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## **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 every day to strive for excellence; excellence in nurturing and growing our youth through the foundation of education.

The power is in “us.” Together we are stronger. We are interdependent. We are unified. Poplar Bluff Public Schools is a society of professional educators, learners and leaders of our youth who believe that graduation starts at the Early Childhood Center. We are dedicated to and dependent on each other to build a successful learning pathway along which we can nurture, encourage and inspire the youth in our community to grow and succeed.

### **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 Dr. Amy Jackson (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, 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 during school hours or at other times by appointment by contacting:

Mindy Garrett, Director of Special Services at Poplar Bluff Central Office, 1110 N. Westwood Blvd., Poplar Bluff, Missouri, (573) 785-5768.

This notice will be provided in native languages as appropriate.

#### 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.

#### 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.

#### SCHOOL HOURS

Classes begin at 7:30 a.m. and are dismissed at 2:35 p.m. For early arrivals, the building will open at 6:45 a.m. All students must be picked up no later than 2:45 p.m. We will make every effort possible to locate a child's parent and then, if necessary, we will call the city juvenile authority or the city police to pick up the abandoned child.

Office hours are from 7:00 a.m. to 3:15 p.m. There will not be anyone available to answer the telephone or to provide assistance except during these hours. If you need to see a teacher, please call and make an appointment. Teachers have assigned supervision duties before school, recesses, lunch times, and after school. Because of such duties, they may not be available for walk-in discussions. All staff members are expected to make themselves available to a reasonable request to meet with parents by appointment. They are required to be in their classrooms at 7:15 a.m. and are not available for discussion after that time unless prior arrangements have been made.

Teachers and students will not be called out of their rooms for telephone calls during school hours, except in cases of emergency. This is to insure 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 mailbox so the call may be returned later.

Due to the number of students on campus, parents are asked to please call before 2:00 for all messages that need to be given to students concerning transportation changes on how students should go home.

**BREAKFAST/LUNCH INFORMATION**

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 require that all students go to the lunch room. A menu is sent home at the beginning of each month and is printed in the local newspaper each week. Cost of meals is as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Full Price	\$1.70	\$2.45
Reduced	.30	.40
Extra Milk	.35	.35
Adult	1.85	3.00

Children will not be allowed to charge more than five days. After the third day, a notice will be mailed stating that the charges must be paid. If breakfast/lunch balances are not paid, special rewards and activities will be withheld from the student.

Free and reduced meals are available to families who live under certain economic constraints. Anyone seeking free or reduced meals must apply each year. If your financial circumstances change during the year, a new application can be re-submitted through the office. Students who have been approved for free or reduced lunch may buy extra milk at the regular price. Students who bring their lunch are required to buy milk if they want to drink it. We expect children to eat and handle food in an appropriate manner.

**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.

At the time of enrollment, parents must present a state-issued birth certificate, complete immunization records, health data, and a social security card for each child enrolling. Missouri State Law requires that all immunizations must be up to date before a student can attend their first day of school. Please bring all updated shot records to the nurse's office. If you child requires an immunization exemption, please see the office for the appropriate forms. Exact dates are required. Principal or school counselor will contact the previous school prior to admittance.

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

**SAFE SCHOOLS ACT  
(HB301.12981)**

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

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

**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, sex, 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 very seldom transferred once school has started.

## GIFTED EDUCATION

The Poplar Bluff R-1 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 parents or teachers will take the Iowa Test of Basic Skills. Children scoring at or above the 95<sup>th</sup> percentile will be given a Weschler Intelligence Test or Stanford Binet 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.

## SIGNING STUDENTS OUT OF SCHOOL

Any time a student leaves school, he/she must be signed out through the office by an individual listed on file in the office. The student will be called to the office when the individual 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. This time is "unverified" unless a doctor's excuse is provided within 2 days of the child's return to school.

## 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 and all books returned prior to withdrawal.

## TARDIES/LATE TO SCHOOL

Please have your child arrive promptly. Attendance and lunch count start immediately and tardiness wastes instructional time. If your child arrives at school tardy/late, he/she must check in through the office and get a tardy/late slip before going to class. A student arriving at school tardy/late or taken out of school early will be counted absent for the part of the day missed. Any tardy/late will prevent a student from receiving a perfect attendance award.

Students arriving tardy/late to school will be given an unverified tardy/late unless verified with a professional excuse (such as doctor, dentist, court.) Students who accumulate 5 unverified tardies/late per grading period will be subject to disciplinary action including ISS. The 6th tardy/late and each afterward will result in further disciplinary actions which may include Saturday School.

## ABSENCES

If your child is going to be absent, please call the school (785-5566) before 8:30 a.m. You may request that homework be sent to the office for you to pick up after 1:00 p.m. Please call as early in the day as possible to allow time for the teacher to get assignments and books together. A student arriving at school late or taken out of school early will be counted absent for the part of the day missed. Any absence will prevent a student from receiving a perfect attendance award.

Students, by district policy, are only allowed 4 unverified absences per SEMESTER. It is important that the student and parent/legal guardian understand that only professional verification (i.e. doctor, dental, legal, etc.) will excuse absences from school. This documentation must be turned in to the office by the second day the student returns to school.

Violation of the attendance policy may result in student placement in Summer School as determined by the following guidelines:

- A. Verified or unverified absences of 15 - 19 days per year = two weeks of summer school
- B. Verified or unverified absences of 20 - 24 days per year = full summer school term
- C. Verified or unverified absences of 25 days or more per year = full summer school term/probable retention in current grade

Failure to comply with the summer school attendance may cause retention in current grade.

**Make up sessions will be available through our Saturday School program.**

## TRUANCY COURT

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

#### ATTENDANCE POLICY

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

#### EDUCATIONAL NEGLECT

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

#### RESPONSIBILITY

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

#### POLICY

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

Absences that may be verified by this policy are: 1) illness of the student; 2) critical illness or death in the immediate family; 3) time necessary for attending the funeral service of a person whose relationship to the student or family warrants such attendance, provided prior arrangements have been made with the principal; 4) absences pre-arranged through the principal *Note: Poplar Bluff Middle School will require students to have attendance of 95% or better for administration to verify a pre-arranged absence*; or 5) special circumstances as determined by the school.

Any student sent home ill by the school nurse or principal will be verified. (See Policy EBB.) *Note: Students going home sick without the nurse or principals permission, will result in an unexcused absence for the remainder of the school day.* The school administration shall reserve the right to review continuous absences for medical reasons. Documentation for pre-existing medical conditions must be updated annually. Homebound teaching is provided for students whose illness necessitates an absence of ten (10) or more consecutive school days. This service is provided upon request of the student or parent/guardian, recommendation of a physician, and approval of the District.

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.

Students suspended beyond the 15-day allowance or suspended for drug-related, alcohol, or assault violations will not receive credit for assignments/tests during the suspension.

For students transferring into the Poplar Bluff School District R-I, attendance policies from previous schools will be honored.

At any time, a student and parent/legal guardian may request a conference with the principal or other designated school official to discuss the absences of that student or the attendance policy.

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive absences, even with the consent of parents/guardians.

Absence consists of any time period in which the student is not in a classroom setting. Excused absences that do not count toward violation of the District attendance policy are limited to: 1) the necessity to attend the funeral of an immediate family member; 2) student hospitalization; and 3) court appearances

mandated by a judge. Each of these exceptions must be verified via written documentation provided to the school attendance office.

For attendance purposes at the Poplar Bluff Middle School, each period shall count 1/7 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(ren) 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.

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.

#### **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. Students must dress in a manner that is conducive to learning and does not distract from the teaching and learning process. Examples of violations include garments that reveal buttocks, breasts, TORSOS, backs, or undergarments; sagging pants/shorts; bandannas; chains; earrings that dangle; mesh or sheer clothing; tank tops/tank dresses; shirts or dresses with spaghetti straps and trench coats. Baseball caps, similar headgear, and sunglasses are not to be worn inside the school. Hair color/style etc. that disrupts the educational process is prohibited.

Students may not wear clothing or accessories that promote or advertise alcohol, tobacco, illegal drugs, or gang activity will be allowed on campus or during any school-sponsored activities. This includes tobacco, alcohol, or drug-related symbols. Clothing with insinuating or obscene wording or designs is not 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 and/or possible disciplinary action.

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

Report cards are sent home quarterly 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.

Parent/teacher conferences are scheduled after the first quarter 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.

#### **GRADE SCALE AND HONOR ROLL**

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 2-12. (Mastery of objectives will determine honor roll students in 1st grade.) Below are the equivalent grades and GPA points. 5<sup>th</sup> and 6<sup>th</sup> 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.

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.

#### **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.

#### **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 with 1,000 feet as a gun-free/drug-free school zone. Appropriate signs designating these as gun-free/drug-free school zones have been posted by the Poplar Bluff R-I School District. 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.

#### **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.

#### **SCHOOL CAMERAS**

For the protection of our students video surveillance is used on campus.

#### **STUDENT CONDUCT**

A safe, orderly environment is necessary to provide sound educational opportunities for our students. Rules and procedures are in place 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. Parents will be formally notified by letter when student misbehavior results in in-school suspension, corporal punishment, assignments to Saturday School, 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.

Discipline problems in most cases will be handled by the teacher, 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.

## POSITIVE BEHAVIOR INTERVENTION SUPPORTS

**Poplar Bluff R-1 along with hundreds of schools nationwide has implemented Positive Behavior Intervention Supports (PBIS). PBIS offers a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. The faculty and staff at PBMS, model, practice, and reinforce the expected behaviors with our students throughout the school year. A copy of the Behavior Matrix is in this handbook. The matrix is broken into different settings such as playground, cafeteria, hallways, and classrooms and behavior expectations are given. Teachers and administrators consistently reinforce behavior routines in each of these settings so that students know what is expected of them. Teachers teach and encourage positive expectations and routines, actively supervise students, and remind students of and help them make positive behavior choices thus improving school climate while increasing academic gains, social competence, and school safety.**

### Poplar Bluff Middle School Matrix

Expectations	Respectful	Responsible	Safe
<b>All Settings</b>	-Be aware of your surroundings. -Use appropriate language.	-Keep all hands, feet, and other objects to yourself at all times. (KAHFOOTY) -Take care of yourself and your things.	-Use appropriate voice level -Follow directions.
<b>Classroom Voice Level: 0-2</b>	-Treat others the way you want to be treated. -Raise your hand before speaking. -Listen to whoever is speaking. -Treat all materials with care.	-Come to class prepared. -Always put forth your best effort. -Keep all areas neat and tidy.	-Stay in assigned space. -Use supplies, materials, and equipment correctly -Walk.
<b>Hallway Voice Level: 0</b>	-Show pride for school property -Honor personal space of others	-Carry items appropriately -Go directly to your destination -Hall pass when needed	-Walk single file on the designated side of the hallway/stairs -Keep your eyes forward
<b>Cafeteria Voice Level: 0-2</b>	-Report any spills to a staff member -Push in your chair when leaving	-Clean up your eating area -Keep food and utensils on your own tray -Dispose of food in designated cans for trash	-Immediately walk, sit and stay seated at designated table until dismissed -Enter and exit in a quiet orderly manner -Raise your hand when you need assistance
<b>Bathroom Voice Level: 0</b>	-Only go into bathroom if you need to go -Respect others privacy	-Use the restroom, wash your hands, and leave promptly. -Wipe up any water spilled -Use only two paper towels -Dispose of paper towels and waste products properly -Use sink appropriately	-Report any overflows or large spills
<b>Bus Voice Level: 1</b>	-Listen to bus driver	-Walk to bus -Backpacks in lap -Pick up all trash	-Back to back & Seat to seat -Stay seated while bus is moving -Keep hands, feet, and objects inside the bus.

<b>Playground Voice Level: 0-5</b>	-Share the equipment -Include everyone -Listen to the adults -Be kind to others	-Clean up your personal belongings and take things inside the building -Keep food and drink in your lunch box -Take all equipment inside and return to designated area -Hold equipment in your hands while standing in line to go inside	-Stay within the boundaries for the recess playground -Listen for the whistle and freeze when you hear the sound and wait for instruction -Use equipment properly and in appropriate areas -Only kick balls in designated areas -Report any unsafe behaviors and emergencies to an adult
<b>Assemblies &amp; Special Events Voice Level: 0</b>	-Listen and watch attentively -Applaud or be quiet at the appropriate time. -Show good character or sportsmanship -Stay seated during the event	-Use equipment as intended -Pick up your belongings -Leave the room better than you found it -Keep feet still and quiet	-Enter or exit in an orderly way and at appropriate times -Use stairs to go up and down bleachers -Sit with your class in the assigned area

**\*\*\*NO GAMES BROUGHT TO SCHOOL.**

**\*\*\*CELL PHONES WILL BE CONFISCATED AND SENT TO THE OFFICE FOR PARENT PICK UP IF THE PHONE RINGS OR STUDENT HAS IT OUT DURING SCHOOL HOURS.**

**1st OFFENSE: Phone will be confiscated and a parent will have to pick the phone up in the office.**

**2<sup>ND</sup> OFFENSE MAY RESULT IN AN OFFICE REFERRAL (ISS, SATURDAY SCHOOL, OUT OF SCHOOL SUSPENSION).**

**Refer to Policy JG-R(EHBA).**

**\*\*\*PARENT SUPERVISION IS REQUIRED AT ALL JUNIOR HIGH AND SENIOR HIGH FUNCTIONS.**

#### **IN-SCHOOL SUSPENSION**

**ISS is provided as a disciplinary action to help students stay in school. A student assigned to ISS will be counted present and allowed to do their assignments for grades. Students assigned to ISS should follow these guidelines:**

- 1. Students must bring paper, pencil, assignments, books, and other needed supplies to the ISS room.**
- 2. Students must be respectful to the teacher and comply with all regular school rules and regulations while in ISS.**
- 3. Students may not leave their assigned seat without permission.**
- 4. Students are not allowed to talk with other classmates or make unnecessary noises.**
- 5. Restroom breaks are provided for the group at designated times with the supervision of the ISS teacher.**
- 6. During their lunch shift, the teacher will take the students to the cafeteria for their lunches. They will eat their lunch in the ISS room.**
- 7. Students with special needs will be assigned to ISS only during their mainstreamed class periods.**
- 8. A student who fails to attend the full assignment of ISS will be assigned another period of time in ISS. In some cases, the student may be subject to further disciplinary action.**
- 9. Students may receive a Reflective Discipline Lesson that will be completed during the assigned ISS time.**

**FINAL RULE: Not abiding by the above instructions may result in additional days assigned in ISS, Corporal Punishment, Saturday School, out-of-school suspension, and/or a parent conference with the principal.**

#### **CORPORAL PUNISHMENT**

**"A teacher has the right to inflict corporal punishment upon a pupil if such punishment is necessary to maintain order and discipline in the school; such punishment must be reasonable and proper under all the conditions and circumstances existing; it must not be excessive, cruel, unusual, or malicious." Opinion of Attorney General, No. 85, Stevens June 14, 1995, Section 171.011 of THE PUBLIC SCHOOL LAWS OF MISSOURI.**

**A form is available in the office for parents to fill out if they do not wish for their child to receive corporal punishment.**

**A building level administrator or the principal's designee must administer corporal punishment**

with a certified person as a witness.

If a student refuses to submit to corporal punishment, he or she will be suspended up to 5 days. A conference between the parent or guardian and principal may be required in order for the Student to be reinstated in school.

### **SATURDAY SCHOOL**

A student will be assigned to Saturday School for disciplinary infractions, attendance problems, or missing assignments. Saturday School will be supervised by certified teachers. This is a study period. Students are required to stay busy with school assignments the entire time. Restroom breaks will be provided for the group at designated times with the supervision of the teacher.

1. Transportation will not be provided.
2. The time for Saturday School will be from 8:00-12:00 at the Poplar Bluff Middle School.
3. The front middle entrance should be used. For security purposes, all doors will be locked, so students must arrive on time. No late arrivals will be allowed to enter and early releases are not permitted.
4. Students must be picked up at the front entrance promptly at 12:00.
5. It is the student's responsibility to notify the parents of an assigned Saturday School. Written notification will be sent home with the student.
6. Students must bring paper, pencil, and their Library book. Teachers will deliver textbooks and assignments to the Saturday School teacher on Friday afternoon. If a student does not bring enough work for the four (4) hours of class, additional work will be assigned by the teacher or another Saturday school will be scheduled.
7. When a student misses Saturday School due to illness or emergency, parents must notify the office by 9:00 a.m. the following Monday.

**FINAL RULE:** Not abiding by the above instructions may result in additional days assigned in Saturday School, ISS, Corporal Punishment, out-of-school suspension, and/or a parent conference with the principal.

**\*\*\*Students who are assigned Saturday School due to a disciplinary infraction, and fail to attend will be assigned to 3 days in ISS. Another miss of Saturday School could result in a 3-day out-of-school suspension.**

The only exceptions will be as follows:

- professional verification (i.e. doctor's note, dentist, court) for the Saturday assigned;
- verified Friday or Monday absence (i.e. doctor's note, dentist, court)

### **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.

## 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 pupils 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 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. Pupils shall not open or close windows or emergency doors except when asked to do so by the driver. Pupils must keep arms, head and legs inside the bus.
5. While a passenger on the bus, students must not:
  - a. Throw any objects.
  - 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. Junior and senior high students must show proper identification upon request. Students that transfer buses at the Senior High are to go directly to their other bus. Students are not to loiter on the sidewalks or enter the building without prior approval.
10. The driver will not pick up or discharge a student at any place other than school or the regular bus stop near the home unless proper authorization is received from a parent, the superintendent of schools, the director of transportation or the principal of the school.

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

A student who needs to ride a bus other than his/her own or who must get off at a different stop must 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 trespassing 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.

## **STUDENT THREATS OF VIOLENCE**

Threats of violence made by a student will be treated as serious. Students making threats may receive discipline action ranging from student/parent conference to 10-180 days Out of School Suspension, depending on the intent of the student.

## **TOBACCO POSSESSION AND USE**

The Board of Education believes that smoking, the use of any tobacco products, and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, at school and at school activities.

## **SCHOOL SEARCHES AND INSPECTIONS**

To help insure 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.

## **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 JHCD.

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 JFG. 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. In addition to suspension from school, a student will also be subject to suspension from participating or attending other school events (see Board Policy JFCH & IGAEA).

## **FIREARMS AND WEAPONS IN SCHOOL**

The purpose of establishing this policy is to insure a safe environment for all students and employees of the Poplar Bluff R-I School District.

The Board of Education does determine 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 Poplar Bluff R-I School District. The two (2) exceptions to this are:

1. Weapons under the control of on-duty law enforcement personnel in the regular course of their 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 defines "dangerous weapon" (as defined by 571.010, RSMO) 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 defines "weapon" 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 to 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.

- A. 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.
- A. A senior high or junior high school student who is found to have brought or have been in possession of a dangerous weapon including a firearm or replica firearm or to have used a weapon to inflict bodily harm or to place a person or persons in fear of bodily harm will be subject to immediate suspension or disciplinary action up to and including expulsion from the District.
- B. 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 (10) days by the building principal with referral to the Superintendent and/or Board of Education for further appropriate disciplinary action. In addition, the administration shall immediately confiscate the weapon, notify the parent or legal guardian of the violation, and call the proper legal authority.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension can be modified on a case-by-case basis upon recommendation by the Superintendent to the Board of Education.

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.

#### Applicability to Students with Disabilities

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.

### BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited 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 oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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

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, possible notification to law enforcement officials, and documentation in student's discipline record

The District shall give annual notice of policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

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

## 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 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 have pled 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. These assignments and the time period for them shall be determined by the principal or his/her designee. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of policies, rules and regulations. Notice of out of school suspension shall be given immediately to the parent or guardian. (See Board Policy JGD.)

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 such 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, because of poor taste in dress and/or grooming, 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 JFCH & IGAEA)**

- a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, synthetic drugs, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under 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

**Suspension Alternative:**

1. The student admits to being in possession or under the influence of alcohol, any unauthorized prescription drug or unauthorized over-the-counter medication, 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.
2. The student and parent(s)/legal guardian(s) agree to waive their right to appeal the suspension to the Board of Education.
3. The student will be placed on out-of school suspension for a period of 10 days.
4. 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 may be asked to provide negative drug screen(s) that have been administered by a District-approved company. (The Graduation Center is located at 1316 Maud Street, the phone number is 712-2257, and the hours are 7:30 a.m. to 2:45 p.m.)
5. Upon return to the home school, the student will continue to submit to up to 50 drug screens while enrolled in the Poplar Bluff R-I School District.
6. 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.
  - c. The student refuses to submit to a random drug screen requested by the District.
  - d. The student attempts to alter the result of the random drug screen in any way.
7. If a student tests positive a second time during a random drug screen, the student will automatically be suspended 45 days. Should a student test positive a third time, the student will be suspended 180 days and may be recommended for expulsion from Poplar Bluff R-I School District. If a subsequent test is positive, the student will be recommended for expulsion to the Board of Education.
8. The student and parent(s)/legal guardian(s) will agree to cooperate with and be under informal supervision of the Butler County Juvenile Office. The parent(s)/legal guardian(s) and student will also agree to the Juvenile Office sharing information with the school regarding the student's progress, attendance and participation.
9. The District can also opt to send the student to their District approved company for an observed drug screen any time the District feels it is necessary.

**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 JFCJ.)

14. Harassment (See Board Policy AC.)

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

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

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

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

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

Subsequent Offense: 10-180 days out-of-school suspension or expulsion

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 or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district

technology; or evade or disable a filtering/blocking device. (See Board Policy EHB & 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 JHCD. (See Board Policies JFCD & AH.)**

**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 JED & 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 JGE and its corresponding regulation.)

#### **STUDENT RECORDS – PROVISIONS AND GUIDELINES**

Educational records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

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.

The District may employ the use of security videos in its hallways, classrooms, buses, and/or on district property. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA.

**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. Confidentiality of the records of students must be maintained by the teachers and staff 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. No survey or data gathering activities shall be conducted by school personnel unless such activities are authorized by law.**

**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.)

Refer to Board Policy JO for other references.

#### HALL PASSES

For safety and security reasons, a HALL PASS is required of any student outside the classroom during normal instructional (non-passing) time. Each classroom teacher has a pass that will be given to the student who needs to leave the classroom. Students in the hall without an approved pass will be sent to their classroom to secure a pass.

#### VISITING SCHOOL

All visitors must report to the office prior to going to any other part of the building or playground. 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.

Preschool children and children not enrolled in the Poplar Bluff district should not visit the classroom unless prior arrangements have been made through the office.

#### PARENT/TEACHER COMMUNICATION

We encourage parents and teachers to communicate in a variety of ways such as weekly newsletters, student planners, phone calls, email, conferences and behavior reports. If parents have concerns about their child's progress or behaviors they should contact the child's teacher first. Teachers are the first line of defense with helping a student succeed academically and socially. Please call and schedule appointment(s) to assure the teacher is available. In efforts to better secure our building and insure quality instructional time, we ask all parents to report to the office.

#### HEALTH CURRICULUM

Sequential Health education is taught to all students using Totally Awesome Health Curriculum. This comprehensive education includes but is not limited to prevention education in tobacco, alcohol & other drugs, and HIV/AIDS. Instruction will reflect the Sho-Me Standards. Students will also receive "growing up classes" which will include age appropriate education in puberty & hygiene. Health Fairs will be held when possible that will contain information that will reinforce the above education.

#### MEDICATION AT SCHOOL

The following is the 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. *Parent/guardian or other responsible adults must deliver the medication to the school and pick up excess or remaining medication.*
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. The district will not administer the first dose of any medication.

#### Over-the-Counter Medication

Forms are available in the nurse's office and parents must supply the medication. A physician's note is required.

**\*\*Students will not be allowed to carry their own medication, with the exception of lifesaving medications such as inhalers or Epi Pens, for which a special form is required to be signed by a physician. The forms are available in the nurse's office and renewed annually. All medication must be taken directly to the nurse's office and will be kept there. Disciplinary action will be taken against students having possession of any type of any medication.**

**Refer to Board Policy JHCD for additional information and details on self-administration of medications. Tums and Cough Drops will be kept in stock in the health office.**

#### **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.**

**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 & 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. Health screenings that include vision, hearing, height and weight are conducted annually. 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 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. With only one telephone at each school, it is impossible to handle the volume of calls when parents are trying to call students or students are trying to call parents.**

#### **STAYING INDOORS AT 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 32 degrees** or if it is raining or extremely wet. If a parent does not want the child to go outside during recess due to illness, a doctor's note must be sent requesting the child remain inside.**

#### **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.**

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.

#### **ARRIVAL PROCEDURES**

##### **Arriving by car**

No student should be dropped off before 6:45 a.m. due to supervision.

Parents should turn off Highland Drive directly across from the lower church parking lot. Parents will then form 2 lanes that will go around to the front of the school. Students may exit the cars from both lanes when the cars are in the designated drop off areas.

If parents choose to park and drop off students, the parents must walk their child to the crosswalk and wait with them until the duty teachers give the child permission to cross.

##### **Bus students**

Students arriving at school by bus will enter the building and report to the cafeteria or gym.

Students entering the building before class time must report to the cafeteria to eat breakfast or the gym. At 7:15 students will be dismissed to go to their classrooms. Any students arriving after 7:15 will either eat breakfast or report directly to their classroom.

#### **DISMISSAL PROCEDURES**

##### **Leaving by car**

The 2:35 bell dismisses all car riders. Student transportation changes need to be called into the office by 2:00. Please do not contact teachers with this change.

As a students' Kid Account cards are scanned they will be released from the building in groups to go directly to their cars. Each student will be given 2 scan cards. If parents need extra scan cards they can be purchased in the office for \$2.00.

If parents choose to park, they must come to the crosswalk to have their Kid Account card scanned and wait for their child at the crosswalk.

##### **Bus students**

Bus students will remain in their classrooms until the office personnel announce that the buses are clear to be loaded.

#### **LIBRARY/TEXTBOOK SERVICES**

The Poplar Bluff Middle School Library is open from 7:30 a.m. to 2:30 p.m. during school days. The library houses approximately 13,000 volumes that support curriculum and reading for pleasure. Since it is completely automated, students can gain access to resources through workstations in the library, as well as in their classrooms. The library also provides computers for access to the Internet, periodical databases, and word processing. A collection of Ebooks and audiobooks are also available for students to check out from the library and from the online database.

Students have various times throughout the day to access the library. Students must receive permission from their teacher and obtain a hall pass.

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. All fines must be paid and/or books returned at the end of the year to participate in end of year activities.

#### **PARENT VOLUNTEERS/CLASS PARTIES**

Everyone is encouraged to be involved in the educational activities of the students. Please contact the school office if you are interested in joining PTO.

Class parties will be held to observe Christmas and Valentine's Day. 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 room mother to assist with the Christmas Parties, please contact

your child's teacher or your child's teacher may contact you. If you are not a sponsoring room mother, we ask you not to drop in on a party unexpectedly since space is limited and refreshments may be insufficient. Please clear with the room mother in charge if you plan to attend any of these events. All deliveries must be dropped off by 1pm on the day of the party.

\*\*\*The Board of Education has directed that all party treats must be commercially wrapped. No treats may be given out that are homemade.

Volunteers in the classroom must submit to a background check through the Central Office and participate in orientation and training. All volunteers will be required to sign a confidentiality agreement.

#### **LABELING OF BELONGINGS/LOST AND FOUND**

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.

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 each semester.

#### **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/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/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**

The District technology resources may be used by authorized students, employees, Board of Education members and other persons such as consultants, legal counsel and independent contractors. 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 he/she is considered a security risk by the Superintendent/Designee.

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/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 e-mail 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/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.

**No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.**

- 1. Districts 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 parent/guardians of each student attending a building that receives the Title 1 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 1 funds must provide all parent/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 1 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 parent/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 FOR NO CHILD LEFT BEHIND PROGRAMS**

**This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).**

**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 a resolution.**

**Any person 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.**

#### **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 Blvd., Poplar Bluff, MO, 573 785-7751.

This notice will be provided in native languages as appropriate.

#### PHOTO CONSENT OPT-OUT FORM

If a parent, guardian, person acting as a student's parent in absence of a parent/guardian, or the student (if 18 or older) does not want the district to release information listed under #5 in the Family Educational Rights and Privacy Act (FERPA) under the STUDENT RECORDS portion of this handbook, they must complete the 'Photo Consent Opt-Out Form' under the 'News Bureau' tab of our school district website, [www.poplarbluffschools.net/photo-consent/](http://www.poplarbluffschools.net/photo-consent/) 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.

#### MOCAP

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

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

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

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

#### Poplar Bluff Middle School Junior Beta Club

##### Beta Rules and Regulations Requirements for Joining

GPA for the second semester of the previous year must be 9.0 (B+) or higher

- No more than six days absent for second semester
- No repeated or severe discipline referrals
- Good citizenship
- Teacher Recommendation

Student will be placed on probation (each semester) if they have:

- Any semester grade below a B
- More than six days absent (verified or unverified)
- Office referral (Students receiving an office referral will not be eligible to attend the Jr. Beta convention in the fall.) / Poor Conduct
- Failure to complete required service projects (2 per semester)

##### Automatic Removal

- More than one office referral

##### Off Probation

- Must meet original requirements for a full semester

**Rules of Probation**

- **Students may not participate in any Jr. Beta service projects or activities**

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

**JOHN SCOTT, PRESIDENT**

**Dr. CYNTHIA BROWN**

**KEN DAVIS, VICE PRESIDENT**

**TIM GAEBLER**

**ROGER HANNER**

**JERROD MURPHY**

**ALANA ROBERTSON**

