

Poplar Bluff Junior High

Family and Student Handbook



POPLAR BLUFF
SCHOOL DISTRICT

***“A Community of Learners Focused
on Success”***

2019-2020

POPLAR BLUFF Junior High Communication Information

School Colors & Name:

The official school colors are Maroon and White.

The names of the Junior High Athletic Teams are the Poplar Bluff Junior Mules.

Social Media

District Website: www.poplarbluffschoools.net

School facebook: [facebook.com/pbjhsmo/](https://www.facebook.com/pbjhsmo/)

School Twitter: @pbjhs

School Website: <http://jh.poplarbluffschoools.net/>

IMPORTANT PHONE NUMBERS

Attendance Number.....785-5602

Office Number.....785-5602

Fax Number.....785-5004

ADMINISTRATION

Dr. Scott Dill..... Superintendent

Candace Warren.....Principal

Josh Teeter Assistant Principal

COUNSELING DEPARTMENT

Cindy Jackson.....7th Grade Counselor

Luann Elledge..... 8th Grade Counselor

OFFICE STAFF

Shari Pulliam..... Secretary to the Principal

Dennisha Rice..... Secretary/Registrar

Kim Scott Secretary/Attendance/Discipline

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POPLAR BLUFF JUNIOR HIGH SCHOOL

550 North Westwood • Poplar Bluff, MO 63901
Phone: (573) 785-5602 • Fax: (573) 785-5004

Dear Parents and Students:

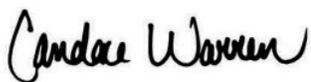
On behalf of the faculty and staff, we want to welcome you to the 2019-2020 academic school year at Poplar Bluff Junior High School! This handbook will serve as a resource for you as you go through your junior high years and should answer most questions that you have.

Education is about students and that has to be our focus. Every decision made will be with the mindset of “What is best for students”. It takes supportive parents and dedicated teachers going the extra mile to ensure that the educational needs of our children in Poplar Bluff are met. I am looking forward to seeing teachers and parents working as a team to bring success to all PBJHS students.

My goal is to have a school where parents and students are beating down the doors to get in instead of getting out. With that being said, we are a Capturing Kids’ Heart school. This means that our focus is on building positive relationships with our students. Our goals are to create positive, safe environments for students and staff while emphasizing student achievement. I think school should be a fun place that our students wake up each day wanting to attend.

I am a strong believer in communication between the school and home. Please use our Facebook page, Twitter and/or school website to stay informed. I will also be emailing out monthly newsletter with all of our PBJHS happenings and we will use school messenger at times for school wide announcements.

In this day and age, parenting is difficult! I have three boys and I personally know the struggles involved daily in parenting. I just want to personally thank you for the commitment and the support that you provide for your child as we all work together to bring forth the highest quality education possible in his/her life. I am excited to begin my third year as principal at PBJHS and work with staff, students and parents in the 2019-2020 academic school year. Let’s all work together to have a great year! If you ever have any questions or concerns, don’t hesitate to contact me! My door is always open.



Candace Warren
PBJHS Building Principal

PBJHS BELL SCHEDULE

1ST HOUR	7:34-8:26
2ND HOUR	8:30-9:20
3RD HOUR	9:24-10:14
4TH HOUR	10:18- 11:08
5TH HOUR	11:12-12:04
6TH HOUR	12:08-1:00
7th HOUR	1:04-1:54
8th HOUR	1:58-2:50

A Lunch	11:12 - 11:36
B Lunch	11:40 - 12:04
C Lunch	12:08 - 12:32
D Lunch	12:36 - 1:00

POPLAR BLUFF JUNIOR HIGH

“Secrets to Success”

- Please arrive at school **no earlier than 6:50**. Teachers will begin supervising at that time and you will be allowed in the building.
- All parent drop-offs need to happen at the gymnasium prior to 7:30. If you wait until 7:30, you will probably get caught up in traffic and your child will be late for school.
- If you drop your child off in the back, they will need to walk to the front of the gym to enter. All doors are locked for safety except for the gym doors students are entering.
- **School begins at 7:34 a.m. sharp.** You need to be here before 7:30 to ensure you are not late to school, which will eventually result in disciplinary consequences.
- All students will gather in the gymnasium each morning. Boys will sit on the WEST side of the bleachers, and girls will sit on the EAST side.
- For those eating breakfast in the morning, enter down the ramp and enter the cafeteria.
- Teachers dismiss students from the gym at 7:27 to go to their classroom.
- HALLWAY TRAFFIC-Walk and talk! Do not group up in the halls.
- LUNCH TIME-During lunchtime, our stairs become one-way avenues. We go to lunch down the stairs by the attendance office. We leave lunch via the middle stairs by the counselor’s office. Seating in the cafeteria is your choice initially, but if behavior is not acceptable, you will be in a seating chart!
- DRESS CODE: This is very simple. Shorts need to be at or below fingertips (dresses/skirts as well); shirts have sleeves, and/or they cover shoulder area, chest area, midriff and side area of the torso.. Shirts cannot portray any reference to alcohol, tobacco, vulgarity, profanity, etc. This includes innuendos that may not say something specific, but refer to it. We do not wear hats, hoods, or bandanas at any time. Pants need to be at your waistline!
- Badges are worn at all times (except PE). Students who have their ID, will get to eat first in breakfast and lunch.
- Treat others the way you want to be treated.
- Remember: You can always come to teachers and administrators if you have concerns/issues/problems etc, we will help you!

Let's Have a Great Year!

POWER of ICU CULTURE

Poplar Bluff Jr. High believes that ALL STUDENTS CAN LEARN! In order for learning to take place, assigned work is not optional. It is the responsibility of the student to complete each assignment on time and in a manner that shows satisfactory understanding of the standard. The basic premise is that any time a student does not do their work and/or does it unsatisfactorily; their understanding of the standards needs assistance or care. In an effort to help ALL STUDENTS reach their full potential,

PBJHS has adopted the following Power of ICU {Intensive Care Unit} Procedures:

- ❖ Students will be placed on the ICU List if they have an incomplete assignment. Once the student is placed on the list the parent/guardian will receive a text and students will all receive an email notification of an assignment missing.
- ❖ The student's name will be removed once the assignment has been turned in and is at a satisfactory level. The parent/guardian will then receive an email notifying them of the completion.
- ❖ Students will report to the ICU room during their lunch/academic lab time. This will give students 50 minutes to work uninterrupted. Lunch will be served or students may bring their own lunch.
- ❖ Continued non-compliance may result in administrative discipline. Parental support, student's commitment, and the teacher's directed instruction are key factors to the success of any assignment

Assignments are meant to:

- ❖ Be an extension of a meaningful classroom experience and have a positive effect on achievement.
- ❖ Reinforce learning through practice, application, integration, and extension of knowledge and skills.
- ❖ Strengthen test preparation skills and strategies.
- ❖ Develop study skills, work habits, time management skills, and a sense of personal responsibility so that the student may become an independent learner.
- ❖ Use school and community resources.
- ❖ Develop self-discipline and lifelong learning skills that will benefit the student throughout their life.

*****Students who repeatedly fail to finish assignments in ICU or who do not show up when their name is called, could receive Saturday school and/or ISS and a loss of school privileges.**

POPLAR BLUFF R-I MISSION STATEMENT

Achieving Excellence Through Learning: Every Child, Every Hour, Every Day

SCHOOL PHILOSOPHY

It is our belief that democracy is the only acceptable way of life in America. Our democratic principles are not inherited, but must be learned and earned by each generation in order to experience them to their fullest. Therefore, the role of education is to prepare our youth to preserve democracy as a way of life. It is our intent, through the educational process, to develop respect and love for our country.

The home, church and other environments contribute toward the growth of all individuals. The school has a specific responsibility regarding the direction of that growth. **It is the right and privilege of all children, regardless of race, creed, sex, or social position, to have a free and appropriate education, which addresses the development of their academic, social, physical and emotional needs.**

Attendance Guidelines

The Board of Education will comply with the compulsory school laws for attendance as specified by the State of Missouri.

Regular school attendance is a major criterion in order for students to achieve their maximum potential. Absences will result in the loss of meaningful school experiences. Poor attendance habits formed in early adult life are difficult to overcome later on. All students are expected to be in regular attendance. If it is necessary for a student to be absent from school, the parent/guardian must telephone the school office at **785-5602 by 8:30am**. If that is not possible, a note from parent/guardian stating the reason for the absence is to be presented to the principal's office upon return to school. Our automated calling system will call any student who is marked with an "A" for the day in our school information system. An "A" refers to absences without any parent communication that day.

Students who miss three (3) consecutive days may request their assignments through the Attendance Office, by calling **785-5602 by 9:00 a.m.** **Students are required to get assignments prior to leaving for any school-approved absences (sports, band, field trips, etc.).** Students are responsible for being prepared for class the day they return.

TRUANCY COURT

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

STUDENT ATTENDANCE (Policy 2310)

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

RESPONSIBILITY

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

POLICY

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

Absences that may be verified by this policy are:

- ❖ Illness of the student;
- ❖ Critical illness or death in the immediate family
- ❖ 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
- ❖ Absences pre-arranged through the principal
- ❖ 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. Assignments and test for grades 7-12 will be due within three (3) days of the students return to school.** Make-up work for grades k-6 will be permitted one day 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 a cumulative total of 15 days 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 absence 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.
 - Examples of unexcused absences include, but are not limited to: Truancy, hunting, shopping, work, missing the bus or personal transportation problems, hair appointments, oversleeping, personal business, and leaving school grounds without permission.

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.

A. **SENIOR HIGH** - For attendance purposes, each period will count 1/7 of a school day. Total absences exceeding six (6) days per semester will be considered a violation of the school attendance policy and may result in loss of credit for the course/courses affected.

B. **JUNIOR HIGH** - For attendance purposes, each period shall count 1/7 of a school day. Total absences exceeding six (6) days in one semester in any one period may result in the student being assigned to summer school or being retained in the current grade level. The parent/legal guardian will be notified of the violation by the Attendance Officer and a conference will be arranged to discuss the violation and possible options.

C. **ELEMENTARY** - For attendance purposes at the middle school, each period shall count 1/7 of a school day. For attendance purposes in Kindergarten through Grade 4, each period shall count 1/6 of a school day. Total absences exceeding six (6) days in one semester in any one period will result in the parent/legal guardian being notified by the Attendance Officer and a conference will be arranged to discuss the violation and possible options. Excessive violation of the attendance policy may result in the student being required to attend summer school and/or being retained in the current grade level.

Subsequent absences may result in the parent/legal guardian being served with a notice of warning. Continued absences may result in charges being filed by the Juvenile Office

for non-compliance of Missouri Compulsory Attendance Law 167.031 or referral to the Division of Social Services, Children's Division, for educational neglect by way of the hotline.

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

PROCEDURES

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

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

VIOLATIONS

Any student with 5 days or more absences may not be allowed to participate in school related activities (sports, band, clubs, Student Council, etc.)

For purposes of placement in Summer School, the guidelines are as follows:

- ❖ Verified or unverified absences of 15-19 days per year: full summer school term
- ❖ Verified or unverified absences of 20-24 days per year: full summer school term
- ❖ Verified or unverified absences of 25 days or more per year: full summer school term/probable retention in current grade

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

In order to attend or participate in co-curricular or school-sponsored events, a student must be **in attendance on the day of or immediately preceding** (in the case of a Saturday event) the event. ABSENCE FOR ANY PART OF THAT DAY MUST BE PRE-APPROVED BY THE PRINCIPAL IN ORDER FOR THE STUDENT TO PARTICIPATE.

Perfect Attendance Rewards

For attendance incentives (MAP attendance, Perfect attendance for the year, etc...), only students with perfect attendance will qualify. This is for the purpose of the incentive. Doctor's appointments, illnesses, etc.... Will count against the perfect attendance incentives.

HOMEBOUND INSTRUCTION

Homebound teaching is provided for students whose illness necessitates an absence of ten (10) or more consecutive school days. This is provided upon request of the student/parent/legal guardian with approval from that student's physician.

LEAVING OR CHECKING OUT OF SCHOOL

Under no circumstances are students to leave the campus, other than regularly scheduled times, without checking out through the attendance office. In order for a child to check out of school for any reason through the day, a parent/legal guardian must come in and sign the child out. If a parent is unable to come into the office due to health issues, we will walk the child to the vehicle, make sure of the parent/legal guardian's identity and have them sign. If this is the case, the parent/legal guardian may call 573-785-5602 to arrange this checkout. Upon returning to school, the student is required to check back in through the attendance office. If a student becomes ill during the day, the nurse or office personnel must be contacted for permission to check out. Students must check out through the attendance office. Students should not stay in the restroom unattended when they are ill. If a student is unable to come to the office, she or he should send another student to tell a teacher, or have someone report the condition immediately. Failure to contact the attendance office or nurse may result in truancy.

TARDY POLICY AND PROCEDURES

The tardy policy is as follows:

Tardiness to class or school is counted on a semester basis. Each student will be allowed two tardies per class per semester. The third and following tardies will result in an office referral. **Referrals for tardies accumulate per student, per class.**

❖ **Consequences for Tardies (cumulative) could result in the following actions:**

- **5 tardies = 1 Detention**
- **6-10- 2 detentions**
- **10+= 3 detentions**
- **20+= ISS for 3 days and possible referral to truancy court, loss of event privileges**

****After school detentions will be held on Tuesdays and Thursdays and will begin at 3:00 p.m. Students are responsible for their own transportation home. Dismissal is 4:00 PM.**

LATE TO SCHOOL PROCEDURES

Morning detentions are primarily used for Late to School offenses. This is in direct substitution to ISS options that further remove students from instruction.

- 1st Offense: **PASS**
- 2nd Offense: **PASS**
- 3rd Offense: **PASS**
- 4th Offense: Morning Detention (M-F 6:30 to 7:30 AM) or Saturday School (8-12).
- 5th Offense: Morning Detention (M-F 6:30 to 7:30 AM) or Saturday School (8-12).
- 6th Offense: Morning Detention (M-F 6:30 to 7:30 AM) or Saturday School (8-12) **with day of ISS.**
- 7th Offense Onward: Morning Detention (T,W,or Th- 6:30 to 7:30 AM) or Saturday School (8-12) with day of ISS
- 8 + - ISS, Saturday School, Out of school suspension or referral to truancy court possible.

❖ Students must attend assigned detention unless they have a verified excuse or

there is an emergency. If there is no verified excuse given or parent contact made through the school, the student will be placed in ISS. Detention takes precedence over any extracurricular activity.

TRUANCY

A student who is truant will be subject to disciplinary consequences. Truancy includes:

- ❖ A student with more than four days of unexcused absences
- ❖ Leaving school during school hours without checking out through the office
- ❖ Student calling home without permission from the office
- ❖ Skipping class (including lunch)
- ❖ Truancy for part or all of a school day. Also, students may be considered truant if they have excessive unjustifiable absences, even with the consent of the parent/guardian
- ❖ Forged or falsified notes

WITHDRAWAL FROM SCHOOL

Any student who is withdrawing from school must have his or her parent/guardian come in and make the necessary arrangements. A withdrawal slip must be obtained and carried to all teachers for clearance, grades, and signature of teacher. All teachers, the librarian, cafeteria manager, help-desk instructor, and the principal must sign the slip. Any damaged or not returned school items must be paid for at the time of withdrawal.

GENERAL INFORMATION

ASSEMBLIES

Motivational and educational assemblies are held throughout the year. Students are asked to be courteous to speakers and behave in a mannerly way. Disrespect will not be tolerated during an assembly. Teachers will accompany their classes to the gym/stadium and sit with them in an assigned area. Students are to sit with their team, unless otherwise instructed, and remain quiet until their teacher or administrator dismisses them back to class. **Students who choose not to cooperate may lose the privilege to attend future assemblies and may have further consequences as well. Students with missing assignments may be sent to ICU during assembly time to complete work.**

BOOKS

If a student is issued a textbook, it is free of charge. Books are the student's responsibility. Students are responsible for reimbursement to the district for damaged or lost books. If the books are recovered, the money will be refunded to the student. Lost books two or fewer years old will be charged at replacement cost. Older lost books will be charged at 75% of the replacement cost. Ten dollars (\$10.00) is the minimum charge for any damage to a book. Severely damaged and irreparable books will be charged at lost book prices. Parent/guardian must arrange for payment of lost or damaged books before a student may be issued a replacement book. This includes library books as well.

BUS INFORMATION

Students who need to ride another bus must request a bus pass from the principal's office if they have permission from parent/guardian. Parental permission must be in writing and state the reason for bus pass request. Students are to ride their assigned

bus only, unless a bus pass has been issued by the principal's office.

CLOSED CAMPUS

Students are not to enter unsupervised classrooms or other areas of the school. For the students' protection, the campus is closed. No student may leave the campus at any time after arriving at school until school dismisses for the day unless they are properly checked out through the attendance office. Junior High students should not be on campuses of other schools in the district during school hours, except to change buses. In order to maintain a sound educational atmosphere, student visitors are not permitted. Principal discretion will apply in cases of private school students/home school students considering attending Junior High.

VISITORS

Visitors must check in with the office. Upon checking in, visitors will receive and wear a guest pass if they plan on staying in the building.

CONDUCT AND CHARACTER GUIDELINES

Our AGREEMENT OF BEHAVIOR at PBJHS is the Social Contract. Each class will develop a social contract and students and teachers will follow this contract in the classroom, the hallway, the lunchroom, in assemblies, after school events; in general, we will strive to follow it everywhere. Here are a few things we want to have in order to be good citizens:

- ❖ Courtesy and respect must be shown for others; students and teachers.
- ❖ Name-calling, bullying, intimidating, put-downs, etc. is forbidden.
- ❖ Refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
- ❖ Off-task behavior is detrimental to the educational process.
- ❖ Good citizens are putting forth effort in class to do the best they can.
- ❖ We expect students to be listeners in the classroom; and when students speak, we will listen as well.
- ❖ Public displays of affection (PDA) are considered inappropriate and are not permitted at school. Examples of PDA include holding hands, hugging, kissing, etc.

EARLY ARRIVAL

Teachers are not on duty prior to 6:50 a.m., therefore students should not arrive prior to that time. School bus drop-off will not begin before 6:50 a.m. Students arriving before 7:30 a.m. will have limited access to the building. Students will enter the building through the gym only. Once students are inside the building, they are not permitted to go outside without permission. On most days students will be seated in the gym. Girls will sit on the east side of the gym; boys on the west. Students are to be seated and be reasonably quiet. Students eating breakfast should report to the cafeteria immediately upon arrival. After breakfast, students should report to the assigned gym bleachers. Band, tutoring and library attendance will be handled on an individual basis by the teachers on duty.

FINAL EXAMS

Final exams may be given during the last three (3) days of each semester, according to the school calendar. These dates will only be adjusted because of inclement weather or school board decision. All students are required to take a final exam when assigned in each class. Students who are not present for finals may receive a grade of zero (0). Illness or special circumstances must be validated through the office before exams may be rescheduled. **PRE-ARRANGED ABSENCES DURING FINALS MUST BE MADE WITH EITHER PRINCIPAL NO LATER THAN ONE WEEK BEFORE THE EXAM.** Requests must be made in

writing. Students who are absent before finals will be expected to take the final at the appropriate time. Make-up tests will be arranged through the individual teacher. No finals will be given after the semester is over. Semester exams will count for 10% of the semester grade.

GRADES/REPORT CARDS (Quarter-Mid-term)

The school year is divided into four quarters. Mid-term progress reports are sent home with student's mid-way through each quarter and report cards are sent home at the end of each quarter. Parents are encouraged to discuss these with their child. **Most report cards will be emailed to a parent/guardian for each grading period. For those parents who do not have email, we will gladly mail hard copies to your home.**

GRADE SCALE

The following grade scale is required in all classes:

A	100-96	B+	89-87	C+	79-77	D+	69-67	F	59 or less
A-	95-90	B	86-83	C	76-73	D	66-63		
		B-	82-80	C-	72-70	D-	62-60		

GUIDANCE AND COUNSELING

Poplar Bluff Jr. High has two counselors. The counselors will assist the students by arranging class schedules, and meeting with students as needed. The counselors are available throughout the day. Students must have permission from the classroom teacher to visit the counselor during instructional time. Schedule changes are discouraged after the beginning of the school year. Students should carefully consider their elective options when scheduling during the spring so schedule changes are not necessary. **If a student desires a schedule change, a conference may be held with the student, parent, teacher of the class the student wants to drop, counselor and administrator.**

Parents who wish to arrange conferences with teachers at times other than parent/teacher conferences in October are encouraged to call the **guidance office at 785-5602.**

HONOR ROLL

The Honor Roll is designed to honor those students who have achieved superior academic & behavioral standing. The standard for the "B" Honor Roll will be a grade point average of 8.0-9.999. The standard for the "A" Honor Roll will be a grade point average of 10.0 or above. The Honor Roll will be computed each quarter. Students must be on the A Honor Roll all four quarters to receive the end-of-the-year Honor Roll Award.

INCLEMENT WEATHER

Should it become necessary to dismiss school early for inclement weather or other perils, the initial announcement will come via the superintendent by our School Messenger system. Also, the announcement will be carried over the local radio and television stations. Students should discuss in advance with parents what to do if early dismissal occurs.

JUNIOR HIGH Alternative Room

The Junior High Alternative Room is a potential intervention for 7th and 8th grade students

who need additional academic assistance in core academic subjects. Students are enrolled in computer-based programs for the year. Students are selected by teachers, counselor, and administrator based on need. Parents and students play an active role in the decision making process before placement is accepted.

LOCKERS

In an effort to improve student safety and the school environment, student lockers will NOT be used. Poplar Bluff R-1 is a one-to-one school district from grades 7-12. Students will not be issued textbooks to take home. However, textbooks are still a valuable tool in the classroom. It is our experience that not using lockers has produced many positive changes.

LOST AND FOUND

Found articles should be turned in to the Attendance Office. Periodically throughout the year any articles not claimed will be sent to local charities. Students will be informed of this coming event prior to taking items to local charities. We will have a designated area for these items to be placed where students may view them with supervision.

PARENT/TEACHER CONFERENCES

Parents are encouraged to contact teachers during the teacher's preparation periods by calling 785-5602, Parents may schedule conferences with teachers. The district will also schedule Parent/Teacher conferences. Parents are encouraged to attend.

PHOTO CONSENT OPT-OUT FORM

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

RETENTION

Any student who receives three or more total semester F's may be retained in his/her grade level. Administration will make the final determination.

SUMMER SCHOOL

For purposes of placement in Summer School, the guidelines are as follows:

- ❖ Verified or unverified absences of 15-19 days per year: full summer school term
- ❖ Verified or unverified absences of 20-24 days per year: full summer school term
- ❖ Verified or unverified absences of 25 days or more per year: full summer school term/probable retention in current grade

Retention Due To Grades::

With three or more total semester F's, a student may have mandatory **summer school for the full term**. Also, with three or more semester F's, a student may be retained in

their current grade.

Note: Failure to comply with the summer school attendance may cause retention in current grade. (Also listed under Attendance Violations.)

CELL PHONE/TELEPHONE USE

Only in an emergency should a student be called from class to take personal phone calls. STUDENTS ARE NOT PERMITTED TO CHECK THEMSELVES OUT OF SCHOOL BY CALLING PARENTS TO COME TO SCHOOL TO PICK THEM UP. IF THIS OCCURS, THESE ABSENCES WILL BE CONSIDERED UNEXCUSED. We would appreciate it if parents would limit their calls and messages to students. Each call means an interruption to an entire class to deliver a message. Please take care of making arrangements for appointments, pickup, etc. before school. We will use our discretion in delivering messages.

IN THE NEW ERA OF COMMUNICATION, we would still appreciate parents calling the school if you have a message for your child.

If a student has a cell phone at school, it should be off and in their backpack. If parents do call and leave a message, students will see it after school. The use of cell phones and other electronic devices is banned during the instructional day (Board policy 2656). If a student has their phone out texting, calling, or any other reason, disciplinary action will occur.

HEALTH & WELLNESS

HEALTH PROBLEMS

It is very important that the nurse be well informed of any health problems that a student may have. A student Health Inventory sheet describing all health problems and medications taken at home and school is to be filled out at the beginning of every school year and updated throughout the year as changes occur. The school nurse conducts routine screenings on an annual basis. These include vision, hearing, scoliosis, height and weight, and any new problems that may come available.

ALLERGY PREVENTION AND RESPONSE

Severe allergies can be extremely dangerous. If a student has a known severe allergy and takes any type of medication like Benadryl or an EpiPen, a parent **MUST** contact the school nurse and supply the needed medication to be left at school. Doctor's orders or pharmacy labels will be accepted as guidelines for these medications. The nurse will compile a specific plan for that student based on the physician's orders and the family's requests.

Our District takes student allergies very seriously. Every effort will be made to help prevent serious allergic reactions to occur when possible. In the event of a serious reaction, a plan is in place that includes Doctor's standing orders. A complete policy and plan are available upon request.

HEAD LICE

Any student found to have evidence of pediculosis infestation (lice or nits) will be excluded from school attendance until a pediculicide has-been applied and all lice and nits have been removed. The student will be examined upon returning to school to ensure that all lice and nits have been removed. The student will be reexamined in ten (10) days

to determine if he or she remains free of infestation. Attendance policy for students excluded from school for pediculosis is as follows (Board Policy 2865):

- ❖ 1st Occurrence: excused absence for the day the student is sent home plus one extra day
- ❖ 2nd Occurrence: excused absence for the day the student is sent home
- ❖ Subsequent Occurrences: unexcused absence

IMMUNIZATIONS

School immunization laws in Missouri require all school children from kindergarten through grade 12 to be properly immunized. All students must present proof of compliance with the immunization rule prior to enrollment. This applies to all students, including transfer students. A complete record of all past immunizations is required for enrollment. Parents must contact their physician or clinic to provide this information. Exact dates for all immunizations are required. A photocopy will be taken of the immunization record and placed in the health record. Students whose immunizations are deficient or who are unable to present proof of immunizations will not be permitted to enroll in or attend school. Religious and medical exemptions will be permitted. If the student requires an immunization exemption; forms are available in the nurse's office. Please contact the nurse for questions regarding High School student immunization requirements (Board Policy 2850).

ORAL MEDICATION POLICY

❖ **Prescription Medicine:**

- The district will not administer the first dose of any medication. The physician will provide a written request that the student be given medication during school hours. The pharmacy label on the container will be considered the physician's written request. The medication must be supplied in a properly labeled container from the pharmacy that includes specific times the medication is to be given as well as any storage information. **MEDICINE CANNOT BE TRANSPORTED ON THE BUS.** Parents must pick up any remaining medication.

❖ **Over the Counter Medication:**

- The nurse will give no over the counter medication such as Tylenol, Ibuprofen, or cough syrup, without a Doctor's order. Over the Counter forms are available in the nurse's office. The form must be signed yearly parents must supply the medication.
- **Students will NOT be allowed to carry their own medication with the exception of life saving medications such as inhalers or Epi Pens, for which a doctor's statement is required. The form is available in the nurse's office and must be renewed annually.**
- Under no circumstances is a student to bring unmarked medication to school. Students must take all medication

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

- ❖ **ANY STUDENT IN POSSESSION OF PRESCRIPTION OR OTC medication on their person, is in violation of the drug policy and will be suspended per board policy.**

SCHOOL NURSE

A fully trained nurse or health aide will be at Poplar Bluff Junior High. A student must have a hall pass from a teacher before visiting the nurse unless an emergency situation exists. It is the responsibility of the parent /guardian:

- ❖ To provide correct phone numbers (home and work) in case of illness or emergency
- ❖ To provide transportation home for students who are ill

A bed is provided for students who are ill, until the parent can provide transportation to the home, clinic, or hospital.

NO STUDENT WILL BE ALLOWED TO CALL HOME, WITHOUT NURSE'S PERMISSION, WHEN SICK. Students who do so WILL RESULT IN AN UNEXCUSED ABSENCE FOR THE REMAINDER OF THE SCHOOL DAY. Students going home sick without the nurse or principal's' permission will result in an unexcused absence for the remainder of the school day. IF THE SCHOOL NURSE IS UNAVAILABLE, STUDENTS ARE TO GO TO THE ATTENDANCE OFFICE FOR TREATMENT.

RULES, PROCEDURES, AND DISCIPLINE

AUTHORITY OF ADULT SCHOOL EMPLOYEES

We believe that every adult in our school is a leader of students. Every adult job/position at PBJHS directly or indirectly impacts student achievement. Therefore, all adult employees of your school are in charge of your welfare, safety, and education. In order to fulfill these responsibilities, they have certain authority to correct students when the need arises. If an adult employee corrects you, you are expected to accept the correction. This applies to all adult employees at PBJHS.

BUILDING AND GROUNDS

This is YOUR Junior High School! Please help keep the campus clean. Any items such as paper, cups, and/or cans should be picked up and placed in receptacles. Do not write on walls, desks, etc. Students should report such actions to a teacher or to the office. Students will be liable for the destruction or abuse of school property. Please use sidewalks rather than grass.

BUS INFORMATION

Conduct guidelines for classroom and school behavior apply to buses. Any student receiving a bus ticket may be suspended from the bus. Subsequent tickets may result in long-term or permanent bus suspensions. Students who need to ride another bus must obtain a bus pass from the principal's office.

Riding the school bus is a privilege, not a right. Students are asked to adhere to the following rules to maintain their bus riding privileges:

- ❖ The driver is in charge. Students are to obey the instructions of the driver.
- ❖ Students follow directions from the driver when crossing the street to board or leave the bus.
- ❖ Classroom conduct is to be observed by students while riding the bus. Students should be orderly enough not to distract the driver.
- ❖ Students should go directly to their seats and remain seated while the bus is in motion.
- ❖ Students should keep head, hands, and feet inside the bus and keep hands and feet off other students.
- ❖ Students should neither purposely or carelessly damage the bus.
- ❖ Students should not throw objects in the bus or out the window.
- ❖ Students should not stand in the roadway while waiting on the bus.
- ❖ Tobacco or alcohol products are prohibited on the bus.
- ❖ **Disruptive students reported by the driver to the principal may be suspended from riding the bus.**

CAFETERIA EXPECTATIONS

Students are required to remain in the cafeteria during their lunch period. As in a regular class, students are expected to arrive on time and may not leave the cafeteria without permission. Breakfast and lunch may be purchased in the cafeteria or students may bring theirs from home. Cutting line is prohibited at all times. Students may not take food or most drink out of the cafeteria. Drinks with a lid that closes may be taken out of the cafeteria. When finished eating, remove all trash and place it in the trash cans provided. Failure to clean-up your area may result in disciplinary actions.

- ❖ Students must enter cafeteria from the northwest stairwell (by the attendance office). Students are to leave the cafeteria by the northeast stairwell (by the nurse's office).
- ❖ Keep voices at a low conversational level at all times
- ❖ Courtesy and Cooperation are essential
- ❖ Permission to leave the cafeteria must be obtained
- ❖ Permission to eat in the outdoor area may be granted by a duty teacher
- ❖ No sodas are allowed in the cafeteria at any time

CELL PHONES and ELECTRONIC DEVICES

Cell phones cause numerous disruptions (ringing/vibrating in class, constant text messaging, etc.) within the classroom which disrupts the educational process and quality of education for your child. Cell phones have been used to bully, harass, spread false information, threats, intimidations, forgery, cheating, "sexting", and other forms of inappropriate and illegal behavior. For these reasons, cell phones are expected to be off and stored away at all times. **Parents needing to contact their child should do so by calling the office rather than texting or calling the student's cell phone.**

All electronic devices such as tablets, iPads, smart watch, smart electronics, iPods,

MP3 players, video game devices, etc. are prohibited unless special arrangements have been made with a teacher. Headphones may only be used in the classroom with the teacher's permission.

- ❖ Consequences for violations with cell phones or electronic devices are as follows:
 - 1st Offense: Student can pick up at end of the day in the Attendance Office
 - 2nd Parent must pick up item.
 - 3rd and subsequent offenses: Parent must pick up each time. If the violations continue to escalate, the student may no longer bring their phone to school.

***If a cell phone is used in an inappropriate manner (ex: bullying on social media during school hours, harassment, videoing or sharing fights), more severe consequences may be necessary (such as in school suspension, out of school suspension, or expulsion).**

Statement of Academic Honesty

Academic honesty is a necessary characteristic of all students in the Poplar Bluff Public School System. Academic dishonesty is not acceptable behavior.

Academic dishonesty includes the following:

- ❖ Any action involving cheating or deception done to improve a student's grade and any action that aids another student in committing an act of academic dishonesty.
- ❖ Some examples of academic dishonesty are as follows:
 - copying test or homework answers, copying written material and presenting it as one's own
 - letting another student copy one's work.
 - Opening a tab on the computer to "Google" the answer during an assessment
 - Screenshotting the assessment to share with others

Students involved in cheating on tests, homework assignments, research paper, etc. will be penalized. A portion of the penalty will include a zero for the project with no opportunity for making up the work. The teacher will make personal contact with the parents.

DANCES / JR. HIGH SPONSORED EVENTS

Throughout the year students will have an opportunity to attend several dances and extra-curricular activities. In order to attend these, students must not have received **any F's on the most recent grading** period preceding the activity. Students must also not have **more than 5 cumulative office referrals**. If a student is suspended or in ISS at the time of the activity, those students are not eligible to attend. Severe discipline infractions may cause loss of dance privilege regardless of the number of referrals. A no go list will be emailed to students prior to the dance. At times special t-shirts may be purchased to wear to the activities. If a student ends up not being able to attend the activity for any reason, refunds will not be given.

Dances/Jr. High-sponsored Events: Student dress at these events must adhere to the above standards.

STUDENT DRESS FOR ACTIVITIES MUST BE AGE, EVENT, and SEASON-APPROPRIATE.

FORMAL WEAR WILL NOT BE ALLOWED. Inappropriate items INCLUDE but ARE NOT LIMITED TO:

- ❖ strapless dresses (Neck-to-shoulder coverage is required, unless a jacket or sweater constructed of opaque fabric is worn over the dress.)
- ❖ low-backed dresses, scoop neck or low-fronted dresses
- ❖ Tuxedos
- ❖ Other attire deemed inappropriate by staff.

FIGHTING / PHYSICAL VIOLENCE

Any student planning, participating in, or causing a fight or act of physical violence **may be suspended from school for a minimum of five days, with a possible referral to the superintendent for long-term suspension; law enforcement officials may be notified.**

Principals will strive to make direct contact with the parent/guardian of any student who is involved in a fight, who assaults another student, or who is the victim of an assault. **Assaults and severe fights could result in a referral to the juvenile office, and a parent would pick up their child at the juvenile office.**

FOOD

Gum, candy, and sodas are permitted at teacher discretion only. You must have a teacher's permission before these items are allowed in the classroom. No open containers are permitted in the hallways at any time. Students may use soda machines ONLY with teacher permission during designated times. After school, machines may not be used until after 3:00 p.m., and only by students participating in after-school sports or activities, WITH sponsor permission.

FUNDRAISERS / DISTRIBUTION OF MATERIALS

No items are to be sold at Junior High without the approval of the principal. Under no circumstances may students sell items for non-school organizations. Permission must be obtained from the Principal's Office before distributing materials on campus.

HALL TRAFFIC

Students are given four minutes between classes to take care of restrooms/drinks. Passing time needs to be used wisely and not abused. To avoid congestion in the halls, students must keep to the right side of the hall during passing time and move on quickly and orderly. Students are not to run, scuffle, talk loudly, scream, whistle, or stand in groups. Students may not drop their books in class and then "roam" the halls. Once a student enters the classroom, they need to remain there. A student in the hall during class must have a pass from the teacher. Students without a proper pass will be sent back to class immediately. **Students are given 5 hall passes per quarter to use.**

HARASSMENT

Any student engaged in harassment (as defined by Board policy), whether verbal, physical or cyber, may be assigned to in-school suspension with parent conference, or possible out-of-school suspension. Repeat offenders will be suspended from school (see back of handbook for board policy).

INTERNET

All students must sign the internet usage agreement prior to receiving their Chromebooks. Irresponsible use of the Chromebook will result in disciplinary action. Students may lose the privilege of classroom use altogether.

PIERCINGS

Piercings are not to be worn during Physical Education classes as part of a “No Jewelry” policy. Exception: Parent may sign a New Piercing Waiver until such time the new piercing can be taken out for physical education class. This only refers to new piercings, not existing, established piercings.

STUDENT DRESS GUIDELINES

BOARD POLICY: ANY CLOTHING OR ACCESSORIES THAT PROMOTE, MAY BE ASSOCIATED WITH, OR ADVERTISE ALCOHOL, TOBACCO, ILLEGAL DRUGS, OR GANGS WILL NOT BE ALLOWED ON CAMPUS OR DURING ANY SCHOOL-SPONSORED ACTIVITIES. THIS INCLUDES TOBACCO, ALCOHOL, OR DRUG-RELATED SYMBOLS.

- ❖ Hair must be neat, clean and kept out of the eyes
- ❖ Hats, hoods, bandanas or excessive headgear, including sunglasses, may not be worn in school building during the school day.
- ❖ Shirts should meet the following criteria (above the third grade):
 - All shirts must have shoulder coverage
 - Midriffs, cleavage/chest area, undergarments, and backs must be covered at all times.
 - Examples of shirts that will not be allowed include but are not limited to the following: spaghetti strap tops, halter tops, tube tops, see-through tops, open-back tops, mesh tops, and muscle shirts.
- ❖ Shorts/skorts, skirts, and dresses should meet the following criteria:
 - A minimum hem length within the student’s fingertips.
 - Undergarments and midriff area must be covered at all times.
 - If biker shorts (or similar type shorts) are worn, they must be covered with modesty shorts.
 - If leggings are worn, they need to have long shirts/tops to cover the top portion
- ❖ No pajamas, pajama pants, or clothing deemed to be sleepwear will be allowed.
- ❖ No undergarments shall be permitted to be seen or displayed.
- ❖ No clothing or other objects will be permitted that is distracting or has obscene or suggestive words, phrases, or pictures. Clothing promoting or depicting illegal substances, alcohol, or tobacco will not be allowed.
- ❖ No wallet chains or similar items will be allowed.
- ❖ No trench coats or similar cover-up outerwear will be worn.
- ❖ Footwear must be worn at all times.

For safety reasons, teachers and coaches may require head

coverings, coveralls, or other safety devices. Coaches, sponsors, or teachers may set more rigid standards for grooming in their courses or extracurricular activities. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

In All Cases, the final decision may be made by the administration

THEFT

Any student who takes anything or is in possession of anything that does not belong to him or her may be charged with theft, and a police report may be filed. Restitution to the party will be made, the student may be charged with the theft, and may be suspended or referred to Juvenile Office.

THREATS

There will be no tolerance of threats to others. Disciplinary action may occur.

TOBACCO POSSESSION OR USE

Tobacco - Possession/use of any tobacco products in or on school district property. In policy, **"Therefore, the use of tobacco products and substances appearing to be tobacco products including electronic cigarettes, lighters, vapes, and paraphernalia shall be prohibited on district property."**

(See Board Policy 5250.)

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

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

****Vaping or smoking in class or on the premises will result in out of school suspension**

VANDALISM

Students participating in destruction of property may be liable for damages; other consequences may apply, including suspension and law enforcement notification.

WEAPONS

All types of weapons are strictly forbidden at Junior High. A junior high school student who is found to have brought or to have been in possession of a firearm or replica of a firearm will be expelled from the district. A junior high student who is found to have brought or to have been in possession of a dangerous weapon other than a firearm or replica of a firearm, or to have used a weapon to inflict bodily harm or to place a person or persons in fear of bodily harm will be subject to disciplinary action up to and include expulsion from the district. The appropriate law enforcement agency will be called any time a student has violated this policy.

Dangerous weapons may include but are not limited to fireworks, firearms,

ammunition, explosive devices, knives, razors, karate sticks, nunchakus, "brass" knuckles, clubs, chains, Kung Fu stars, mace, metal knuckles, slingshots, stun-type weapons, and any weapon whose design and intent are to strike the body, such as a police baton, or replicas of such weapons.

POTENTIAL CONSEQUENCES FOR MISCONDUCT

****Students with an excessive amount of office referrals will be subject to extended periods of out of school suspension as the discipline infractions accumulate throughout the school year.**

MORNING AND AFTER-SCHOOL DETENTION

Students may be assigned after-school detention for discipline problems. Students may have a detention reassigned through a parent contact by telephone ONLY with the principal's approval, once per semester. Teachers will make an effort to contact parent/guardian to discuss the disciplinary issue and schedule the detention date.

After-School Detentions will be held on Tuesdays & Thursdays from 3:00--4:00.

Morning Detentions will be held on Monday-Friday from 6:30-7:30

Students must bring any necessary materials to work on assignments.

- ❖ Students must report to detention on time or expect to be considered a "no show".
- ❖ Students are responsible for providing their own transportation after detention.
- ❖ Some reasons for placement in detention are:
 - Breaking established rules;
 - Class disturbance;
 - Loitering in halls.
- ❖ Students must attend assigned detention unless they have a verified excuse or there is an emergency. If there is no verified excuse given or parent contact made through the school, the student will be placed in ISS. Detention takes precedence over any extracurricular activity.

CORPORAL PUNISHMENT

It will be the prerogative of the Poplar Bluff R-I School District to use corporal punishment as a discipline tool. Corporal punishment may be used upon a student if such punishment is necessary to maintain order and discipline in the school; such punishment must be reasonable and proper under all the conditions and circumstances existing; it must not be excessive, cruel, unusual, or malicious.

(Opinion of Attorney General, No. 85, Stevens, June 14, 1955, Section 171.011 of the PUBLIC SCHOOL LAWS OF MISSOURI.)

CORPORAL PUNISHMENT GUIDELINES

All corporal punishment will be administered by a building administrator and

witnessed by administration or certified staff. In grades 7-8, if a pupil should refuse to submit to corporal punishment, he or she will be suspended up to ten (10) days. A conference between the parent or guardian and the principal may be required in order for the pupil to be reinstated in school. NOTIFICATION: Every attempt will be made to notify a parent or guardian the first time a student is to receive corporal punishment. Written notification may be mailed for each following incident. The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district.

MISSED DETENTIONS

Any student who misses a detention will receive up to 2 swats/suspension/Saturday School/ISS. The only exceptions will be:

- ❖ Absences on the day of the detention (within attendance policy limits), which will result in automatic rescheduling of the detention for the next detention date;
- ❖ Parent request for rescheduling IN ADVANCE (once per semester only); or by teacher request.

ISS

Students may be assigned to ISS, an in-school suspension program, depending on the severity of the offense. Students in ISS are counted present and are allowed to do their assignments for grades. Misbehavior in ISS may result in out-of-school suspension.

SATURDAY SCHOOL

Any student missing an assigned Saturday School for the first time in a semester may receive 2 swat's or 1 day suspension and also for every time missed up to the third time; on the third missed the student will BE OUT-OF-SCHOOL SUSPENDED for three(3) days. The only exceptions will be as follows:

Professional verification for the Saturday assigned; Verified Friday absence; Illness or emergency, with parent notification to attendance office by 9:00 a.m. on the following Monday, **ONE TIME PER SEMESTER.**

- ❖ In these instances, the Saturday School will be reassigned for the next Saturday. Parent request for rescheduling will be considered, ONE TIME PER SEMESTER, provided that the request is made BEFORE the assigned Saturday.
- ❖ The time for Saturday School is from 8:00 to 12:00 Saturday morning.
- ❖ It is the student's responsibility to notify parents of assigned Saturday School.
- ❖ Students must bring paper and pencil, homework, and/or reading material for the four (4) hours they will serve, or duty teacher will assign work.
- ❖ Early release will not be permitted.
- ❖ Students must leave the campus immediately at 12:00 p.m. Police may be called to pick up students who have not left the campus by 12:15 p.m.
- ❖ When a student misses an assigned Saturday School due to illness, parents must notify the office by 9:00 a.m. on the following Monday.

SUSPENSION FROM SCHOOL AND ACTIVITIES

The Poplar Bluff R-I School District intends to maintain the highest level of student body

Sexual Harassment						NA	NA
Sexual Misconduct	NA	NA	NA			NA	NA
Tardiness					NA	NA	NA
Tech Violation			NA			NA	
Theft			NA				NA
Threats/Intimidation						NA	NA
Tobacco	NA	NA	NA			NA	NA
Trespassing	NA	NA	NA			NA	NA
Truancy					NA	NA	NA
Unauthorized Object			NA			NA	
Unprepared/No Work						NA	NA
Vandalism							
Weapons	NA	NA	NA	NA		NA	NA
20th Referral and Up	NA	NA	NA	NA			

SCHOOL SAFETY

SAFETY DRILLS: EARTHQUAKE, FIRE, TORNADO and Active Shooter

Students should familiarize themselves with the procedures for these drills. As a safety precaution and in accordance with the Missouri State School Laws, safety drills will be held at various times during the school year. The following directions will be observed:

EARTHQUAKE DRILL: Earthquakes occur without warning and are normally of short duration. Should an earthquake occur, students would drop to their knees, get under their desks as quickly as possible, and cover their heads with their arms. Students will evacuate the building as soon as possible in the same manner as a fire drill.

FIRE DRILL: THE SIGNAL FOR A FIRE DRILL WILL BE the fire alarm beeping. When the signal sounds, the teacher will instruct the students to leave the building in single file following the exit plan posted in the classroom. Upon exiting the building, teachers will lead students to their designated area in the stadium bleachers.

TORNADO DRILL: THE SIGNAL FOR A TORNADO DRILL WILL BE AN INTERMITTENT RINGING OF THE SCHOOL BELL. When the signal sounds, all teachers will move their students from classrooms TO THE FEMA STRUCTURE AS QUICKLY AND QUIETLY AS POSSIBLE! Students are to remain quiet during any drill or crisis situation.

Active Shooter: The signal for an active shooter drill will be an intercom announcement. Depending upon the location given over the intercom, students and teachers will either quickly exit the school and head to the football field or lock doors, barricade the room and hide.

SCHOOL SEARCHES AND INSPECTIONS

To help ensure a safe and healthy environment for learning, the Poplar Bluff R-1 Schools 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, stolen items, and unauthorized weapons. 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. Strip search is expressly forbidden. Illegal substances, drugs, and other prohibited items discovered through these searches and inspections may result in the proper law enforcement authorities being advised and summoned.

REMEMBER: The SAFETY OF ALL STUDENTS IS OUR TOP PRIORITY!

CO-CURRICULAR ACTIVITIES

The Board of Education is concerned about the academic status of our students. In an effort to improve student performance, we will be offering tutoring to any student wishing to take advantage of the service. Any student (grades 7-12) who participates in an extracurricular activity (for example: athletics, band, cheerleading, speech/drama, quiz bowl, etc.) is expected to maintain quality grades. Any student who receives a grade of a "D" or below will be required to attend 1.5 hours of tutoring a week until the next grading period. If the grade has been brought up to a "D+" or higher, the student is no longer required to attend. Grading periods are mid-term and quarter, approximately 4.5 weeks. Any student who has more than two failing grades (F) on his/her quarter report card is ineligible for participation in activities as governed by MSHSAA. Students who receive a 4 or 5 on citizenship during period may not be allowed to participate in extracurricular activities.

CLUBS & ORGANIZATIONS

- ❖ **FCA:** Fellowship of Christian Athletes is open to all seventh and eighth grade students. The organization meets at 7:10 a.m. each Wednesday and promotes Christian ideas and beliefs. The club has faculty sponsorship and is directed by student officers.
- ❖ **Fishing Club-** This club is for any student who enjoys or wishes to learn more about fishing. After school outings to fish ponds will be included. Parents must provide transportation.
- ❖ **STUDENT COUNCIL:** Student Council is a club whose members are elected from advisory classes. Each advisory selects one member and an alternate. They hold monthly meetings and are responsible for the Santa-for-a-Day, Penny War for charity, Mule Mail, and the Winter Holiday Dance. They also meet with the food service throughout the year to provide ideas for improving the lunch program.
- ❖ **JUNIOR BETA CLUB:** This is an honor's club centered on service learning and developing leadership qualities. The club motto is "Let us lead by serving others"
- ❖ **Stand for the Silent:** Open to any 7th or 8th grade student. This club helps students learn to stand up to bullies and learn to stand up for students who are being bullied

***** Clubs may be added due to student demand and teacher sponsorship**

ATHLETICS AND PHYSICAL EDUCATION

All students are welcome and encouraged to participate in athletic programs. MINIMUM grade requirements are listed at the beginning of this section entitled "Co-Curricular Activities." We offer the following athletic programs through Junior High: 7th and 8th GRADE FOOTBALL, BOYS & GIRLS BASKETBALL, Boys and Girls Soccer (club sport), GIRLS VOLLEYBALL, BOYS & GIRLS TRACK, AND WRESTLING.

PIERCINGS

Piercings are not to be worn during Physical Education classes as part of a "No Jewelry" policy. Exception: Parent may sign a New Piercing Waiver until such time the new piercing can be taken out for physical education class. This only refers to new piercings, not existing, established piercings. Piercings in organized public school sports are governed by MSHSAA and not exempted by a waiver.

STANDARD PE/CURRICULAR FIELD TRIPS

Standard local field trips are understood and accepted parts of the school day. Permission forms are not necessary to stay with the class on such trips, and participation is dependent on the usual conditions (proper dress code, behavior, doctor's excuses, etc.).

TUTORING

The service is free, and our teaching staff manages tutoring sessions. Student may sign up in the counseling center.

EXTRACURRICULAR ACTIVITIES TUTORING GUIDELINES

- ❖ Any student involved in extracurricular activities who receives a grade of "D" or below in any course during any grading period (mid-term or quarter) will be required to attend a minimum of 1.5 hours of tutoring per week to maintain eligibility in his/hers program.
- ❖ Any student who receives a "D" or below during a grading period will be required to attend tutoring until the grade is brought up to a "D+" at the next mid-term or quarter grading period.
- ❖ Activity sponsor/coaches will be supplied with copies of their participants grades in order to know which student needs tutoring.
- ❖ Each student attending a tutoring session will receive a "Tutoring Attendance Slip." A student who is mandated to attend tutoring must give these slips to his/hers activity sponsor or coach.
- ❖ Activity sponsor/coaches will be responsible for making sure a student has attended a minimum of 1.5 hours of tutoring each week during the required grading period. (Note: There are enough morning sessions available to ensure that a student who is involved in extracurricular activities will not have miss after-school practices. However, if a student has missed a morning session, he/she may have to attend an afternoon tutoring session in order to comply with the weekly time requirements).
- ❖ **Failure to attend the required number of hours in one week will result in the**

participant being ineligible for practice, games, or competitions during the next week. A STUDENT CAN BECOME ELIGIBLE FOR PRACTICE, GAMES, OR COMPETITIONS WHEN THE REQUIRED TUTORING TIME FOR THE PREVIOUS WEEK IS COMPLETED.

Sponsors or coaches will be responsible for making sure that the student is in compliance with make-up session.

- ❖ NO EXCUSES for missing tutoring session will be accepted.
- ❖ This is the minimum requirement for tutoring session. Sponsors/coaches may set more stringent requirements.

NOTICES

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

U.S. Department of Justice

Department of Labor and Industrial Relations
P.O. Box 1129, 3315 W. Truman Blvd.

950 Pennsylvania Ave., NW
Washington, DC 20530-0001

Telephone: 573-751-3325

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-1 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.

504 PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

COMPLAINT PROCEDURES

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

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

STANDARD COMPLAINT RESOLUTION PROCEDURE for Improving America's Schools Act Programs

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized? There are two types of complaints:

A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and,
A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation. How are complaints filed?

Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.

Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.

If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.

Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.

If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 76, section 76.781. What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission. Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

BOARD OF EDUCATION POLICIES

Discipline – Board Policy #2600

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 pled guilty in a court of general jurisdiction for commission of a felony may be suspended or expelled in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Detention and in-school suspension programs shall provide principals with alternatives for dealing with disciplinary problems that occur in the schools or student violations of policies, rules and regulations. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials. When these alternatives are appropriate, students will be assigned to serve a specified time period. These assignments and the time period for them shall be determined by the principal or his/her designee. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of policies, rules and regulations. Notice of out of school suspension shall be given immediately to the parent or guardian. **(See Board Policy 2662.)**

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

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

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. In addition, teachers may recommend to the building principal to remove any student from their class who, because of poor taste in dress and/or grooming,

interferes with the learning environment. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

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

The following listing of consequences for student conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of District schools. The list cannot be expected to contain each and every offense which may result in the use of disciplinary action. However, the purpose is to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this listing as determined by the principal, Superintendent and/or Board of Education.

In extraordinary circumstances where the minimum consequence is judged by the Superintendent/designee to be manifestly unfair or not in the interest of the District, the Superintendent/designee may also reduce or increase the consequences listed in this policy, as allowed by law. Deviations from this policy or the consequences listed herein are permissible only when justified and the reason for the deviation is documented in the student's discipline record.

1. Arson - Starting a fire or causing an explosion with the intention to damage property or buildings

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

Subsequent Offense: Expulsion, notification to law enforcement officials

2. Assault -

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

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

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

b. Attempting to kill or cause serious injury to another

First Offense: Expulsion, notification to law enforcement officials

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

4. Disparaging or Demeaning Language - Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, color, disability, age, gender or national origin. Constitutionally protected speech will not be punished.

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

Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
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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
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
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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
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
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7. Drugs/Alcohol (See Board Policies 2640 & 2641.)

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

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

Suspension Alternative:

1. The student 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 Suspension Center for a ten-day 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. Hazing - Willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team

Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

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

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

10. Failure to Serve Previously Issued Disciplinary Consequence – Failing to serve a previously issued detention (morning, afternoon, or Saturday school)
- First Offense: Additional detention, in-school suspension, 1-180 days out-of-school suspension
- Subsequent Offense: In-school suspension, 10-180 days out-of-school suspension or expulsion
11. False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports.
- First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
- Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
12. Fighting – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action
- First Offense: Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-180 days out-of-school suspension

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

13. Public Display of Affection – Physical contact which is inappropriate for the school setting

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

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

14. Harassment (See Board Policy 2130.)

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

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

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

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

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

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

15. Theft – Theft, attempted theft or willful possession of stolen property

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

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

16. Tobacco – Possession/use of any tobacco products in or on school district property (See Board Policy 5250.)

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

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

17. Truancy – Absence from school without the knowledge and consent of parents/guardian and/or the school administration (See Board Policy 2310 & student handbooks.)

18. Vandalism – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students

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

19. Firearms and Weapons (See Board Policy 2620.)

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

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

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

Bullying – Board Policy #2655

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

Bullying occurs when a student:

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

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

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

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

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.

Harassment – Board Policy #2130

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.

Firearms and Weapons in School – Board Policy #2620

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

The Board of Education does determine that possession and/or use of a weapon by any person on school property or at any school-sponsored or sanctioned activity is detrimental to the welfare and safety of the students and employees of the Poplar Bluff R-I School District. The two (2) exceptions to this are:

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

Definitions

The Board defines "dangerous weapon" (as defined by 571.010, RSMO) as an object constructed for and considered to be a weapon by nature of design and use. This also includes any other object which is capable of inflicting bodily harm and/or which can be used to threaten, frighten, or intimidate by the manner in which it is used and/or intended to be used or by its appearance as a dangerous weapon. This includes, but is not limited to: firearms, ammunition, explosive devices, switchblade knives, butterfly knives, hunting knives, razors, karate sticks, nunchakus, clubs, chains, metal knuckles, Kung Fu stars, slingshots, mace, and replicas of such weapons.

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

Violation

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

A senior high or junior high school student who is found to have brought or have been in possession of a dangerous weapon including a firearm or replica firearm or to have used a weapon to inflict bodily harm or to place a person or persons in fear of bodily harm will be subject to immediate suspension or disciplinary action up to and including expulsion from the District. The District may, at its discretion, provide a student suspended under this policy with educational services in an alternative setting.

Procedure

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

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

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

weapons policy.

Applicability to Students with Disabilities

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

Student Use of Tobacco, Alcohol and Drugs – Board Policy #2640

Smoking

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

Alcohol and Drug Use

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

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

All medications, prescribed by an authorized prescriber, as well as all non-prescription medications, will be administered in accordance with Board Policy 2870.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy 2150. If any evidence of a controlled substance, an imitation/look-alike, or paraphernalia is discovered, the substance will be secured, the parent/guardian will be notified, law enforcement officials will be notified, and the substance will be turned over to the proper authorities. The school nurse or medical facilities may be consulted when a student appears to be under the influence of a controlled substance.

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

A. Drug and Alcohol

1st Offense: A student is not allowed to participate in any school activity for 25% of the particular sport or event.

Example: Football has ten regular season games. The student would miss 2.5 games. If the infraction occurred

during the 9th or 10th game, the penalty would carry over to the next sport or event for him/her. He/she may practice but cannot attend any school functions (i.e. dances, other sport events, programs, etc.) during this time. If

the infractions occurred during school hours or school sponsored events, the regular school suspension rules would apply as well

2nd Offense: Suspension from participation for 365 days

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

District

B. Tobacco

First Offense: One game suspension
Second Offense: Suspension from 25% of
schedule Third Offense: Dismissed from
team

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

Pursuant to 29 U.S.C. 705(20(c)(iv), disabled students protected under Section 504 of the Rehabilitation Act, who are currently engaging in the illegal use of controlled substances, including alcohol, may negate his/her eligibility or disciplinary protections under Section 504 and the Americans with Disabilities Act regardless of whether his/her disability is related to the alcohol or drug abuse. Disabled students protected under the IDEA, who engage in the illegal use of controlled substances, including alcohol, may be placed in an Interim Alternative Educational Setting pursuant to 20 USC #1415(k).

Internet Usage/Safety – Board Policy #6320

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

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful

online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

(d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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

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

Definitions

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

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

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

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

Technology Administration

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

The Board of Education directs the Superintendent/Designee to assign trained personnel to maintain the District's technology in a manner that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources.

Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on District technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations and procedures.

User Identification and Network Security

The District technology resources may be used by authorized students, employees, Board of Education members and other persons such as consultants, legal counsel and independent contractors. Use of the District's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to District technology if he/she is considered a security risk by the Superintendent/Designee.

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

and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

User Agreement

Unless authorized by the Superintendent/Designee, all users must have an appropriately signed User Agreement on file with the District before they are allowed access to District technology resources. All users must agree to follow the District's policies, regulations and procedures.

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

Student Records - Provisions and Guidelines – Board Policy #2400

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

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

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

Students who have received services under IDEA/P.L. 94-142 and/or the Education for All Handicapped Act

of 1975 shall have a special services student folder which meets the provisions of the District's compliance plan.

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

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The District has determined that the following information regarding the District’s students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student’s parent in absence of a parent or guardian, or the student (if 18 or older), does not want the District to release the information listed below, they must notify the District in writing within ten (10) days of receiving this policy of the information they do not want released. The following information may be released without parental consent:

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

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

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

Insert 2019-2020 calendar

