

**2016-2017**

***Phelps County R-III  
17790 State Route M  
Edgar Springs, MO 65462***

**6<sup>th</sup> -8<sup>th</sup> STUDENT  
HANDBOOK**

August 17, 2016

Dear Parents,

Welcome to Phelps County R-III (PCR3) school district! PCR3 will Rock-N-Roll through the 2016-2017 school year. Rock N Roll is our theme for the year. We'll have several fun activities centered around this theme. In any partnership, it is important that we work together and communicate often. We need your help and assistance in getting your child to school so that they can learn.

We have a wonderful school, a great team of teachers, an awesome staff and the best students in the state. Our teachers are wonderful. We have three new teachers this year. The staff members have worked many hours getting the school ready for opening day. We have lots of changes and are looking forward to the best year ever!

Our website has a wealth of information, please visit it often. The teachers will update their pages weekly, post pictures of activities, and provide information for parents (information will be sent home as well). Please check us out: [www.pcr3.k12.mo.us](http://www.pcr3.k12.mo.us). You'll also find information about the school, policies, a running calendar of events, and other pertinent information on the calendar and website.

We the staff, at PCR3 are striving to be the *best little rural school in the state*. Welcome back to school! We are all looking forward to a wonderful year filled with fun and learning here at PCR3. We invite you to be a part of that process, too. Watch those backpacks for fliers announcing upcoming events.

Sincerely,

John Fluhrer  
Superintendent

## **School Board Members**

Our school board members work hard to help us create a wonderful, learning environment for our students. Here are the members of the PCR3 School Board and the positions held for 2016-2017.

Misty House, President, 2017  
Misti Wilson, Vice- President/Treas., 2017  
Caroline Bradford, Board Member, 2018  
Sherryl Burrus, Board Member, 2019  
Lahne Black, Board Member, 2018

Don Kilgore, Board Member, 2017  
George Robbins, Board Member, 2019  
Shelly Pursifull, Board Secretary  
John Fluhrer, Superintendent/Principal

## **Administration, Faculty and Staff**

Jen Mathis, Preschool and TAP (Teachers and Parents)  
Rebecca Mitchell, Kindergarten  
Samantha Deremo, First  
Cathy Blake, Second  
Mackenzie Spurgin, Third  
Kim Robison, Fourth  
Christin Hicks, Fifth  
Melanie Wainwright - Jr High – Reading/Language/ Computer, K-8 Library  
Monica Hagen, SPED Director and SPED Grades 5-8  
Judy Gale, SPED Grades K-4  
Tiffany Aiken-Brunkhorst, PE and Algebra I  
Tim Davidson, Math and Personal Finance  
Allison Patterson, Jr High Science  
Ryan Jacobs, Jr High Social Studies  
David Harmon, Art  
Kelsey Casto, Nurse  
Kelley Henson, Library Aide  
Ginger Struempf, Counselor  
Joan Murray, Music  
Lisa Stricklin, Title I  
Udena (Nug) Davis, Spec. Educ. Para Professional  
Judy Boswell, Para Professional PK  
Crystal Mischke, Para Professional  
Katie Moore, Para Professional  
Stephanie Davis, Spec. Educ. Para Professional  
Gary Edgar, Maintenance  
Roger Harris, Custodian  
Susan Kennedy, Bus Driver  
James VanKirk, Bus Driver  
Tim Cantrell, Bus Driver  
Courtney Wilson, Bus Driver  
Mike Clift, Bus Driver  
Shelly Pursifell, Board Secretary/Bookkeeper  
Debbie Brown, Administrative Assistant  
Tosha Guynn, Secretary  
Shelia Sederburg, Cook Supervisor  
Sue McFarland, Cook  
Linda Robbins, Cook  
John Fluhrer, Superintendent

## STAFF CONTACT INFORMATION

<u>Title</u>	<u>Name</u>	<u>Number</u>	<u>Ext.</u>	<u>Email</u>
PK/TAP	Jen Mathis	573-435-6293	209	<a href="mailto:jmathis@pcr3.k12.mo.us">jmathis@pcr3.k12.mo.us</a>
Kindergarten	Becky Mitchell	573-435-6293	S2	<a href="mailto:bmitchell@pcr3.k12.mo.us">bmitchell@pcr3.k12.mo.us</a>
1 <sup>st</sup> Grade	Samantha Deremo	573-435-6293	S1	<a href="mailto:sderemo@pcr3.k12.mo.us">sderemo@pcr3.k12.mo.us</a>
2 <sup>nd</sup> Grade	Cathy Blake	573-435-6293	203	<a href="mailto:cblake@pcr3.k12.mo.us">cblake@pcr3.k12.mo.us</a>
3 <sup>rd</sup> Grade	Mackenzie Spurgin	573-435-6293	201	<a href="mailto:mrollins@pcr3.k12.mo.us">mrollins@pcr3.k12.mo.us</a>
4 <sup>th</sup> Grade	Kim Robison	573-435-6293	206	<a href="mailto:krobison@pcr3.k12.mo.us">krobison@pcr3.k12.mo.us</a>
5 <sup>th</sup> Grade	Christin Hicks	573-435-6293	204	<a href="mailto:chrhicks@pcr3.k12.mo.us">chrhicks@pcr3.k12.mo.us</a>
Learning Disabilities 5-8	Monica Hagen	573-435-6293	208	<a href="mailto:mhagen@pcr3.k12.mo.us">mhagen@pcr3.k12.mo.us</a>
Learning Disabilities K-4	Judy Gale	573-435-6293	208	<a href="mailto:jgale@pcr3.k12.mo.us">jgale@pcr3.k12.mo.us</a>
Jr. High Rdg/Lang/Library K-8	Melanie Wainwright	573-435-6293	211	<a href="mailto:mwainwright@pcr3.k12.mo.us">mwainwright@pcr3.k12.mo.us</a>
Jr. High Math/Personal Finance	Tim Davidson	573-435-6293	205	<a href="mailto:tdavidson@pcr3.k12.mo.us">tdavidson@pcr3.k12.mo.us</a>
Jr. High Science	Allison Patterson	573-435-6293	212	<a href="mailto:abrookshire@pcr3.k12.mo.us">abrookshire@pcr3.k12.mo.us</a>
Jr. High Social Studies	Ryan Jacobs	573-435-6293	210	<a href="mailto:rjacobs@pcr3.k12.mo.us">rjacobs@pcr3.k12.mo.us</a>
PE/Health/Algebra I	Tiffany Brunkhorst	573-435-6293	210	<a href="mailto:tbrunkhorst@pcr3.k12.mo.us">tbrunkhorst@pcr3.k12.mo.us</a>
Music	Joan Murray	573-435-6293	213	<a href="mailto:jmurray@pcr3.k12.mo.us">jmurray@pcr3.k12.mo.us</a>
Art	David Harmon	573-435-6293	218	<a href="mailto:dharmon@pcr3.k12.mo.us">dharmon@pcr3.k12.mo.us</a>
Title I	Lisa Stricklin	573-435-6293	214	<a href="mailto:lstricklin@pcr3.k12.mo.us">lstricklin@pcr3.k12.mo.us</a>
Counselor	Ginger Struempf	573-435-6293	215	<a href="mailto:gstruempf@pcr3.k12.mo.us">gstruempf@pcr3.k12.mo.us</a>
Nurse	Kelsey Casto	573-435-6293	306	<a href="mailto:kcasto@pcr3.k12.mo.us">kcasto@pcr3.k12.mo.us</a>
Library	Kelley Henson	573-435-6293	219	<a href="mailto:khenson@pcr3.k12.mo.us">khenson@pcr3.k12.mo.us</a>
Administrative Assistant	Debbie Brown	573-435-6293	300	<a href="mailto:dbrown@pcr3.k12.mo.us">dbrown@pcr3.k12.mo.us</a>
Secretary	Tosha Guynn	573-435-6293	301	<a href="mailto:tguynn@pcr3.k12.mo.us">tguynn@pcr3.k12.mo.us</a>
Board Secretary/Bookkeeper	Shelly Pursifull	573-435-6293	303	<a href="mailto:spursifull@pcr3.k12.mo.us">spursifull@pcr3.k12.mo.us</a>
Superintendent	John Fluhrer	573-435-6293	302	<a href="mailto:jfluhrer@pcr3.k12.mo.us">jfluhrer@pcr3.k12.mo.us</a>

## The Vision

**We the students of Phelps County R-III are committed to becoming lifelong learners and productive citizens through a partnership with our parents, teachers, and community.**

## The Mission

**Hard Work + Positive Attitude = Achievement**

### CONTACT INFORMATION

Phelps County R-III  
17790 State Route M  
Edgar Springs, MO 65462  
573-435-6293

Email to all staff using first initial and last name @pcr3.k12.mo.us

**Phelps County R-III School District  
School Calendar 2016-2017**

<b>August 15 &amp; 16</b>	<b>Teacher Workshop Days</b>
<b>August 15</b>	<b>Student Registration/Title I Parent Meeting (6:00 to 7:30 p.m. in gym)</b>
<b>August 17</b>	<b>School Opens</b>
<b>September 5</b>	<b>Labor Day - No School</b>
<b>September 16</b>	<b>No School - Professional Development Day (PDD)</b>
<b>October 13</b>	<b>End of 1st Quarter</b>
<b>October 14</b>	<b>No School - Professional Development Day (PDD)</b>
<b>October 18 &amp; 20</b>	<b>Parent/Teacher Conferences (Tues &amp; Thurs from 3:30 to 7:00 p.m.)</b>
<b>October 21</b>	<b>No School</b>
<b>November 11</b>	<b>No School - Professional Development Day (PDD)</b>
<b>November 23 - 25</b>	<b>No School - Thanksgiving Break</b>
<b>December 21</b>	<b>School Dismiss at 12:35 p.m. for Christmas Break - End of 2nd Quarter</b>
<b>December 22 - January 2</b>	<b>No School - Christmas Break</b>
<b>January 3</b>	<b>No School - Professional Development Day (PDD)</b>
<b>January 4</b>	<b>School Resumes</b>
<b>January 16</b>	<b>MLK Day - No School</b>
<b>February 17</b>	<b>No School - Professional Development Day (PDD)</b>
<b>February 20</b>	<b>No School - President's Day</b>
<b>March 9</b>	<b>End of 3rd Quarter</b>
<b>March 10</b>	<b>No School - Professional Development Day (PDD)</b>
<b>March 21 &amp; 23</b>	<b>Parent/Teacher Conferences (Tues &amp; Thurs from 3:30 to 7:00 p.m.)</b>
<b>March 24</b>	<b>No School</b>
<b>March 27 - 31</b>	<b>Spring Break</b>
<b>April 14</b>	<b>No School - Professional Development Day (PDD)</b>
<b>May 18</b>	<b>Last Day of School - Dismiss at 12:35 p.m.</b>

**PRINCIPAL'S OFFICE**

The Principal's Office is the place to transact school business and every student is welcome for that purpose. The superintendent will see you at their earliest convenience. Office hours are 7:30 a.m. to 3:30 p.m.

**OFFICE**

The Office is also a place to transact all business at window. Students needing admission slips after an absence or needing to see the superintendent on a discipline referral are asked to be seated as directed by the attendance secretary. The superintendent will see you as soon as possible. The office phone number is 435-6293.

**GUIDANCE OFFICE**

Mrs. Ginger Struempf counselor is available to assist students with planning, and situations that interfere with learning. Parents are encouraged to contact the counselor for sharing of information about their child; the telephone number is 435-6293. Students may stop by the Guidance Office before or after school or between classes to schedule appointments with the counselor.

**LIBRARY**

The library will be open each day from 8:00 a.m. to 3:00 p.m. Students are welcome to visit the library at any time it is open. Those using the library during class hours must have a pass from their class. The library staff is available to give assistance in learning how to use the library, to help find materials, and to suggest good books to read. Students checking out materials are responsible for returning them. The student will be expected to pay replacement value for materials which are lost or damaged.

## **PARENT CONFERENCES**

Organized Parent-Teacher Conferences will occur in October and March each year. You will be notified by the school of the day and time. We encourage parents to visit with their child's teacher more often than conferences, too.

## **DAILY BELL SCHEDULE**

First Period 8:05 - 9:00  
Second Period 9:03 - 9:54  
Third Period 9:57 - 10:51  
Fourth Period 10:54—11:45  
Lunch 11:50 - 12:10  
Fifth Period 12:30 - 1:24  
Sixth Period 1:27 - 2:18  
Seventh Period 2:21 - 3:15

## **STUDENT ABSENCES AND EXCUSES**

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. The Board further recognizes that

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
3. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
4. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
5. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Phelps Co. R-III School District.

## **Development of Rules and Procedures**

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.

3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

## SCHOOL CLOSING & CANCELLATIONS

As soon as a decision is made, several radio and television station are contacted, and announcement is made through School Messenger. Update your phone number through the office please.

## ASSEMBLIES

Assemblies occur monthly regarding positive character education. At all times student behavior should be responsible and respectful. Teachers and their classes are assigned specific areas for seating. Parents are welcome to attend all school assemblies.

## CAFETERIA

The cafeteria opens daily at 7:45 a.m. National School Breakfast/Lunch Program guidelines all used for breakfast and lunch. **Each family is encouraged to complete an application for free/reduced price meals.** List all students in the household on the same application and include all pertinent information. Students are expected to pay for meals until the application has been processed. Notification of approval or denial will be sent once the application has been certified. Applications are available in the school office. Daily meal prices for the 2015-2016 school year are: Breakfast - \$0.85 full price/.30 reduced price. Lunch - \$1.35 full price/.40 reduced price.

### 3 Ways to Pay

- **ONLINE CAFETERIA PAYMENT-Set up your account at [www.mySchoolBucks.com](http://www.mySchoolBucks.com) Send Cash or Check with your child.** Please write your student's name in the memo section of your check. Students should make deposits during breakfast.
- **Bring your payment to the school office.**
- **There is a charge limit** Once the limit is reached, students must bring money in order to purchase a meal. **All parents are encouraged to set up a free account through [www.mySchoolBucks.com](http://www.mySchoolBucks.com) to receive low-balance e-mail alerts and view the current balance, transactions and purchases. Cafeteria balances automatically roll over at the end of the year.** Account balances transfer to the next grade level or school within the district. **Refund checks are issued by request only.** Please call 435-6293. Checks will be mailed only for balances greater than \$5.00. Please allow 4-6 weeks for processing.

The cafeteria is open at 7:45 a.m. daily with breakfast items available for purchase. Students may either bring their lunch from home or may purchase their lunch in the school cafeteria. Lunch menu selections offer students a choice of complete meals or salad. Prepaid lunches may be purchased in the cafeteria. The following regulations are to be observed by students:

- 1) All students are to report to the cafeteria at the beginning of their lunch period. When dismissed from class, report quietly and do not run. Students are to leave book bags in their lockers.
- 2) Students are not permitted to break into the line or save places.
- 3) Display good dining room standards at the table. **No food or objects are to be thrown.** When finished eating, trays are to be placed in the tray window and waste discarded in the waste containers upon class dismissed.
- 4) Students are not permitted to leave the cafeteria after eating lunch until dismissed by a staff member.
- 5) Visitors are not permitted in the cafeteria without prior approval.

## VISITORS

Students are not permitted to bring visitors to the school during the regular school day. Of course, parents are welcome to visit the school and are encouraged to contact the school to schedule visits. It is required that building visitors report to the principal's office upon arrival at school to receive a visitors badge.

## HEALTH SERVICES

The full-time employment of a nurse provides PCR3 an exceptional health program. Any student who needs help due to an illness or injury should first report to the teacher. The teacher will then refer them to the nurse's office. The nurse will decide if a parent needs to be contacted. The nurse administers First Aid in case of injury. The district requires a current telephone number to be on file. Health

forms will be send home immediately if they have any of the following and should not return until symptom free for 24 hours or released by a physician:

Fever (101 or above)	Any Communicable disease
Diarrhea/vomiting	Active Head Lice
Pink Eye	Impetigo/ Skin eruptions

**Any students treated or sent home for head lice must be brought to nurse's office by their parent/guardian to be checked by the nurse before being re-admitted to their classrooms.**

**\*Prescription medication needs to be brought in by the parent in original prescription bottle and delivered to the nurse's office. \***

## **MEDICATION POLICY**

All medications must be checked in with the school nurse before they can be taken at school. The nurse is available to administer medications to students if requested by a parent/guardian. A written permission slip is required.

If you have any questions regarding administering medication at school, please talk to the school nurse (435-6293,extension 306) or obtain a complete policy statement from the nurse's office.

## **LEAVING SCHOOL GROUNDS**

Students are not to leave the building or school grounds without obtaining permission from the office and signing out. In the event of a need for early dismissal from school, the student should bring a note from a parent to the attendance office before the start of school or have the parent telephone the attendance office. Students are to sign out in the office upon leaving school and sign in upon returning to school. Leaving school without permission is considered truancy.

## **TELEPHONE CALLS**

A telephone is located in Office. Use of this phone is limited to before school, after school, and during passing periods. Students will not be permitted to make telephone calls during class. Students will only be called from class to accept phone calls in the event of an emergency.

## **TARDY POLICY**

**Students will be listed as tardy if they are not in their seat when the bell rings. Students are allowed four total tardies without school penalty per semester,** although individual teachers may impose in-class sanctions upon tardy students. The following consequences will be observed once a student receives a fifth tardy for the year:

- 5th Tardy: 1 lunch detention
- 6th Tardy: 2 lunch detentions
- 7th Tardy: 3 lunch detentions
- 8th Tardy: 1 day ISS
- 9th Tardy: 2 days ISS
- 10<sup>th</sup> Tardies: ISS/OSS

If a student arrives late to school, he or she shall report to the office. There they will be given a slip for admission.

## **WITHDRAWAL FROM SCHOOL**

Students who are withdrawing from school should have their parents call or send a note to the Office. At least one week's notice prior to the withdrawal date is requested when possible. The student will be issued a withdrawal form which is to be signed by the individual teachers, verifying that textbooks and materials have been returned to the proper location.

## **COURSE REQUIREMENTS**

Sixth, Seventh, and Eighth grade students will enroll in seven hours of classes. Required courses include English, social studies, math, and science. Students are also required to take physical education, Art and Music.

All students must pass the United States Constitution and Missouri Constitution test before graduation.

## **COURSE PREREQUISITES**

Most courses within the junior high school curriculum have no specific requirements which must be met before a student can enroll. Those course prerequisites about which students and parents most frequently inquire are listed below.

**ALGEBRA I(9):** To be determined by the school district and junior high math instructor based on student performance in mathematics grades 6-7.

## **PROGRESS REPORTS**

Progress reports will be issued at 3 week intervals throughout each quarter to notify parents of those students who are not achieving at an acceptable level of performance. All students will be issued a progress report. Teachers may also utilize letters, telephone calls, e-mail, Parent Portal, and conferences to inform parents of their child's progress. Parents are encouraged to visit the school, E-mail or telephone teachers at school (435-6293) if they have questions about their child's performance.

Parent Portal is a web-based program that is made available to all parents allowing access to pertinent information about their student's attendance, grades, homework assignments, and much more. Registration can be done by coming to the office to verify with a picture ID. If you have any questions or problems, please contact the office at 435-6293.

## **GRADE REPORTS**

Grade reports will be issued to students at the end of each quarter, which consists of approximately nine weeks of school. The following grades will be used in all classes at PCR3: A, excellent; B, superior; C, average; D, inferior; F, failing. Students in the sixth, seventh, and eighth grades should be aware that semester grades will be included on their high school transcripts to determine eventual class rank upon graduation. These grades are calculated on a four-point scale (A=4, B=3, etc.).

## **PROMOTION AND RETENTION**

Progress through the grades is a matter of achievement in the basic skills as well as age, maturation, social and civic development. Students are expected to successfully complete each of their classes in order to be promoted to the next grade. Students who have received failing grades in two or more of their classes may be considered for retention. Parents who are concerned about their child's progress should contact their child's counselor or the principal for a conference.

## **TEXTBOOKS**

Textbooks will be furnished to students at the beginning of the year and are to be returned to the teachers at the end of the course with only reasonable wear and tear. If a textbook is damaged, stolen or lost, the student will be assessed a fine or charged the replacement cost of the book. Report cards may be withheld until all fines are paid. Students also will not be permitted to enroll in school the following year until all fines from the previous year are paid.

## **PHYSICAL EDUCATION**

Students are expected to participate in physical education class. The following equipment is required: socks, gym shoes.

## **STUDENT DRESS**

The administration of the PCR3 expects that student dress, grooming, and personal appearance will be subject to the following guidelines:

- 1) Dress, personal appearance, and grooming must be clean and comport with appropriate health, safety, and sanitation standards.
- 2) Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational environment or to constitute a threat to the health or safety of the students or others.
- 3) All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
- 4) Metal or chain belts or swags can be used as weapons and, thus, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets is prohibited.
- 5) Caps, hats, hoods, bandanas, or other types of headgear or sunglasses shall not be worn in any school facility. (Hats must be left in the student's locker, not carried.) Hats and caps may be worn as deemed necessary for safety by the classroom teacher or as allowed for special occasions or events by administration.
- 6) Printed words or pictures on clothing or accessories that advertise, connote, or suggest (including any innuendo alluding to such) drug, tobacco and/or alcohol use shall not be worn.
- 7) Printed words or pictures on clothing or accessories that contain, connote or suggest (including any innuendo alluding to such) sexual, violent, obscene or profane matters are prohibited.
- 8) Proper athletic attire shall be worn in physical education class. Gym shoes should be worn for P.E. class, and metal toe or heeltaps are not permitted.
- 9) Students shall not wear shorts or leggings that expose or reveal undergarments, shorts that expose the buttocks and leggings must be covered by loose upper apparel that extends below the buttocks.
- 10) Student tops, blouses, shirts, etc., must have sleeves. No spaghetti straps, tank shirts, muscle shirts, halter tops, tube tops, etc., will be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn.
- 11) Gang-related clothing and accessories, as defined in the District's policy regarding gangs, shall not be worn.
- 12) Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these guidelines will be required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so. Refusal to comply with the district's dress policy and these guidelines

will result in the student's being prohibited from attending class until the student achieves compliance. Violations will also result in detention, suspension, or other appropriate disciplinary action.

## **LOCKERS**

Each student will be assigned a hall locker. **Use only the locker that has been assigned to you and keep it locked at all times.** If you have problems with your locker or lock, notify the Office promptly so it can be repaired or replaced. Lockers belong to the school and may be inspected from time to time. Drug-sniffing dogs may periodically be brought in for random searches.

If you have a need to change lockers during the year, notify the Office of your request. Do not change lockers on your own, because you are responsible for your assigned locker; and when you are absent and need your textbooks, we need to know where they are located.

**Lockers are not to be decorated on the outside for any reason due to the damage that occurs to the outside of the locker.**

## **STUDENT CONDUCT**

The student's main purpose in attending school is to obtain the best education possible. Our school protects the right of students to learn without interference from others; consequently, certain rules are necessary so that the school and classrooms will operate in an orderly and effective manner. Common classroom courtesies expected are:

- 1) Upon entering the classroom, take your seat promptly and quietly.
- 2) Come to class prepared, with textbook, paper, pen or pencil, and assignments, leaving book bags in your locker.
- 3) No food or drink is to be taken into the classroom.
- 4) No gum is allowed on school grounds.
- 5) Speaking out when another has the floor is both rude and unfair.
- 6) Class will be dismissed by the teacher, not the bell.
- 7) Remember, the teacher is in charge and any reasonable request by a teacher shall be obeyed.

## **GENERAL STUDENT CONDUCT**

- 1) The sale of any item is prohibited other than for approved school fund-raising activities.
- 2) Rubber bands, projectile shooting instruments, water guns and water balloons are prohibited on school premises.

### **3) Cell phones, must be left at home or dropped off at office.**

From time to time some students find it difficult to follow rules that are made to ensure the most benefit for the greatest number. Students disobeying school rules will be disciplined in accordance with the Student Code of Conduct which is located in the Appendix or as prescribed by the building administration.

## **DISPLAY OF AFFECTION**

Students are expected to conduct themselves in a respectful manner at all times. Having arms around one another, holding hands, or kissing are considered improper in the school setting. Students engaging in public display of affection in a manner deemed excessive by school officials will be counseled; and further instances of such behavior may result in parent conferences and/or disciplinary action.

## **DETENTION**

Students assigned to detention will be required to meet the following responsibilities:

- 1) Report to assigned room before 3:15. Detention begins at 3:15 and ends at 4:10 p.m.
- 2) Bring school work with you or a book to read.
- 3) Do not talk without permission; raise your hand and wait for the teacher to acknowledge you.
- 4) Students are not to leave the room during the detention hour.
- 5) Do not bring food, drink or gum to detention.
- 6) Failure to attend after school detention results further disciplinary action.

## **IN-SCHOOL SUSPENSION**

- The purpose of In-School Suspension is to: Reduce the number of students suspended out of PCR3; Continue educating students who would otherwise be suspended from the school program; Provide a means of discipline which has a positive effect on teachers, students, and parents.
- ISS is an In-School Suspension program designed to provide an alternative to out-of-school suspension for students with specific disciplinary issues. Students are assigned to In-School Suspension (ISS) by the superintendent. Violation of school district policy regarding the use of drugs, alcohol, safe school violations, repeated occurrences of behavior such as classroom disruption, disrespect to staff and others will still result in out-of-school suspension.
- ISS consists of three basic elements: isolation, positive learning atmosphere, and academic assistance. The in-school suspension program provides a high degree of structure to the student's school day. The students will bring all materials for

the entire day, as they will complete assignments in the ISS classroom as assigned by their teachers. The student will not be allowed to leave the classroom except for supervised restroom breaks.

- Violation of the program rules will result in additional consequences.

## **OUT-OF-SCHOOL SUSPENSION**

A student may be temporarily suspended from school for major disciplinary problems as determined by the principal or assistant principal. Students are not permitted to attend school functions or be on any PCR3 campus during their out-of-school suspension, including after school and weekend events.

## **INTERROGATIONS & SEARCHES**

The right to inspect student lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising its **in loco parentis** relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials, whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote the safety and security of persons and their property within the area of educational responsibility. In fulfilling its duties, school personnel will exercise maximum effort to: protect each student's constitutional rights, his or her rights to personal privacy, and to provide protection from coercion by others; emphasize that schools are educational and not penal, correctional, or custodial institutions; and resolve doubts where possible in favor of the student.

Students suspected to be in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed appropriate by the principal.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. At any time a reasonable suspicion exists to believe that a student is in violation of school policy, the principal or designee shall have the right to search, without notice, that student's locker. In addition, the school principal or his designee shall from time to time, but in no event less than one time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent of the total lockers in the school. If an illegal article is found, school administrators shall call on the county for assistance in the investigation. Any student found to be in violation of school policy shall be subject to disciplinary actions in accordance with the provisions of school regulations and may be turned over to local law enforcement.

## **FIREWORKS**

Fireworks are considered a safety hazard and are forbidden at any time while on school property. In addition to being a safety hazard, they are considered a deliberate attempt to upset the decorum of the school setting. Punishment for a first offense of a student in possession, setting off, or selling fireworks will range from confiscation and warning, principal/student conference, detention, in-school suspension, or out-of-school suspension. Subsequent offenses can result in up to a 1-10 day out-of-school detention.

## **HALLWAYS**

The school building is open to students at 7:45 a.m. **STUDENTS ARE ALLOWED ONLY IN THE CAFETERIA.** During passing periods students are to move briskly to their destination without running or horseplay and to obey any instructions of teachers. Do not block hall traffic by standing in groups; walk on the right side of the corridors. Please be considerate of the building appearance and place trash in the waste containers provided. Students are not permitted in the building after 3:30 p.m. unless they are meeting with a teacher or attending a school activity.

## **LOST AND FOUND**

Students should put their names in ink on their possessions so they may be identified if lost. Students should be very careful with their possessions and only bring items to school that are necessary; it is strongly recommended that items such as phones and MP3 players (which are a distraction from the educational process) are to remain at home. **IF THESE ITEMS ARE BROUGHT TO SCHOOL AND CAUSE A DISRUPTION DURING THE SCHOOL DAY, THEY WILL BE CONFISCATED AND ONLY RETURNED TO PARENTS OR GUARDIANS.** Items found by students should be turned into the office immediately. Lost articles may be claimed in the office before or after school or between classes.

## **ACTIVITIES & ATHLETICS**

Several activities are available to students, including Student Council, band, and choir. Students are encouraged to participate, for activities provide opportunities for invaluable experiences. Students who participate in extra-curricular activities tend to enjoy school more and be more successful in school.

To be eligible for participation in students be in good standing academically, be a good school and community citizen, and meet all criteria established by the Missouri State High School Activities Association (MSHSAA). Seventh and Eighth grade students' grades are assessed bi-weekly.

**Students must have a physical examination before trying out or practicing with the team and must show evidence of insurance coverage.**

## **DANCES**

Occasionally dances will be held for students in the gym. Only PCR3 students will be allowed to attend. Students leaving the dance early will be required to sign out and will not be re-admitted. Parents who do not want their child to be permitted to leave the dance early may call the Teacher prior to the dance to have their child's name placed on the "No Sign-Out List." Parents are requested to have transportation available at the time designated for pick up.

## **HONOR ROLL**

Students will be recognized for academic achievement. All grades K-8 will be used in determining Valedictorian and Salutatorian for 8<sup>th</sup> Grade Graduation.

## **PLEDGE OF ALLEGIANCE**

In accordance with Missouri state law, the Pledge of Allegiance will be recited daily during the announcements as a school or in the classrooms.

## **STUDENT ABSENCES AND EXCUSES**

### *(Junior High School)*

This policy pertains to all students enrolled in Junior High, except students with active federally required Individualized Educational Plans (IEP) who are exempted in their IEPs and by behavior plans in such IEPs.

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation. This policy is established to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the PCR-3, and to encourage students to assume responsibility for their conduct.

### **Excessive Absence**

Students will be permitted a maximum of ten (10) absences per class per semester

If a student is absent from school due to illness for more than four (4) consecutive school days, the parent or guardian is requested to provide written verification from a physician regarding the reason for the absence.

Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements for earning credit.

### **Notice and Make-Up Work**

- The parent or guardian of each student who is absent must notify the principal's office of the absence and the reason for the absence before the student may be re-admitted to class. If a student will be absent from school for two (2) or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.
- Credit for make-up work is permitted for all absences except suspensions which can be made up. When absences are anticipated, such as family trips, the student is to contact his/her teacher(s) so that the student may make arrangements to complete work that will be missed.
- It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Once the student has returned to class, all make-up and alternative assignments must be completed within 2 school days

**Procedures:** Students will be given a student handbook upon enrollment in junior high. The handbook shall contain the written attendance policy. The attendance office will record each student's absence.

The parent or guardian of a student who anticipates missing more than nine (9) sessions of any class(es) due to hospitalization, prolonged illness, or other good cause may request an exception to the excessive absence policy in writing prior to the accrual of the nine (9) absences. If the parent does not submit such request prior to the date on which nine (9) absences have accrued, the parent or guardian should request an appeal of the denial of credit in the same manner as for any other appeal under the excessive absence policy.

## **STUDENT DISCIPLINE BOARD POLICY JG-R1**

The district disciplinary policies are designed to foster student responsibility, respect for the rights of others and to provide for the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a specific penalty, the severity of which may vary according to the age and grade level of the student. This code includes, but is not necessarily limited to, acts of students on district property, including district playgrounds, parking lots, district transportation or at a district activity whether on or off district property.

### **Reporting to Law Enforcement**

It is the policy of the PCR3 to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JG-R.

The superintendent shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The superintendent, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in §160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences" listed below.

### **Impact on Grades**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade and/or loss of credit in accordance with the district's policy on absences.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules and policies and may eventually lead to expulsion.

**Due to the seriousness of offenses any or all of the following actions may be taken:**

#### **I. Violations against Persons**

##### **A. Assault to Students—**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense: Administrative Conference, detention, up to a 10 day suspension.

Second Offense: Administrative Conference up to a 180 school-day suspension by Board of Education.

Third Offense: Up to expulsion only by Board of Education.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or 11-180 by Board of Education only.

Subsequent Offense: Up to expulsion by Board of Education.

##### **B. Assault to Staff—**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense: 10 school-day suspension up to expulsion.

Subsequent Offense: Up to expulsion and OSS of more than 10 days by Board of Education only.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10 out-of-school suspension.

Subsequent Offense: Up to expulsion 11-180 by Board of Education only.

**C. Bullying and Cyberbullying (see Board policy JFCF)**—Repetitive or substantially likely to be repeated intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

a.) Bullying reports will need to be made to the principal.

b.) Reports will be investigated in two days, if not sooner.

c.) Information to students regarding bullying, including policy and other school initiatives will be provided by the school counselor.

d.) Information regarding the school bullying policy will be provided to students, parents/guardians and staff annually.

First Offense: Administrator conference, detention, and up to 10 school days out-of-school suspension.

Subsequent Offense: 11-180 school days out-of-school suspension or expulsion by Board of Education only.

**D. Fighting (see also, “Assault”)**—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Administrator conference, detention, up to 5 school day suspension

Second Offense: Administrator conference, up to a 10 school day suspension.

Third Offense: 10-180 school day suspension or expulsion by Board of Education only.

**E. Hazing (see Board policy JFCF)**—Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: Administrator conference and up to 10 school days out-of-school suspension.

Subsequent Offense: 11-180 school days out-of-school suspension or expulsion by Board of Education only.

**F. Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP)**—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation riding privileges may be suspended or revoked.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus—and only at that time—does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, students shall conduct themselves on a bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself or herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

First Offense: Driver will talk to student personally unless infraction breaks other school discipline policy, i.e. fighting.

Second Offense: Driver will call parents about problem and assign student to front seat for 10 school days unless infraction breaks other school discipline policy, i.e. fighting.

Third Offense: Deny bus privilege for 3 school days or other action the principal deems appropriate.

Future Reports: Deny bus privileges for 10 school days or other action the principal deems appropriate.

#### **G. Weapons (see board policy JFCJ)**

- a. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 10 days out-of-school suspension.

Second Offense: 11-180 days out-of-school suspension or expulsion by Board of Education only.

- b. Possession or use of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: 1 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion by Board of Education only.

- c. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 10 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion by Board of Education only.

#### **H. Verbal Abuse to Staff**—Disrespectful, profane or sarcastic language directed to any staff member.

First Offense: Staff/student conference, detention, up to a 10 school day suspension.

Second Offense: 1-10 school day suspension.

Third Offense: 11-180 school-day suspension, up to expulsion by Board of Education.

#### **I. Threats or Verbal Assault**—Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Administrator conference, detention, up to 180 days out-of-school suspension, or expulsion.

Subsequent Offense: Administrator conference, up to 180 school days out-of-school suspension, or expulsion.

#### **J. Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Administrator conference, detention and up to 10 days out-of-school suspension.

Subsequent Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion by Board of Education only.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: Administrator conference and up to 10 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion by Board of Education only.

## II. Violations Against Public Health and Safety

**A) Drugs, Drug Paraphernalia, Alcohol** (see Board policy JFCH)--Use of, presence under the influence of or soon after consuming, or possession of alcoholic beverages, unauthorized inhalants, controlled substances, substances represented to be such controlled substances, or drug paraphernalia.

First Offense: 10 school day suspension with provisions for reduction to 5 days.

Second Offense: 180 day suspension to expulsion by Board of Education only.

**B) Distribution or Attempt to Distribute Drugs, Drug Paraphernalia, Alcohol, or Substances Represented to be such** (see Board policy JFCH).

### Sale:

First Offense: 10-day suspension.

Second Offense: 180 day suspension or expulsion by Board of Education only.

### Distribution Other than Sale:

First Offense: Expulsion by Board of Education only.

Second Offense: Expulsion by Board of Education only.

**C) Tobacco Possession**—Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, tobacco product will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district polity JHCD.

First Offense: Parent conference, detention, up to 10 day school day suspension.

Second Offense: Up to a 180 school day suspension by Board of Education only.

**H. Verbal Abuse to Staff**—Disrespectful, profane or sarcastic language directed to any staff member.

First Offense: Staff/student conference, detention, up to a 10 school day suspension.

Second Offense: 1-180 school day suspension by Board of Education.

Third Offense: 1-180 school-day suspension, up to expulsion by Board of Education.

**I. Threats or Verbal Assault**—Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Administrator conference, detention, up to 10 days out-of-school suspension.

Subsequent Offense: Administrator conference, up to 180 school days out-of-school suspension, or expulsion by Board of Education only.

**J. Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Administrator conference, detention and up to 10 days out-of-school suspension, or expulsion.

Subsequent Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: Administrator conference and up to 10 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion by Board of Education.

**D) Tobacco Use**—Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, tobacco product will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense: Detention, up to 10 school day suspension.

Second Offense: Up to a 180 school day suspension by Board of Education only.

E) **Incendiary Devices or Fireworks**—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, In-school suspension, or out-of-school suspension.

Second Offense: Confiscation. Principal/Student conference, detention, In-School suspension, or 1-10 days out-of-school suspension.

### III. Violations against Property

A. **Extortion**—Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

First Offense: Conference, detention, up to a 10 school day suspension.

Second Offense: Conference and up to a 180 school day suspension by Board of Education only.

Third Offense: Expulsion by Board of Education only.

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

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

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

C. **False Alarms (see also “Threats or Verbal Assault”)**—Tampering with emergency equipment, setting of false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. 10 school day suspension.

Second Offense: Restitution. Expulsion by Board of Education.

D. **Technology Misconduct (see Board policy EHB and KKB and procedure EHB-AP)**

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

First Offense: Restitution. Superintendent/Student conference, suspension or loss of user privileges, detention, or up to 10 school days out-of-school suspension.

Subsequent Offense: Restitution. Suspension or loss of user privileges, 180 school days out-of-school suspension, or expulsion by Board of Education only.

b. Violations, other than those listed in (a) above, of Board policy EHB, procedure EGB-AP or any policy or procedure regulating student use of personal electronic 180 school days out-of-school suspension.

First Offense: Restitution. Superintendent/Student conference, detention, or up to 10 school days out-of-school suspension.

Subsequent Offense: Restitution. Suspension or loss of user privileges, up to 180 school days out-of-school suspension, or expulsion by Board of Education.

c. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Superintendent/Student conference, detention, In-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Confiscation. Superintendent/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

E. **Theft**—Stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

First Offense: Return of or restitution for property. Superintendent/Student conference, detention, up to a 10 school day suspension.

Second Offense: Return of or restitution for property. 1-30 school day suspension.

Third Offense: Return of or restitution for property. 10 school day suspension to expulsion by Board of Education.

F. **Unauthorized Entry**—Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Superintendent/Student conference, detention, and up to 180 school days out-of-school.

Subsequent Offense: Suspension or loss of user privileges, up to 10 school days out-of-school suspension, or expulsion by Board of Education.

c. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Superintendent/Student conference, detention, In-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Confiscation. Superintendent/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**G. Vandalism—Willful Damage to School Property (see Board policy ECA)**—Willfully causing damage or attempting to cause such damage to any property, real or personal, belonging to the district or participating in the littering of the district property. The district will notify legal authorities if the value of the damage exceeds \$50. Any student who is found by the school principal or designee to have willfully damaged or destroyed district property or participated in the littering of the district property will be subject to the following actions:

1. The parents or guardians will be notified.

2. The juvenile officer will be notified if the student is under 17 and the incident is serious enough to warrant it.

3. Students may be suspended from school up to 10 school days for the first offense and up to 30 school days for the second offense. Expulsion will be recommended to the Board of Education for a third offense.

4. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to §537.045, RSMo., 1979.

First Offense: Arrangements for restitution and conference up to a 10 school day suspension.

Second Offense: Arrangements for restitution and 1-30 school day suspension.

Third Offense: Up to expulsion.

**I. Arson**—Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, 1-180 school day suspension or expulsion. Restitution if appropriate.

Second Offense: Expulsion. Restitution if appropriate by Board of Education.

### III. Violations Against School Attendance

**A. Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**—Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense: Verbal warning, detention, up to 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, up to 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**B. Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)**—absent from school, class, or assigned area without school and/or parental permission; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Parent conference, detention, up to a one (1) school day suspension.

Second Offense: Detention, up to a 2-10 school day suspension

Third Offense: Up to a 180 school day suspension, and removal from extracurricular activities.

**C. Tardiness**—arriving after the expected time class or school begins, as determined by the district.

First Offense: Verbal warning.

Second Offense: Verbal warning, up to loss of privileges.

Third or More Offenses: Detention, up to school suspension.

### V. Violations against Public Decency and Good Order

**A. Use of Obscene Language**—Use of words or gestures that are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

First Offense: Parent conference, detention, up to a 3-10 school day suspension.

Second Offense: 5-10 school day suspension.

Third Offense: Semester suspension by Board of Education.

**B. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**—Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Parent Conference, detention, up to a 3 school day suspension.

Second Offense: 5-10 school day suspension.

Third Offense: Semester suspension by Board of Education.

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.

**C. Sexting and/or Possession of sexually Explicit, Vulgar or Violent Material**—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion by Board of Education.

**D. Nuisance Items**—Possession or inappropriate use of toys, games, and portable media players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

## **VI. Other**

### **A. Other Violations of Good Order That may Result in Suspension or Expulsion from Classes or School Functions:**

1. Participation in unauthorized or unscheduled activities.

2. Habitual absences.

3. Falsifying or forging names on excuses, passes or progress reports.

4. Dishonesty, such as cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; other misconduct related to academics; or knowingly furnishing false information to the school district.

4. Disobedience or disrespect to a teacher or school official.

5. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.

Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault).

6. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown by their actions and achievement not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and warning by teachers and administrators and notification to parents, are showing no progress may be suspended.

**B.** Suspension shall be subject to review and final action of the Board in accordance with § 167.161, .171.RSMo.

**C.** Students shall have the right to appeal suspensions of more than ten (10) days to the Board of Education. All rulings of the Board of Education shall be final.

\* As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against

his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

Approved: 06/18/1998

MSIP Refs: 6.6 Phelps Co R III School District Edgar Springs, Missouri

## **STUDENT COMPLAINTS AND GRIEVANCES**

### **Policy JFH**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be verbally appealed to the school superintendent or a designated representative.

Complaints not resolved at this point may be filed as formal, written charges under the following procedures:

The following guidelines are established for the presentation of student complaints and grievances:

- < The Superintendent shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
  
- < If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

## **STUDENT RECORDS**

### **FILE: JO CRITICAL**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent will develop a student records system that includes protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

## **STUDENT GUIDANCE AND COUNSELING**

### **FILE: JHDBASIC**

#### **Definitions**

- Counselor – For the purposes of this policy, a counselor is a school counselor as defined by the Department of Elementary and Secondary Education (DESE).
- Guidance Advisory Committee (GAC) – A committee composed of at least one (1) counselor from each grade level, a principal, teachers and others as determined by the superintendent.

#### **General**

Phelps County R-3 school district's comprehensive guidance program provides important benefits to all students at all grade levels by addressing their personal/social, academic and career development needs. Research indicates that a fully implemented comprehensive guidance program has a positive impact on student achievement and has the potential to increase attendance, reduce discipline referrals and improve Missouri Assessment Program (MAP) scores. In support of the district's efforts to improve student achievement, the Board requires full implementation of the Missouri Comprehensive Guidance Program and will adhere to all of its

standards. The program shall be implemented in each attendance area and is considered an integral part of each school's educational program. Guidance program objectives will be aligned with the district's Comprehensive School Improvement Plan (CSIP) and student performance data. The program shall be implemented by certified school counselors with the support of district staff, students and external organizations and agencies.

### **Guidance Curriculum**

Counselors will create and implement a written guidance curriculum that promotes students' academic, career and personal/social development. The Board will provide resources and support activities for implementation of K-8 guidance curriculum. The guidance curriculum will be systematically reviewed and revised, and modifications to the guidance curriculum will be based on student data, school data and needs-assessment data collected at least every 5 years.

### **Individual Planning**

Individual planning activities help all students plan, monitor and manage their academic achievement as well as their personal/social and career development. The foundation for individual planning will be established during the elementary school years through guidance activities. Building on this foundation, the individual planning component of the guidance program will assist middle school students as they begin to plan for the future and will continue to support students in their planning endeavors until graduation. A four year Personal Plan of Study (PPS) will be initiated for students no later than the eighth grade and will minimally include assessment and advisement activities, collaboration with parents/guardians, and identification of long- and short-range educational career goals. The PPS will be reviewed annually and revised as needed.

### **Responsive Services**

Responsive services are referrals and other actions taken by the district in response to the immediate needs and concerns of a particular student or identified needs and concerns of groups of students. The purpose of the responsive services component of the comprehensive guidance program is to work with students whose personal circumstances, concerns or problems are interfering or threatening to interfere with their academic, career or personal/social development. Responsive services will be implemented through individual counseling, small group counseling, consultation and referral.

### **System Support**

The Board recognizes system support as a crucial component in the full implementation of a comprehensive guidance program. System support of the comprehensive guidance program includes administration and management activities that support the program. The Board directs the administration to implement activities that support the guidance program, such as program management, fair-share responsibilities, professional development, staff-community relations, consultation, committee participation, community outreach, and research and development.

### **Program Goals**

The district will strive to meet the program goals in each of the following areas:

#### 1. Personal/Social Development

- Assist students in gaining an understanding of self as an individual and as a member of diverse local and global communities by emphasizing knowledge that leads to the recognition and understanding of the interrelationship of thoughts, feelings and actions in students' daily lives.
- Provide students with a solid foundation for interacting with others in ways that respect individual and group differences.
- Aid students in learning to apply physical and psychological safety and promoting the student's ability to advocate for him- or herself.

#### 2. Academic Development

- Guide students to apply the skills needed for educational achievement by focusing on self-management, study and test-taking skills.
- Teach students skills to aid them as they transition between grade levels or schools.
- Focus on developing and monitoring personal education plans, emphasizing the understanding, knowledge and skills students need to develop meaningful personal plans of study.

#### 3. Career Development

- Enable students to apply career exploration and planning skills in the achievement of life career goals.
- Provide students the opportunity to learn employment readiness skills and skills for on-the-job success, including responsibility, dependability, punctuality, integrity, self-management and effort.

### **Confidentiality**

It is necessary for counselors to build trusting relationships with students and district staff; however, counselors are not permitted to promise students complete confidentiality. Counselors may at times be required to disclose information to parents/guardians, to report child abuse or neglect, to convey to district staff information necessary to better serve a student, or to report to supervisors as appropriate.

Care should be taken in explaining to students, in a developmentally appropriate manner, the limits of confidentiality. Notice of the limits of confidentiality may be made by a variety of methods including classroom lessons, student handbooks, the district website and guidance counseling brochures in addition to oral notification of individual students.

District counselors have the responsibility to protect the confidentiality of student records and only release information in accordance with state and federal law and Board policy. Information transmitted or stored electronically must maintain the same level of confidentiality as traditional paper records. Care shall be taken to send sensitive information by a means that protects student identity.

### **Guidance Advisory Committee and Evaluation**

The GAC will systematically review the district's comprehensive guidance program, including the K-8 guidance curriculum. The comprehensive guidance program will be systematically evaluated through the development and use of a comprehensive evaluation plan. The comprehensive evaluation plan will minimally assess the impact of the comprehensive guidance program on the Missouri School Improvement Plan (MSIP) performance standards and other relevant criteria including, but not limited to, attendance, grades and behaviors.

### **MEDICAID REIMBURSEMENT**

PCR3 may participate in the Medicaid administrative claiming and direct service programs for students who are eligible and for reimbursable services the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to the Special Program Coordinator, at 573-435-6293.

### **AUDIO AND VISUAL RECORDING BOARD POLICY KKB**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

#### **Recording by District Personnel**

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

#### **Recording by Students**

PCR3 prohibits the use of video or audio recording equipment on district property or at district activities by students.

### **TEACHING ABOUT HUMAN SEXUALITY**

#### **Board Policy IGAEB**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. It is the parent/guardian's right to remove their student from any part of the district's human sexuality instruction. For further information, please refer to PCR3 Board Policy IGAEB.

### **PROGRAMS FOR HOMELESS STUDENTS Board Policy IGBCA**

PCR3 Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district have access to a free and appropriate public education.