education defines "dangerous weapon" as an object constructed for and considered to be a weapon by nature of design and use. This also includes any other object which is capable of inflicting bodily harm and/or which can be used to threaten, frighten, or intimidate by the manner in which it is used and/or intended to be used or by its appearance as a dangerous weapon. This includes, but is not limited to: firearms, ammunition, explosive devices, switchblade knives, butterfly knives, hunting knives, razors, karate sticks, nunchakus, clubs, chains, metal knuckles, Kung Fu stars, slingshots, mace, and replicas of such weapons.

The Board of Education also defines "weapons" as any object which may not commonly be considered a weapon but which may be used to inflict or to threaten bodily harm and/or to frighten, intimidate, or harass. This includes, but is not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and utility or work-related knives (i.e., box cutters).

### ***VIOLATION***

A student who brings a dangerous weapon, or who is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm, or who inflicts bodily harm with a weapon or a dangerous weapon on school property before, during, or after school or at any school-sponsored or sanctioned activity is subject to administrative and/or legal action. The appropriate law enforcement agency shall be called any time a student violates the dangerous weapon portion of this policy.

An elementary student who is found to have violated this policy will be subject to disciplinary action up to and including expulsion from the district. The age of the student and the nature of the violation should be considered in determining the appropriate disciplinary action. The district may, at its discretion, provide a student suspended under this policy with educational services in an alternative setting.

### ***PROCEDURE***

Any student who violates this policy shall be suspended from school immediately for ten days by the building principal with possible referral to the superintendent and/or Board of Education for further appropriate disciplinary action. In addition, the principal shall immediately confiscate the weapon, notify the parent or legal guardian of the violation, and call the proper legal authority.

The mere possession of a knife having a blade not exceeding 2.5" in length shall not be cause to invoke the weapons policy against a student. If a pocket knife is discovered in the possession of a student, the knife will be confiscated and may be returned to a parent/student with a warning at the end of the school day. If a pocket knife is displayed or exhibited in any way by a student, the knife will be confiscated and the student may be suspended from school and the knife may/may not be returned to the parent/student. If a pocket knife is used by a student to harass, threaten, intimidate or harm any individual in any way, the full measure of the weapons policy will be invoked against that student as described in the violation section of this weapons policy.

If the student who is determined to be in violation of this policy is a student with a disability under the Individuals with Disabilities Education Act, school administrators may assign the student to an alternative education placement, including suspension, for a period of up to forty-five (45) school days and/or take other steps to address the student's misconduct, as permitted by law. In such cases, the district and/or the student's IEP team will follow all procedures required by state and federal law.

### **GIFTED EDUCATION FOR ELEMENTARY STUDENTS**

The Poplar Bluff R-I School District operates a program for gifted children in grades 3-6 entitled "Serving the Needs of Gifted Students" (SINGS). Students who meet screening test criteria or who are recommended by parent or teachers will take a standardized achievement test. Children scoring at or above the 95th percentile will

be given an Intelligence Test. An IQ of 125 or higher on this test, along with the recommendation of the parent, qualifies a student for the gifted program. Children are ranked by scores and admitted to the program as openings become available. A child who qualifies for SINGS will receive one day a week of enhanced instruction and activities at the SINGS class at the Poplar Bluff Middle School.

#### **GUN-FREE/DRUG-FREE SCHOOLS**

The Poplar Bluff R-I School District Board of Education has adopted a resolution designating all school district properties and all properties within 1,000 feet as a gun-free/drug-free school zone. The Poplar Bluff R-I School District has posted appropriate signs designating these as gun-free/drug-free school zones. The United States Attorney's Office for the Eastern District of Missouri has agreed to assist in this project. Any violation of this resolution shall be prosecuted to the extent of the law by federal and/or state statutes as appropriate.

#### **HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this policy, the term "school personnel" includes Board of Education members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment and further prohibits retaliation against persons who participate in related proceedings or investigations.

#### **HEAD LICE AND INFECTIOUS DISEASES**

When children gather in groups, head lice (pediculosis) is a potential problem. Head lice are transmitted when children share clothing, combs, or come in physical contact with an infected person. If a child gets infected with head lice, it is not an indication that parents are not properly caring for them. However, we must aggressively combat head lice to control them.

Any student found to have evidence of pediculosis infestation (lice or nits) shall be excluded from school attendance until a pediculicide has been applied and all nits have been removed. The student shall be examined upon return to school to ensure that all nits have been removed. Parents must bring students to be re-examined and students may not ride the bus until the nurse has confirmed the eradication of pediculosis. The student shall

be re-examined in ten (10) days to determine if he/she remains free of infestation.

Attendance policy for students excluded from school for pediculosis:

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

Students known to have any infectious disease or illness will be immediately excluded from attending school or school activities and will be readmitted when there is no further danger to their health or the health of other students, teachers or staff. District policy requires children to stay at home if they have a temperature of 100 degrees or higher and/or if they are throwing up or have excessive diarrhea.

### HEALTH CURRICULUM

Sequential Health education is taught to all students using a healthy lifestyles and choices health curriculum. Instruction will reflect the Missouri Standards. At the elementary level, the curriculum includes, but is not limited to, prevention education in tobacco, alcohol and other drugs, and HIV/AIDS. Fourth through sixth grade students will also receive “growing up classes” which will include age appropriate education in puberty and hygiene.

### HEALTH AND WELLNESS

It is very important that the school is well informed of any health problems that a student may have. A student health inventory sheet is to be filled out every year that includes a list of medications that the student takes at home. Parents are responsible for letting the school know if there are any changes throughout the year. Yearly up to date doctor’s orders are required for any health condition that requires special care. It is also very important to provide the school with current phone numbers so that we can reach you in case of an illness or emergency. If your numbers change, please call the school office and let us know. School-wide health screenings which include vision, hearing, height, and weight are performed on every student, every year.

### HONOR ROLL AND GRADES ( LAKE ROAD GRADES 4-6 ONLY)

The following is the district grading scale:

A 96-100 B- 80-82 D+ 67-69

A- 90-95 C+ 77-79 D 63-66

B+ 87-89 C 73-76 D- 60-62

B 83-86 C- 70-72 F 59 & Below

GPA (Grade Point Average) will be calculated for determining the Honor Roll for grades 4-12. Below are the equivalent grades and GPA points. 5th and 6th Grade “A” Honor Roll requires a GPA of 10.0 or higher and the

“B” Honor Roll includes those GPA’s in the range of 8.0 to <10.0. 6:

A 11 B- 7.0 to < 8.0 D+ 3.0 to < 4.0

A- 10.0 to < 11.0 C+ 6.0 to < 7.0 D 2.0 to < 3.0

B+ 9.0 to < 10.0 C 5.0 to < 6.0 D- 1.0 to < 2.0

B 8.0 to < 9.0 C- 4.0 to < 5.0

Satisfactory behavior will be 1 (excellent), 2 (good) and 3 (average). Unsatisfactory behavior will be 4 and 5.

### INAPPROPRIATE PHYSICAL CONTACT

Inappropriate physical contact is defined as physically contacting another student (with or without the intent to harm someone) by pushing, tripping, pinching, touching, kicking, or bumping. Consequences could include principal/student conference, detention, in-school suspension, or corporal punishment.

## INTERNET USAGE/SAFETY

The Poplar Bluff School District R-I recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board of Education, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

### Definitions

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined:

*User* -- any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, Board of Education members and agents of the school district.

*User Identification (ID)* -- any identifier, which would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet Access. *Password* -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### Technology Administration

The Board of Education directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

The Board of Education directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

### User Identification and Network Security

Authorized students, employees, Board of Education members and other persons such as consultants, legal counsel and independent contractors may use the district technology resources. Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if the superintendent or designee considers him a security risk.

To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate

network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district’s technology resources to an administrator or teacher.

### User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district’s policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district’s technology. A user ID with email access, if granted, is provided to users of this district’s network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her *User Agreement*.

### Privacy

A user does not have a legal expectation of privacy in the user’s electronic mail or other activities involving the district’s technology resources.

### Content Filtering and Monitoring

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Closed Forum

The district’s technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by the law.

The district’s web page will provide information about the school district, but will not be used as an open forum. The district web page may include the district’s address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board of Education.

Any expressive activity involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activity involving the district’s technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### Damages

All damages incurred by the district due to the misuse of the district’s technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

## LABELING OF BELONGINGS

Each student's belongings (including school supplies, coats, gloves, etc.) should be plainly marked to avoid loss or

exchange. When a name is on an article, it can be returned to the owner immediately. Please take the time to see that your child's belongings are labeled.

### **LIBRARY/TEXTBOOK SERVICES**

Library facilities are available in each elementary school. The student to whom a library book or textbook is issued will be held responsible for its return in good condition. There are no charges for overdue library materials, but lost or damaged textbooks, library books or materials will result in the student incurring fines, penalties, or methods of repayment for a fair value of the book, etc.

### **LOST AND FOUND**

All articles found on school premises will be brought to the office and will be returned to the owner if properly identified. Items will be displayed in a prominent location within the building, and will be sent to local charities if not claimed by the end of the school year.

### **MEDICATION AT SCHOOL**

The following is Board of Education policy regarding the administration of medications at school:

#### **Prescription Drugs**

1. The physician will provide a written request that the student be given medication during school hours. The label on the container will be considered the physician's written request.
2. The parent or guardian will make a written request that the school comply with the Physician's request to give medication. The district will not administer the first dose of any medication. District personnel will not knowingly administer prescribed medication that exceeds the daily recommended dosage.
3. The parent or guardian will supply the medication in a properly labeled container from the pharmacy and with instructions regarding any special need for storage, i.e., refrigeration. Parents/guardians or other responsible adults must deliver the medication to the school and pick up excess or remaining medication. No medication can be transported on the bus.
4. School personnel will document administration of medication on a daily log starting date, student's name, drug, dose, time, and initials or signature of the person responsible for giving it.

**Over-the-Counter Medication-** If a parent wishes to have a child receive over-the-counter medication at school, they must provide the school a standing order or written protocol prescribing the medication from a physician. This permission must be renewed annually.

See Board Policy on administration of medications.

### **MOCAP**

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 Superintendent 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.

### **PARENTAL CUSTODIAL RIGHTS**

When parents separate or divorce, it sometimes results in problems regarding the custody of children. At such times, one parent may ask that a child not be allowed to visit or go with the other parent. Such requests can not

be honored unless they are supported by legal documentation.

### **PARENT RESPONSIBILITIES FOR ACHIEVEMENT**

As a parent you have a major influence on your child's educational achievement and the values that will be important in his/her life. The following are some suggestions that will help your child achieve at a higher level:

1. Make sure your child comes to school regularly and arrives on time.
2. See that your child gets a good night's sleep.
3. See that your child eats breakfast, either at home or at school.
4. Make sure that your child comes to school with necessary supplies.
5. Always make a point to ask your child what he/she learned that day at school and ask to see papers.
6. When events require a student to go out in the evening during the week, make sure that homework is completed for the next day.
7. Make sure you are aware when your child has tests and take time to review the material with him/her.
8. Even if your child does well at school, it is important to keep in regular contact with your child's teachers. If your child has trouble at school, it is especially important for you to maintain contact.

### **PARENT/TEACHER ASSOCIATIONS OR ORGANIZATIONS**

The purpose of these organizations is to foster a strong relationship between parents, school patrons and the educational staff. In addition, the PTO groups financially supplement school activities not provided for in the budget. Every parent is encouraged to become a member and to participate in all activities. The first meeting will be held early in the school year and an announcement giving the date and time will be sent home with the students.

### **PARENT VOLUNTEERS**

Parents who wish to volunteer should contact the school to offer assistance. Help is needed in many areas including running off papers, listening to children read, etc. Everyone is encouraged to be involved in the educational activities of the students. Parents volunteering in the classroom must complete a background check through the district administration 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. The [Opt Out Form](#) should be submitted 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.

### **PLEDGE OF ALLEGIANCE**

Schools shall ensure that the Pledge of Allegiance is recited at least once per school day, with a thirty second time of reflection prior to the pledge. No student shall be required to recite the Pledge of Allegiance.

### **RECESS**

Students at the elementary level will have a supervised recess. Parents should monitor the clothing their child wears to school. Regardless of dress, students are expected to go outside for recess. Indoor recess will be held if the temperature or the wind chill factor is below 25 degrees, or if it is raining or extremely wet. If a parent does not want the child to go outside during recess, a note must be sent each day requesting that the child remain inside. If a child has to stay inside for more than three days, a note from the doctor will be required.

### **REPORT CARDS AND PARENT/TEACHER CONFERENCES**

Report cards are sent home on a trimester basis (three times per year) for parent information and to alert them of any possible concerns. The report card contains information about the student's progress, attendance, work habits, and personal development. It also provides a place for teacher and parent comments. Mid-term reports are also sent three times per year to communicate progress.

Parent/teacher conferences are scheduled after the first trimester and are held to discuss student progress with parents. Parents are encouraged to request a conference with the teacher any time they have concerns about their child.

#### **SCHOOL BREAKFAST/LUNCH**

A hot lunch program and a breakfast program are available for your child at school. Parents who choose to send lunch with their child should feel free to continue this practice. The meals are prepared at each school and meet the standards established by the USDA for school lunch programs. We do not insist that each student eat all that is put on the tray, but we do encourage trying each item. A menu is sent home at the beginning of each month and is printed in the local newspaper each week. Please let the school know if you would like to eat lunch so that you are added to the lunch count. Cost of an adult breakfast meal is \$1.90. The cost of an adult lunch meal is \$3.30. Costs may increase due to food costs. All students that attend Oak Grove, Eugene Field, Lake Road, and O'Neal will receive student meals at no cost for the entire school year through an approved DESE Community Eligibility Provision.

#### **SCHOOL CLOSING FOR INCLEMENT WEATHER**

Every effort will be made to make closing of school information available to local radio and TV stations by 6:30 a.m., or as soon as possible during the day when school must be dismissed early. Please make sure that your child knows what to do in case of early dismissal.

#### **SCHOOL PARTIES**

Class parties may be held in December, parties in elementary schools. If your beliefs do not permit your child to participate in any or all of these events, please make alternate arrangements with your child's teacher.

If you are interested in being a volunteer to assist with any or all of these parties, please contact your child's teacher. The Board of Education has directed that all snacks/birthday or party treats must be commercially wrapped. No treats may be given out that are homemade.

#### **SCHOOL SEARCHES AND INSPECTIONS**

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

#### **School-wide Expectations**

General expectations have been set for each classroom teacher to consistently reinforce the behavior expected of every child. Each building will outline specific rules and procedures in addition to the general expectations.

#### **Classroom Expectations:**

1. Follow directions the first time they are given.
2. Go directly to assigned areas and stay there.
3. Keep hands, feet, books and other objects to yourself.
4. Walk in all areas of the school.
5. No name-calling, cursing, or unkind remarks. No swearing, rude gestures, cruel teasing or put-downs.

6. Bathroom and drinks at designated times or at teacher discretion.

**Playground Expectations** (In addition to Classroom Expectations 1-6):

7. Use playground equipment appropriately.
8. Do not fight.
9. Do not throw anything not made to be thrown (i.e. rocks, sticks, or other similar objects).
10. Stop playing and line up immediately when the bell sounds.
11. Stop talking when the whistle blows.

**Cafeteria Expectations** (In addition to Classroom Expectations 1-6):

12. Stay seated; raise your hand to be recognized.
13. Speak in soft voice levels as long as the voice level is at a safe level and maintained..
14. Do not throw food.
15. Clean up the eating area and empty trays quietly.

**Hallway Expectations** (In addition to Classroom Expectations 1-6):

16. Walk quietly without talking.
17. Walk on the right side of the hallway & exit through the right door.

### **SIGNING STUDENTS OUT OF SCHOOL**

Any time a student leaves school, he/she must be signed out through the office by a custodial parent listed on the student information system in the office. The student will be called to the office when the parent arrives. Due to the vast amount of instruction each student receives during class, it is recommended that doctor and dental appointments, etc. be scheduled after school hours or on weekends. If this is not possible, we strongly encourage the child to miss as little school as possible.

### **STAFF AND STUDENT COMMUNICATION**

(Parent/Guardian Notice of Electronic Communications with Students)

Staff members of Poplar Bluff R-I School District are encouraged to communicate with students for educational purposes using a variety of effective methods, including electronic communication.

When communicating electronically with students, staff members are required to use district-provided communication devices, accounts, webpages and social networking sites, when available.

Some staff members are given permission to communicate with students on a limited basis using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) for the purpose of organizing or facilitating a district-sponsored class or activity (for example, text messaging students participating on an athletic team or on an overnight field trip). To facilitate these authorized communications, your student will be asked to provide his or her contact information to staff members to use to communicate with your student. This information includes, but is not limited to, your student's mobile phone number and email address(es). The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only electronically communicate with your student between the hours of 8:00 a.m. and 5:00 p.m. If you are not in agreement with this process, or if you would like staff members to use contact information other than what may be provided by your student, please contact the principal of your student's school.

### **STUDENT ALCOHOL/DRUG ABUSE**

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Poplar Bluff School District R-I. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on or in any school-owned/approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic

event, where students are under the jurisdiction of the school district.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

All medications, prescribed by an authorized prescriber, as well as all non-prescription medications, will be administered in accordance with Board Policy.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy. If any evidence of a controlled substance, an imitation/look-alike, or paraphernalia is discovered, the parent/guardian will be notified, law enforcement officials will be notified, and the substance will be turned over to the proper authorities. The school nurse or medical facilities may be consulted when a student appears to be under the influence of a controlled substance.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate disciplinary action including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. See Board Policy for additional information.

#### STUDENT CONDUCT

A safe, orderly environment is necessary to provide sound educational opportunities for our students. Each elementary building sets rules and procedures to help keep every person safe, to enable every teacher to focus their energies on teaching, and to allow every student to learn. Any behavior that causes a danger to others, which prevents the teacher from teaching or the student from learning, will not be tolerated. School personnel use many tools to provide a safe learning environment. Rewards are often used to promote good behavior. Consequences resulting from misbehavior will depend upon the nature and frequency of the misbehavior and may include: an oral reprimand, time-out, corporal punishment, suspension, assignment to the juvenile detention center, or expulsion. Principals will strive to make direct contact with the parents of any student who is involved in a fight, who assaults another student, or who is the victim of an assault. Parents will be formally notified by letter when student misbehavior results in corporal punishment, assignment to the juvenile detention center, suspension or expulsion. Parents with questions or concerns about school discipline procedures are encouraged to talk with their child's teacher or principal. A form is available for parents to complete if they do not want their child to receive corporal punishment.

The teacher will handle discipline problems in most cases, but the student will be referred to the principal if the problem persists. As a parent, you can expect to be contacted by the teacher or the principal if the conduct does not improve. We do encourage parents to contact the school if a child reports something out of the ordinary. Communication between parents and the school is valuable and misunderstandings are usually easily resolved by discussing issues at the building level. We all want students to come to school, be safe, follow rules and learn.

#### 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 prejudicial 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.

All students attending District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in this policy. Those students who choose not to fulfill their responsibilities at school and will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which

materially and adversely impact the educational environment of District students will be subject to discipline to the extent allowed by law up to and including expulsion. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended or expelled in accordance with law.

Building principals are responsible for the development of rules and regulations 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. When these alternatives are appropriate, students will be assigned to serve a specified time period. The principal or his/her designee shall determine these assignments and the time period for them. 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.

The Board authorizes the immediate removal of a student upon a finding by a principal, Superintendent or Board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of the student. Any such removal will be subject to the appropriate due process procedures set forth for suspensions.

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.

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. In addition, teachers may recommend to the building principal to remove any student from their class who interferes with the learning environment. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted (i.e. requires the attention of a principal), a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact. In addition, such referrals will be documented in the student's discipline record.

The following listing of consequences for student conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of District schools. The list cannot be expected to contain each and every offense, which may result in the use of disciplinary action. However, the purpose is 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, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this listing as determined by the principal, Superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the Superintendent/designee to be manifestly unfair or not in the interest of the District, the Superintendent/designee may also reduce or increase the consequences listed in this policy, as allowed by law. Deviations from this policy or the consequences listed herein are permissible only when justified and the reason for the deviation is documented in the student's discipline record.

**1. 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

**2. Assault -**

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

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials  
**Subsequent Offense:** In-school suspension, 10-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials

**b. Attempting to kill or cause serious injury to another**

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

**3. 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.**

**4. 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. Constitutionally protected speech will not be punished.**

**First Offense:** Principal/Student conference, corporal punishment, 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

**5. 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, corporal punishment, 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

**6. 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, corporal punishment, 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

**7. Drugs/Alcohol (See Board Policies 2640 & 2641.)**

**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 substance identified under schedules I, II, III, IV or V in section 202 of the Controlled Substance Act**

**First Offense:** 45-180 days out-of-school suspension, notification to law enforcement officials, And possible expulsion

**Suspension Alternative:**

**1. The student must admit to being in possession of alcohol, any unauthorized prescription drug,**

narcotic substance, unauthorized inhalant, counterfeit drug, synthetic drug, imitation controlled substance 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. The student and parent/legal guardian agree to waive their right to appeal the suspension to the Board of Education

2. The student will be placed on out-of school suspension for a period of 10 days.
3. On the first school day following the out-of-school suspension, the student will report to the Graduation Center for a behavioral intervention assignment. The student may be re-assigned to the home school following successful completion of this assignment and negative drug screen(s) that have been administered by a district-approved company.
4. Upon return to the home school, the student will continue to submit to up to 50 drug screens while enrolled in Poplar Bluff R-I School District. The student must also continue attending and successfully completing the prescribed drug prevention curriculum.
5. While in the prescribed drug prevention curriculum, the student shall receive the remainder of the initial suspension if:
  - a. A random drug screen conducted by the district-approved company is reported positive at any time during this procedure;
  - b. The student does not complete the prescribed drug prevention curriculum.In order to return to school from the initial out-of-school suspension, the student must provide a negative drug test to the appropriate school personnel within ten (10) days prior to the scheduled return date.

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

- 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**

**Subsequent Offense: Expulsion, notification to law enforcement officials**

- 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**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion**

8. **Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value**

**First Offense: Principal/Student conference, corporal punishment, 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**

9. **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: Restitution. Principal/Student conference, detention, or in-school suspension**

**Subsequent Offense: Restitution. Detention or in-school suspension**

**10. Failure to Serve Previously Issued Disciplinary Consequence – Failing to serve a previously issued detention (morning, afternoon, or Saturday school)**

**First Offense: Additional detention, in-school suspension, 1-180 days out-of-school suspension**

**Subsequent Offense: In-school suspension, 10-180 days out-of-school suspension or Expulsion**

**11. 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**

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

**12. Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action**

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

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

**13. Firearms and Weapons (See Board Policy)**

**14. Harassment (See Board Policy )**

- 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**

**15. Hazing – Willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.**

**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**

**16. 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

**17. Technology Misconduct – Attempting, regardless of success, to: gain unauthorized access to a technology system 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; or evade or disable a filtering/blocking device. (See Board Policy & Media Services Handbook.)**

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

**18. Theft - Theft, attempted theft or willful possession of stolen property**

- First Offense:** In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials
- Subsequent Offense:** 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials

**19. Tobacco - Possession/use of any tobacco products (in or on school district property), 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 2870. (See Board Policies)**

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

**20. Truancy - Absence from school without the knowledge and consent of parents/guardian and/or the school administration (See Board Policy & student handbooks.)**

**21. 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

**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 will not receive credit for assignments/tests during the suspension.

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

The comprehensive discipline policy of the District is composed of this policy and all related policies. A copy of the District's comprehensive discipline policy will be printed in student manuals/handbooks and will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the Superintendent's office during normal business hours.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or The Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. (See Board Policy 2672 and its corresponding regulation.)

### STUDENT RECORDS

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.

A student's record is defined as encompassing everything maintained in connection with the student, including test scores, psychological examinations, attendance records, aptitude, family background, and counselor's notations. Parents and students shall have access to all material in the record. They shall also be able to request aid from an appropriately trained school employee on interpretation of information in the record, or shall have the right to retain any other qualified person to interpret specialized material in the record. Education records are distinguished from records of instructional or administrative personnel, which are in the sole possession of the maker and not revealed to anyone except a substitute.

Students who have received services under IDEA/P.L. 94-142 and/or the Education for All Handicapped Act of 1975 shall have a special services student folder which meets the provisions of the district's compliance plan.

Records in the cumulative file should be kept at a minimum. Records must be kept in confidentiality and supervised by certified personnel. The teachers and staff must maintain confidentiality of the records of students at all times. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.

A log or record shall be maintained as part of each student's record that gives detailed information about each person making a request for information from the record, as well as the date and the reason for the request. School personnel shall conduct no survey or data gathering activities unless law authorizes such activities.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this policy of the information they do not want released. The following information may be released without parental consent:

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The Poplar Bluff School District R-I reserves the right to deny a parent or eligible student a copy of the student's education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

1. The parent or student has an unpaid financial obligation to the school district.
2. The education record requested is an exam or set of standardized test questions. (An exam or standardized test, which is not directly related to a student, is not an education record subject to FERPA's access provisions.)

#### STUDENT THREATS OF VIOLENCE

Threats of violence will be treated as serious, regardless of the intent of the student. Any student making a threat

may be subject to disciplinary action.

### **STUDENT USE OF THE TELEPHONE**

It is understood that there are times when parents need to get a message to their child right away. Office staff are small so parents should not expect messages to be sent to the student unless there is a real emergency. Children will be permitted to use the telephone only in special cases and with written permission from the teacher. Students will not be allowed to use the telephone to make arrangements to visit friends, stay overnight, or engage in scouting activities. These things should be arranged before children arrive at school.

Cell phones must stay in the student's backpack in silence mode. If the cell phone is out of the backpack, it will be taken and the parent will be asked to come to the school to pick it up.

The office should be notified of any change in a student's home address or telephone number so that parents can be reached in case of illness or problems.

### **Title IX**

#### **General Rule**

The Poplar Bluff R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Poplar Bluff R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

#### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

#### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **School Nutrition Programs**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the Children's Division – Family Support Staff.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

### **Definitions**

**Compliance Officer** – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

**Discrimination** – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

**Grievance** – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

**Harassment** – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

**Sexual Harassment** – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

**Working Days** – Days on which the district's business offices are open.

**Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Mr. Michael Owen, District Compliance Officer

1110 North Westwood Boulevard  
Poplar Bluff, MO 63901  
Phone: 573-785-7751/Fax: 573-785-0336  
farajones@pb.k12.mo.us

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Dr. Aaron Cornman, Superintendent  
1110 North Westwood Boulevard  
Poplar Bluff, MO 63901  
Phone: 573-785-7751/Fax: 573-785-0336  
superintendent@pb.k12.mo.us

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Poplar Bluff R-I School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

#### Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Poplar Bluff R-I School District does not discriminate in its programs, services, activities, facilities or with

regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

## **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

## **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

## **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone

outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.

2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

#### Grievance Process

1. **Level I** – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. **Level II** – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. **Level III** – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the

**grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.**

### **Confidentiality and Records**

**To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.**

### **Training**

**The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.**

**The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.**

### **TOYS AT SCHOOL**

**Children should not bring toys to school except for a special reason and then only with the teacher's permission. The teacher may choose to take the toy and return it at an appropriate time with instructions that it remain at home. Parents will be asked to come to school to pick up items considered dangerous.**

**Toys brought to school can result in injury and usually cause disruptions such as playing during instructional time, problems on the playground, arguments over ownership, usage without permission, and breakage or stealing. Time will not be spent to recover a lost or stolen toy.**

### **TRUANCY COURT**

**The 36<sup>th</sup> Judicial Circuit Court Juvenile Division has initiated a Truancy Court 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.**

### **VANDALISM**

**Missouri Revised Statutes 537.045 hold parents liable for acts of vandalism committed by their children. Taxes are not designed to pay for the malicious destruction of property by an unruly student. Therefore, parents whose**

children destroy public property will be assessed for the repair or replacement of the damaged property.

#### **VISITING SCHOOL**

Parents are welcome to visit the classrooms during class parties, scheduled times, and school activities. We encourage you to check your student out for lunchtime but visitors are discouraged from visiting in the lunchroom excluding Lunch Buddies or scheduled guests. Due to the age of our students no SIBLINGS are permitted in the building during parties or events held during the day.

If there are any questions concerning the child's progress, the teacher welcomes the chance to review the student's achievements and/or difficulties. Parents are encouraged to discuss issues at any time during the school year, not just at parent/teacher conferences. Together we can resolve concerns to the benefit of all involved.

All visitors must report to the office prior to going to any other part of the building. We must know the identity and purpose of anyone entering the school in order to maintain the welfare and safety of all our students. We allow only custodial parents to sign their children out of school. Anyone else must have prior written permission from the parent before we will release the child. If there are any problems or questions as to who your child may or may not be released to, please contact the principal immediately.

#### **WITHDRAWALS AND TRANSFERS**

In the event a family plans to withdraw a student from our district, the school should be notified at least 24 hours in advance of the transfer. The teacher must have time to prepare the books, supplies, and transfer papers that need to be sent home with the student or given to the parent. If an immediate request is made for withdrawal, the paperwork will be completed later and mailed to the new school. All outstanding fees are expected to be cleared prior to withdrawal.