

**2020-2021**

**Poplar Bluff**

**Kindergarten Center Handbook**



**POPLAR BLUFF**  
SCHOOL DISTRICT

**“LET THE JOURNEY BEGIN**

**ELEMENTARY HANDBOOK INDEX**

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

**JOHN SCOTT, PRESIDENT**

**JERROD MURPHY**

**KEN DAVIS , VICE PRESIDENT**

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**ADMINISTRATION OFFICES**

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

**ELEMENTARY SCHOOLS**

**TELEPHONE**

**PRINCIPAL**

<b>Poplar Bluff Kindergarten Center 1200 Camp Road Poplar Bluff, MO 63901</b>	<b>(Gr: K)</b>	<b>573-785-4905</b>	<b>Jessica Thurston</b>
<b>Eugene Field Elementary School 711 Nickey Street Poplar Bluff, MO 63901</b>	<b>(Gr. 1-3)</b>	<b>573-785-4047</b>	<b>Jennifer Taylor</b>
<b>Lake Road Elementary School 936 Highway AA Poplar Bluff MO 63901</b>	<b>(Gr. 1-6)</b>	<b>573-785-4392</b>	<b>Rondalyn Vaughn</b>
<b>Oak Grove Elementary School 3297 Oak Grove Road Poplar Bluff, MO 63901</b>	<b>(Gr. 1-3)</b>	<b>573-785-6589</b>	<b>Jenifer Richardson</b>
<b>O'Neal Elementary School 2300 Baugh Lane Poplar Bluff, MO 6390</b>	<b>(Gr. 1-3)</b>	<b>573-785-3037</b>	<b>Amy Dill</b>

## 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.

### APPROPRIATE DRESS

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

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

### ARRIVAL AT SCHOOL

There is no supervision available in the classrooms 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.

### ATTENDANCE

Please have your child arrive promptly. The elementary school hours of operation are 8:25 a.m. – 3:50 p.m. 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 early check out, 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 believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

### ***EDUCATIONAL NEGLECT***

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

### ***RESPONSIBILITY***

The student and/or parent/legal guardian must provide professional documentation to verify any absence from school, except for those absences verified by the building principal. This verification must be turned in to the office no later than the fifth (5<sup>th</sup>) 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 Policy 2865.) The school administration shall reserve the right to review continuous absences for medical reasons. Documentation for pre-existing medical conditions must be updated annually. Homebound teaching is provided for students whose illness necessitates an absence of ten (10) or more consecutive school days. This service is provided upon request of the student or parent/guardian, recommendation of a physician, and approval of the District.

Make-up work is encouraged for all absences to maintain the continuity of education. Students suspended from school will have the opportunity to complete assignments/ projects missed during the suspension for up to 15 days. One day for make-up work will be permitted for each day of absence (i.e., for 3 days of absence, the student will have 3 days to make up the work). It is the responsibility of the student to get and return all make-up work to each teacher. Students suspended beyond 15 days or suspended for drug-related, alcohol, or assault violations will not receive credit for assignments/tests during the suspension.

For students transferring into the Poplar Bluff School District R-I, attendance policies from previous schools will be honored. At any time, a student and parent/legal guardian may request a conference with the principal or other designated school official to discuss the absences of that student or the attendance policy.

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

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

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

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

exceptions must be verified via written documentation provided to the school attendance office.

## BULLYING

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

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

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

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

## BUSING

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. All items transported on the bus must be small enough to be carried in the lap of the student.

6. Students using tobacco products on the bus will be suspended from the bus.

7. Students are encouraged to report to the driver any damage to seats or other parts of the bus. Any damage to a bus is the financial responsibility of the student causing the damage.

8. Students exiting from a bus must never walk behind the bus and should obey all traffic controls for street crossings. If students must cross in front of a bus, they must do so approximately ten (10) feet in front of the bus.

9. Junior and senior high students must show proper identification upon request.

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

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

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

### BUSINESS HOURS

There will 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.

### CANDY AND GUM AT SCHOOL

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

## CHILD ABUSE

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

## CITIZENSHIP

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

## COMPLAINT PROCEDURES

District patrons are encouraged to question decisions or policies they feel are not in the best interest of children. The Board of Education has established a procedure for hearing disagreements, with the intent to have issues resolved at the lowest level possible. The grievance should be initiated at the building level with the teacher as the first contact, followed by the building administrator. If the issue cannot be resolved at the building level, the following chain of administration should be used: the Associate Superintendent-Personnel, the Superintendent of Schools, and the Board of Education as the final contact. If any of these steps is bypassed, the issue is referred back to the appropriate level for resolution.

## DEPARTING SCHOOL

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.

## 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.

## DISTRICT HOTLINE

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

## ENROLLMENT PROCEDURES

A dedicated period for students will be held for one week in February 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.

## EXTRA CURRICULAR EVENTS

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

## FEDERAL PROGRAMS

### *PARENT/GUARDIAN NOTIFICATION*

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

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

## FIREARMS & WEAPONS AT SCHOOL

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

1. Weapons under the control of on-duty law enforcement personnel in their regular course of duties. This EXCLUDES Poplar Bluff R-I School personnel with municipal or county law

enforcement commission cards.

2. Weapons that are registered and handled in a legal manner for the purpose of education.

### ***DEFINITIONS***

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

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

### ***VIOLATION***

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

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

### ***PROCEDURE***

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

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

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

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

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

## HARASSMENT

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

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

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

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

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

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

## HEAD LICE AND INFECTIOUS DISEASES

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

Any student found to have evidence of pediculosis infestation (lice or nits) shall be excluded from school attendance until a pediculicide has been applied and all nits have been removed. The student shall be examined upon return to school to ensure that all nits have been removed. Parents must bring students to be re-examined and students may not ride the bus until the nurse has confirmed the eradication of pediculosis. The student shall be re-examined in ten (10) days to determine if he/she remains free of infestation.

Attendance policy for students excluded from school for pediculosis:

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 readmitted when there is no further danger to their health or the health of other students, teachers or staff. District policy requires children to stay at home if they have a temperature of 100 degrees or higher and/or if they are throwing up or have excessive diarrhea.

## HEALTH CURRICULUM

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

## HEALTH AND WELLNESS

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

## INAPPROPRIATE PHYSICAL CONTACT

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

## INTERNET USAGE/SAFETY

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

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

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

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

### Definitions

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined: *User* -- any person who is permitted by the district to utilize any portion of the district’s technology resources, including but not limited to students, employees, Board of Education members and agents of the school district. *User Identification (ID)* -- any identifier, which would allow a user access to the districts technology resources, or to any program, including but not limited to, e-mail and Internet Access. *Password* -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### Technology Administration

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

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

### User Identification and Network Security

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

To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

### User Agreement

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

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

### **LABELING OF BELONGINGS**

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

### **LIBRARY/TEXTBOOK SERVICES**

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

### **LOST AND FOUND**

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

### **MEDICATION AT SCHOOL**

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

#### **Prescription Drugs**

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

### **PARENTAL CUSTODIAL RIGHTS**

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

### **PARENT RESPONSIBILITIES FOR ACHIEVEMENT**

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

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

### **PARENT BOOSTER CLUB**

**The purpose of this organization is to foster a strong relationship between parents, school patrons and the educational staff. In addition Parent Booster Club financially supplements school activities not provided for in the budget. Every parent is encouraged to participate in all activities.**

### **PARENT VOLUNTEERS**

**Parents who wish to volunteer should contact the school to offer assistance. 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. No siblings or other children are permitted while you are volunteering.**

### **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, <https://www.poplarbluffschools.net/cms/one.aspx?portalId=1912633&pageId=3487677> within ten (10) days of receiving this handbook to indicate what information they do not want released. The building principal should be notified if the form cannot be accessed online.**

### **PLEDGE OF ALLEGIANCE**

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

### **RECESS**

**Students at 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.

### **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.

### **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 sent home at the beginning of each month and is printed in the local newspaper each week. 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 an adult breakfast meal is \$1.85. The cost of an adult lunch meal is \$3.00. All students that attend the Kindergarten Center, Oak Grove, Eugene Field, Lake Road, and O'Neal will receive student meals at no cost for the entire school year through an approved DESE Community Eligibility Provision.

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

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

### **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. The Board of Education has directed that all snacks/birthday or party treats must be commercially wrapped. No treats may be given out that are homemade.

### **SCHOOL SEARCHES AND INSPECTIONS**

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

## School-wide Expectations

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

### Classroom Expectations:

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

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

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

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

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

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

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

## 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 is 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 Bucket Filler?

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 bucket filler 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 bucket dipper 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.

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

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

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

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

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance

or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

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

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

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

#### **STUDENT CONDUCT**

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

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

#### **STUDENT DISCIPLINE**

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

All students attending District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in this policy. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of District students will be subject to discipline to the extent allowed by law up to and including expulsion. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended or expelled in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Detention and in-school suspension programs shall provide principals with alternatives for dealing with disciplinary problems that occur in the schools or student violations of policies, rules and regulations. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials. When these alternatives are appropriate, students will be assigned to serve a specified time period. The principal or his/her designee shall determine these assignments and the time period for them. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of policies, rules and regulations. Notice of out of school suspension shall be given immediately to the parent or guardian.

The Board authorizes the immediate removal of a student upon a finding by a principal, Superintendent or Board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of 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 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**

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

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

**Suspension Alternative:**

1. The student must admit to being in possession of alcohol, any unauthorized prescription drug, narcotic substance, unauthorized inhalant, counterfeit drug, synthetic drug, imitation controlled substance or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act. The student and parent/legal guardian agree to waive their right to appeal the suspension to the Board of Education
2. The student will be placed on out-of school suspension for a period of 10 days.
3. On the first school day following the out-of-school suspension, the student will report to the Graduation Center for a behavioral intervention assignment. The student may be re-assigned to the home school following successful completion of this assignment and negative drug screen(s) that have been administered by a district-approved company.
4. Upon return to the home school, the student will continue to submit to up to 50 drug screens while enrolled in Poplar Bluff R-I School District. The student must also continue attending and successfully complete the prescribed drug prevention curriculum.
5. While in the prescribed drug prevention curriculum, the student shall receive the remainder of the initial suspension if:
  - a. A random drug screen conducted by the district-approved company is reported positive at any time during this procedure;
  - b. The student does not complete the prescribed drug prevention curriculum.

In order to return to school from the initial out-of-school suspension, the student must provide a negative drug test to the appropriate school personnel within ten (10) days prior to the scheduled return date.

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

- b. **Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, synthetic drugs, and/or drug-related paraphernalia, including controlled substances and illegal drugs**

defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act

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

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

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

**First Offense:** 1-180 days out-of-school suspension

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

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

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

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

**9. Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting or instructional equipment.**

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

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

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

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

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

**11. False Alarms - Tampering with emergency equipment, setting off false alarms, making false reports**

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

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

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

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

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

**13. Firearms and Weapons**

**14. Harassment**

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

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

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

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

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

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

**15. Hazing – Willful conduct directed at another student, whether occurring on or off school property, for purposes of**



initiation or admission to any school-related activity or athletic team conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

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

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

**16. Public Display of Affection - Physical contact which is inappropriate for the school setting**

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

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

**17. Technology Misconduct – Attempting, regardless of success, to: gain unauthorized access to a technology system information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.**

**First Offense:** Restitution. Principal/Student conference, loss of user privileges, Detention, or in-school suspension

**Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-School suspension, or expulsion

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

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

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

**19. Tobacco - Possession/use of any tobacco products (in or on school district property), electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with Board Policy.**

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

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

**20. Truancy - Absence from school without the knowledge and consent of parents/guardian and/or the school administration**

**21. Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students**

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

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

Make-up work is encouraged for all absences to maintain the continuity of education. Students suspended from school will have the opportunity to complete assignments/projects missed during the suspension for up to 15 days. One day for make-up work will be permitted for each day of absence (i.e., for 3 days of absence, the student will have 3 days to

make up the work). It is the responsibility of the student to get and return all make-up work to each teacher. Students suspended beyond 15 days or suspended for drug-related, alcohol, or assault violations will not receive credit for assignments/tests during the suspension.

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

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

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights.

#### **ENT RECORDS**

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

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

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

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to

amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

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

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

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

Students should not bring cell phones to school unless there is an extenuating circumstance approved by the teacher/principal. If school authorities make this exception, the cell phone must stay in the student's backpack in the silence mode. If the cell phone is out of the backpack, it will be taken and the parent will be asked to come to the school to pick it up.

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

### **TOYS AT SCHOOL**

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

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

### **TRUANCY COURT**

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

### **VANDALISM**

Missouri Revised Statutes 537.045 hold parents liable for acts of vandalism committed by their children. Taxes are not designed to pay for the malicious destruction of property by an unruly student. Therefore, parents whose children destroy public property will be assessed for the repair or replacement of the damaged property.

### **VISITING SCHOOL**

Parents are welcome to visit the classrooms during class parties, scheduled times, and school activities. For the students' privacy and safety, we ask that no parents visit classrooms or playground other than the arranged times. If there are any questions concerning the child's progress, the teacher welcomes the chance to review the student's achievements and/or difficulties. Parents are encouraged to discuss issues at any time during the school year, not just at parent/teacher conferences. Together we can resolve concerns to the benefit of all involved.

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

Parents and families are welcome to come eat breakfast and lunch with their child. For the safety of all students there is a designated table for students who are eating with families. During the first month and a half of school, we ask that parents do not come eat with students so students may learn routines and procedures and get acclimated to the building.

### **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.**