

**2019-2020**  
**Poplar Bluff**  
**Kindergarten Center Handbook**



**“LET THE JOURNEY BEGIN”**

Approved May, 2019

## **KINDERGARTEN CENTER HANDBOOK INDEX**

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## **POPLAR BLUFF R-I MISSION STATEMENT**

**The mission of the Poplar Bluff R-I School District, in partnership with parents and community, is to educate all students to their potential and to inspire them to be lifelong learners who possess the skills and knowledge necessary to be productive members in our changing world.**

### **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.

## **BUSINESS HOURS**

**There will not be anyone available to answer the telephone or to provide assistance except during the office hours of 8:00 a.m. to 4:00 p.m. All children must be picked up by building closing time. Latchkey hours are 6:30-8:00 a.m. and 3:40-6:00 p.m. if you need this service.**

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

**Teachers will not be called out of their rooms for telephone calls during school hours, except in cases of emergency. This is to 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.**

## **ENROLLMENT PROCEDURES**

**A dedicated period for students will be held for one week in March and during the month of August prior to the beginning of the school year. Local media will carry specific information. The enrollment packet is on the school's website and may be downloaded and filled out prior to coming in to save time. During enrollment, parents must present a state-issued birth certificate, complete immunization records, health data, social security card and proof of residency for each child enrolling. During the school year, parents and the student may go to the school during school hours to obtain enrollment information. Missouri State Law requires that all immunizations must be up to date before the first day of school. Please bring all updated shot records to the nurse's office. If your child requires an immunization exempt, please see the office for the appropriate forms. Exact dates are required.**

**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.**

## **WITHDRAWALS AND TRANSFERS**

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

## **ARRIVAL AT SCHOOL**

**There is no supervision available before 8:00 a.m. therefore no student should arrive before 8:00 unless they are registered for the Latchkey Program. The Latchkey program is available from 6:30 – 8:00 a.m. and 3:40 – 6:00 p.m. The cost is \$2.00 per hour and will be billed for the half hour. Children MUST be enrolled in the Latchkey Program before they can be left there. Forms are available in the office if you need to utilize this service. Parents must walk the child into the building in the mornings and sign him/her in. Do not drop your child off outside as this is a safety issue.**

**If your child is late, you have to sign him/her in at the office. Please do not drop off your child at the front door. Once you sign him/her in, we will make sure they get to class from there. We are asking that no parents be in the hallways after 8:30. Children arriving after 8:30 will be marked tardy and will not receive breakfast.**

## 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 seldom transferred once school has started.

## SCHOOL BREAKFAST/LUNCH

A hot lunch program and a breakfast program are available for your child at school. Parents who choose to send a lunch with their child should feel free to continue this practice. The meals are prepared at each school and meet the standards established by the USDA for school lunch programs. We do not insist that each student eat all that is put on the tray, but we do encourage trying each item. A menu is printed in the local newspaper and is on the school website. To help children in making meal choices, please review the selections with your child in the morning. You are encouraged to join your child for lunch. Please let the school know if you would like to eat lunch so that you are added to the lunch count. Cost of meals is as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Full Price	\$1.40	\$1.95
Reduced	.30	.40
Extra Milk	.40	.40
Adult	1.80	2.20

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 the account is not paid at that point, your child may be given only a peanut butter sandwich and milk for lunch until the account is paid. Any unpaid balance at the end of the school year will be transferred to the next school year.

Breakfast and lunch money must be sent in a sealed envelope with the following information on the front of the envelope: 1. Student's name; 2. Teacher's name; and 3. Amount enclosed. Checks need to be out to Chartwells.

Free and reduced meals are available to families who live under certain economic constraints. Anyone seeking free or reduced meals must apply each year. Any charges accrued before the meal application is approved is the responsibility of the parent to pay. 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.

If you send your child's lunch we encourage that you send a healthy well-balanced meal. Carbonated drinks and energy drinks are not considered healthy.

## CITIZENSHIP

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

**Pledge of Allegiance**

Kindergarten Center 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. (policy 2180)

**VISITING SCHOOL**

Parents are encouraged to visit with their child's teacher. If there are any questions concerning the child's progress, the teacher welcomes the chance to review the student's achievements and/or difficulties. Please do keep in mind that the teacher must attend to the class while in the classroom. Parents are encouraged to discuss issues at any time during the school year, not just at parent/teacher conferences. Together we can resolve concerns to the benefit of all involved.

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

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

**LIBRARY/TEXTBOOK SERVICES**

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

**EXTRA CURRICULAR EVENTS**

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

**PARENT VOLUNTEERS**

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

**PARENTAL CUSTODIAL RIGHTS**

When parents separate or divorce, it sometimes results in problems regarding the custody of children. At such times, one parent may ask that a child not be allowed to visit or go with the other parent. Such requests cannot be honored unless they are supported by legal documentation.

## **PARENT RESPONSIBILITIES FOR ACHIEVEMENT**

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

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

## **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.

## **HEALTH CURRICULUM**

Sequential Health education is taught to all students using the Healthy Lifestyle Choices Curriculum. Instruction will reflect the Mo State Standards. In Kindergarten, the curriculum includes, but is not limited to, prevention education in tobacco, alcohol and other drugs.

## **STUDENT CONDUCT**

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

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.

## KINDERGARTEN CENTER STUDENT EXPECTATIONS

### School-Wide Behavior Plan

To foster an educational environment conducive to learning and mutual respect, clear and appropriate standards for student behavior must be established. With trust and positive support, we can work together to help students develop positive interpersonal relationships and respect for one another's right to learn in an orderly school environment. We believe that preventive discipline, through caring interactions and instruction, positive role models, and corrective action when appropriate, will result in a cooperative educational community. Our philosophy of behavior is to be proactive and teach students the proper conduct. The Poplar Bluff Kindergarten Center will be a "Bucket Filler" School. Using this plan will enable all adults to have the same expectations of student behavior and to talk to students using consistent language: bucket filling, bucket dipping, or putting a lid on our buckets.

#### What is a Bucketfiller?

We all carry an invisible bucket. This bucket contains our feelings. When our bucket is full, we feel great; when it's empty, we feel empty. A bucketfiller is someone who says or does nice things for other people. By doing this, they are filling other people's buckets and filling their own bucket at the same time. On the other hand, a bucketdipper says or does things to cause other people to feel bad. This simple but profound philosophy applies to every aspect of life.

In the 1960's, Dr. Donald O. Clifton (1924-2003), who would later go on to co-author the #1 New York Times bestseller How Full Is Your Bucket? first created the "Dipper and Bucket" metaphor that has now been passed along for decades.

#### Student Expectations:

The following 5 student expectations will also enable the consistent use of language: respectful, responsible, cooperative, kind, safe. It is all about making good choices, and facing the consequences when good choices are not made.

The school will also use the following student expectations (these include all of the district-established school-wide rules):

1. We are respectful students.

This means:

- We keep our hands, feet, books and other objects to ourselves.
- We do not take anything that does not belong to us.
- We walk quietly in the hallway.
- We speak in quiet voices in the classroom and cafeteria.
- We use good manners.

2. We are responsible students.

This means:

- We follow any and all directions of adults in charge, the first time they are given.
- We complete all work assigned.
- We stop talking when we see an adult with a high-five sign or when the whistle blows or bell rings at recess.
- We take care of our work area and keep the school clean and neat.
- We go directly to assigned areas and stay there.

3. We are cooperative students.

This means:

- We listen to the adults in charge and gladly do what they ask.
- We stop playing at recess when the bell rings and line up quietly.
- We help others around us whenever we can.



**4. We are kind students.**

**This means:**

- We do not physically or verbally fight with others.
- We use appropriate language at all times, and never bully or tease others.
- We are friendly and courteous.

**5. We are safe students.**

**This means:**

- We walk in all areas of the school.
- We use playground equipment appropriately.
- We do not play around in the bathrooms or hallways.
- We do not throw anything not made to be thrown (i.e. rocks, sticks, food, or other similar objects).
- We always ask a teacher before we leave an assigned area.

**School Song (Words by Dr. Tammy Crouse: To the tune of “Up on the Housetop”):**

**We are the Kindermules of Poplar Bluff**

**The mighty, mighty Kindermules of Poplar Bluff**

**Respectful, responsible, cooperative, and kind**

**And we are safe at Kindergarten while we grow our minds**

***Consequences for Behavior Within the Classroom (minor behaviors):***

**Parents may be called at any time to discuss discipline. The Clip Chart will be used school wide for classroom behavior.**

- Students begin each day on “green” which is *ready to learn*. Students will “clip up” for positive behaviors and can “clip down” for negative behaviors.
- Students who “clip up” the chart will be praised and as students “clip down” for negative behaviors, there will be consequences.
- Your child’s teacher will provide details of how the clip chart will be used in their room in their “Beginning of School” packet and will go over the classroom management procedures during orientation.

**The purpose of the “clip chart” is for students to take responsibility for their actions and have the opportunity to correct misbehavior.**

**\*\*\*SEVERE CLAUSE- Major Behavior (anything harmful to others)\*\*\***

**Visit with Mrs. Thurston. Parents may also be called to take the child home. A student may be placed on “Severe” depending on the severity of the behavior even if all the consequences listed have not been implemented. A student may also be assigned an individual discipline plan if needed.**

**A Friday report will be sent home weekly to parents.**

## APPROPRIATE DRESS

Students in the Poplar Bluff R-I School District should take pride in dress and grooming so as to reflect favorably upon themselves, their parents, the school, and the community. Clothing and personal appearance should be clean, in good taste, and should in no way distract from regular class work or school activities. Please dress your child in comfortable clothing for school. It is best to dress children in "play" clothes instead of "dress" clothes since many of the activities require children to sit on the floor, play outside and in the gym. (Girls may want to wear shorts under their skirts/dresses). Closed-toe shoes are highly recommended. Flip flops become a safety issue for young children on the playground. On P.E. days, children must wear tennis shoes to school, or bring them to change into. See your child's class schedule for P.E.

The following items are considered inappropriate dress: tight fitting biker shorts as outer garments, short shorts, shirts allowing midriff exposure, or any item that can be seen through. Students will not be permitted to wear hats inside school buildings. In conjunction with drug-free education, students are not to wear any clothing depicting the use of, or advertisement for, alcohol, tobacco, or drugs. Clothing items containing objectionable language or suggesting any type of gang activity will not be allowed.

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

## 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

Please have your child arrive promptly. Attendance and lunch count start immediately and tardiness wastes instructional time. If your child is going to be absent or late, please call the school. You may request that homework be sent to the office for you to pick up. Please call as early in the day as possible to allow time for the teacher to get assignments and books together.

If your child arrives at school late, he/she must check in through the office before going to class. If you are going to pick up your child early, please send a note to the teacher. Also, you must stop by the office and sign him/her out. 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 or tardy will prevent a student from receiving a perfect attendance award. A note needs to be sent to school with your child if he/she needs to stay in at recess. If your child needs to stay in longer than three days, a doctor's excuse is required.

The Board of Education has adopted the following attendance policy for all elementary schools. This policy complies with the compulsory school laws for attendance as specified by the State of Missouri.

## 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 second (2nd) 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; or 5) special circumstances as determined by the school.

Any student sent home ill by the school nurse or principal will be verified. (See "Head Lice and Infectious Diseases" on page 9.) 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 Poplar Bluff School District R-I.

Make-up work is encouraged for all absences to maintain the continuity of education. However, a zero (0) will be recorded for any assignments or tests on days of suspension or truancy. Nor will students receive credit for assignments or tests on days of unverified absence beyond seven (7) days per semester. 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.

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 unjustifiable absences, even with the consent of parent/guardians.

For attendance purposes in Kindergarten through Grade 4, each period shall count 1/6 of a school day. Unverified absences exceeding four (4) days in one semester in any one period will result in the parent/legal guardian being notified by the Attendance Officer and a conference may 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. Guidelines for summer school placement and/or retention are as follows:

- 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 summer school attendance may cause retention in the current grade. Subsequent absences may result in the parent/legal guardian being served with a notice of warning to meet with the Juvenile Officer and the Attendance Officer of the Poplar Bluff School District R-I. 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 Family Services for educational neglect by way of the hotline.

## PROCEDURES

In the event that a student is absent, late or tardy or checks out early (an occurrence), for the 3<sup>rd</sup> time in a trimester, the parent or legal guardian will receive notification by telephone or regular mail from the principal's office. Further occurrences will result in contact being made from the attendance center.

In the event that a student is absent from class for the fourth (4<sup>th</sup>) time in one semester, the parent/legal guardian will receive notification by telephone or regular mail from the attendance center communicating the student's number of absences through the notification date.

When a student's absences exceed the policy limit, the student and parent/legal guardian may file an appeal in writing within five (5) days of the notice of violation of the attendance policy. This appeal must be filed in the principal's office. The applicant shall be required to present valid evidence to substantiate the appeal at the hearing. Absences that may be verified by this policy and/or the appeal committee are: 1) illness of the student; 2) critical illness or death in the immediate family; 3) time necessary for attending a funeral service of a person whose relationship to the student or family warrants such attendance provided prior arrangements have been made with the principal; 4) pre-arranged absences made through the principal; and 5) special circumstances as determined by the school. An appeal committee shall be composed of a group representing the building. The decision of the appeal committee shall be final.

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.

## DEPARTING SCHOOL

When school is dismissed for the day at 3:40, your student is required to be picked up, board the bus, or go to the Latchkey Program (operates 3:40-6:00 if you need to use the services). If you pick your child up after school, please wait until the bell rings and assist with traffic by obeying the "No Parking" signs posted around the school. Your child will only be released to people who have proper identification and permission from you.

If your child is going to ride the bus during the school year, it is highly recommended that you send him/her on the bus the first day of school so the bus driver and your child become familiar with each other and the proper bus stop. Parents are required to notify the school office in writing if a child is to deviate from the normal method of going home, whether it is walking or riding the bus. Otherwise, we have no idea of where to start looking if your child is reported missing. For the safety of your child, it is required that an adult be present at the bus stop before the driver will let your child off. If an adult is not present, your child will be returned to school and you will have to come get him/her. In the afternoon, there is a shuttle bus to go to each of the elementary 1 - 4 buildings. Those numbers will be shared at the beginning of the year.

**BUS TAGS:** Please, please, please put your child's bus/name tag on them EVERY DAY for the first few weeks of school. (Even parent pickups!) We will pin the tags on your child at the end of the day and ask that you re-pin that tag on them the next morning. Until we know them well and they are certain of their bus, daycare, Latchkey, etc., the bus tags are the only way of verifying that each child is in the proper place and arrives home safely.

Every student must be picked up by the time the building closes. If not, we make every effort possible to locate a child's parent and then, if necessary, we call the city juvenile authority or the city police to pick up the abandoned child.

## SIGNING STUDENTS OUT OF SCHOOL

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

## 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. You may also sign up for texting services to receive text messages of school closings and events by texting "yes" to "68453". Text charges may apply. Please make sure that your child knows what to do in case of early dismissal. If your child attends the Latchkey Program and school is dismissed early, there will be no Latchkey that afternoon. 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.

## CHILD ABUSE

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

## DISASTER DRILLS

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

## HEAD LICE AND INFECTIOUS DISEASES

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

Any student found to have evidence of pediculosis infestation (lice or nits) shall be excluded from school attendance until a pediculicide has been applied and all nits have been removed. The student shall be examined upon return to school to insure that all nits have been removed. The student shall be re-examined in ten (10) days to determine if he/she remains free of infestation.

Attendance policy for students excluded from school for pediculosis:

1st occurrence:	Verified absence for the day the student is sent home plus one extra day
2nd occurrence:	Verified absence for the day the student is sent home
Subsequent occurrences:	Unverified absences

Students known to have any infectious disease or illness will be immediately excluded from attending school or school activities and will be re-admitted 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. 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 (785-4905) and let us know.

## **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 adult must deliver the medication to the school and pick up excess or remaining medication. Medication CANNOT be sent to or from on the bus.**
- 4. School personnel will document administration of medication on a daily log stating date, student's name, drug, dose, time, and initials or signature of person responsible for giving it.**

### **Over-the-Counter Medication**

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

**Refer to Board Policy 2870 for additional information and details on self-administration of medications.**

## **RECESS**

**Students at Kindergarten will have a supervised 15 minute morning or afternoon recess and a supervised 25 minute noon 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, the heat index is above 100 degrees, or if it is raining or extremely wet. If a parent does not want the child to go outside during recess, a note must be sent each day requesting that the child remain inside. If a child has to stay inside for more than three days, a note from the doctor will be required.**

## **LABELING OF BELONGINGS**

**Each student's belongings (including school supplies, coats, gloves, etc.) should be plainly marked to avoid loss or exchange. When a name is on an article, it can be returned to the owner immediately. Please take the time to see that your child's belongings are labeled.**

## **LOST AND FOUND**

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

## **BUSING**

**An adult must be at the bus stop to pick up students from Kindergarten, or the student will be returned to school and someone will be called to come pick him/her up. 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.
6. All items transported on the bus must be small enough to be carried in the lap of the student.
7. Students using tobacco products on the bus will be suspended from the bus.
8. 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.
9. 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.
10. Junior and senior high students must show proper identification upon request.
10. The driver will not pick up or discharge a student at any place other than school or the regular bus stop near the home unless proper authorization is received from a parent, the superintendent of schools, the director of transportation or the principal of the school.

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

First Offense:	Warning
Second Offense:	Three days suspension from bus riding privileges
Third Offense:	Five days suspension from bus riding privileges
Fourth Offense:	Ten days suspension from bus riding privileges
Fifth Offense:	Suspension from bus riding privileges for remainder of semester
Sixth Offense:	Suspension from bus riding privileges for remainder of school year

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

### STUDENT RECORDS

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

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

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

**Records in the cumulative file should be kept at a minimum. Records must be kept in confidentiality and supervised by certified personnel. 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 2400 - Student Records for additional information.

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

Report cards are sent home at the end of each trimester to inform parents 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. Students in Kindergarten grade have a specialized report card.

Parent/teacher conferences are scheduled after the first trimester (usually in middle November) 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.

#### **TOYS AT SCHOOL**

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

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

## **EMERGENCY NUMBERS**

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.

## **CANDY AND GUM AT SCHOOL**

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

## **SCHOOL PARTIES and EXTRA CURRICULAR ACTIVITIES**

Class parties may be held to observe Christmas (the last school day prior to dismissal for Christmas vacation), and Valentine's Day in the Kindergarten Center. 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.

Siblings are not allowed to attend classroom activities, including parties in the classroom. Please make other arrangements for siblings if you choose to visit the classroom.

Students who wish to attend classroom parties or extra-curricular activities will need to be in attendance the day of the event.

School attendance may be a determining factor in deciding if a student will be allowed to participate in off campus activities, such as field trips or extra-curricular activities. This will be determined by the building principal.

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

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

The Poplar Bluff R-I School District Board of Education has adopted a resolution designating all school district properties and all properties within 1,000 feet as a gun-free/drug-free school zone. 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.

## **FIREARMS & WEAPONS AT SCHOOL**

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

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

## DEFINITIONS

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

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

## VIOLATION

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

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

## PROCEDURE

Any student who violates this policy shall be suspended from school immediately for ten (10) days by the building principal with possible referral to the superintendent and/or Board of Education for further appropriate disciplinary action. In addition, the principal shall immediately confiscate the weapon, notify the parent or legal guardian of the violation, and call the proper legal authority.

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

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

## 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, or disability. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, or disability.

**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, or disability 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, or disability 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, or disability; 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.**

#### **STUDENT THREATS OF VIOLENCE**

**Threats of violence will be treated as serious, regardless of the intent of the student. Any student making a threat may be subject to disciplinary action.**

#### **INAPPROPRIATE PHYSICAL CONTACT**

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

#### **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. 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 up to and including expulsion. Students who have been charged, convicted or 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 2662.**

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 2640 & 2641.)**
  - a. **Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit 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:** 10-180 days out-of-school suspension, possible notification to law enforcement officials  
**Subsequent Offense:** Expulsion, notification to law enforcement officials
  - b. **Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit 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:** 10-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials
  
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. **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
  
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. **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
14. **Harassment (See Board Policy 2130.)**
  - 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. **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
16. **Tobacco - Possession/use of any tobacco products in or on school district property (See Board Policy 5250.)**  
**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
17. **Truancy - Absence from school without the knowledge and consent of parents/guardian and/or the school administration (See Board Policy 2310 & student handbooks.)**
18. **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
19. **Firearms & Weapons in School (See Board Policy 2620.)**

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

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

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

## **STUDENT 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 2870.

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 2150. If any evidence of a controlled substance, an imitation/look-alike, or paraphernalia is discovered, the parent/guardian will be notified, law enforcement officials will be notified, and the substance will be turned over to the proper authorities. The school nurse or medical facilities may be consulted when a student appears to be under the influence of a controlled substance.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate disciplinary action including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. See Board Policy 2640 for additional information.

## **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 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.

## **BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.



**Bullying occurs when a student:**

- 1. Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or**
- 2. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.**

**Students who are found to have violated this policy will be subject to disciplinary action.**

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

**Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, and possible notification to law enforcement officials, and documentation in student's discipline record**

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

#### **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.**

#### **INTERNET USAGE/SAFETY**

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

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

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

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

#### **Definitions**

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

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

***User Identification (ID)*** -- any identifier which would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.

***Password*** -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Technology Administration**

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

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

### **User Identification and Network Security**

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

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with 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 or her *User Agreement*.

### **Privacy**

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

### **Content Filtering and Monitoring**

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

### **Closed Forum**

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

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

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

### **Damages**

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

## **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.

**FEDERAL PROGRAMS  
PARENT/GUARDIAN NOTIFICATION**

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

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

**STANDARD COMPLAINT RESOLUTION PROCEDURE  
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 resolution.

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

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

## **PHOTO CONSENT OPT-OUT FORM**

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

**Insert Calendar Here**

# **Poplar Bluff R-1 District Board of Education**

**JOHN SCOTT - PRESIDENT**

**KEN DAVIS - VICE-PRESIDENT**

**CYNTHIA BROWN – MEMBER**

**ROGER HANNER – MEMBER**

**ALANA ROBERTSON - MEMBER**

**STEVE SELLS – MEMBER**

**HEATHER TUGGLE – MEMBER**

**Administration Offices  
1110 North Westwood Blvd  
Poplar Bluff, MO 63901  
573-785-7751**