

2018-2019

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

***PK-5 STUDENT
HANDBOOK***

August 15, 2018

Dear Parents,

Welcome to Phelps County R-III (PCR3) school district! PCR3 will be in space and out of this world through the 2018-2019 school year. Space is our theme for the year. We'll have several fun activities centered on 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. 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 2018-2019.

Misty House, President, 2020
Misti Wilson, Vice- President/Treas., 2020
Caroline Bradford, Board Member, 2021
Sherryl Burrus, Board Member, 2019
Donna Bradshaw, Board Member, 2019

Don Kilgore, Board Member, 2020
George Robbins, Board Member, 2019
Shelly Pursifull, Board Secretary
John Fluhrer, Superintendent/Principal

Administration, Faculty and Staff

Jen Mathis, Preschool and PAT (Parents as Teachers)
Rebecca Mitchell, Kindergarten
Samantha Deremo, First Grade
Cathy Blake, Second Grade
Mackenzie Spurgin, Third Grade
Kim Robison, Fourth Grade
Christin Hicks, Fifth Grade
Melanie Prugh - 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
Tim Davidson, Math and Algebra I
Allison Patterson, Jr High Science
Ryan Jacobs, Jr High Social Studies
David Harmon, Art
Kelsey Casto, Nurse
Kelley Henson, Library Aide
Ginger Struempf, Counselor
Terri Thompson, Music
Jamie Medearis , Title I
Udena (Nug) Davis, Spec. Educ. Para Professional
Judy Boswell, Para Professional PK
Crystal Mischke, Para Professional
Katie Moore, Para Professional
Stephanie Davis, Para Professional
Tim Cantrell, Maintenance/Custodian
Justin Luttrell, Custodian
Teresa Edgar, Bus Driver
Susan Kennedy, Bus Driver
Mike Clift, Bus Driver
Lahne Black, Board Secretary/Bookkeeper
Debbie Brown, Administrative Assistant
Tosha Guynn, Secretary
Shelia Sederburg, Cook Supervisor
Chasity Boettcher, 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	jmathis@pcr3.k12.mo.us
Kindergarten	Becky Mitchell	573-435-6293	S2	rmitchell@pcr3.k12.mo.us
1 st Grade	Samantha Deremo	573-435-6293	S1	sderemo@pcr3.k12.mo.us
2 nd Grade	Cathy Blake	573-435-6293	203	cblake@pcr3.k12.mo.us
3 rd Grade	Mackenzie Spurgin	573-435-6293	201	mspurgin@pcr3.k12.mo.us
4 th Grade	Kim Robison	573-435-6293	206	krobison@pcr3.k12.mo.us
5 th Grade	Christin Hicks	573-435-6293	204	chrhicks@pcr3.k12.mo.us
Learning Disabilities 5-8	Monica Hagen	573-435-6293	208	mhagen@pcr3.k12.mo.us
Learning Disabilities K-4	Judy Gale	573-435-6293	208	jgale@pcr3.k12.mo.us
Jr. High Rdg/Lang/Library K-8	Melanie Wainwright	573-435-6293	211	mwainwright@pcr3.k12.mo.us
Jr. High Math	Tim Davidson	573-435-6293	205	tdavidson@pcr3.k12.mo.us
Jr. High Science	Allison Patterson	573-435-6293	212	abrookshire@pcr3.k12.mo.us
Jr. High Social Studies	Ryan Jacobs	573-435-6293	210	rjacobs@pcr3.k12.mo.us
PE/Health	Tiffany Brunkhorst	573-435-6293	210	tbrunkhorst@pcr3.k12.mo.us
Music	Terri Thompson	573-435-6293	213	territ@pcr3.k12.mo.us
Art	David Harmon	573-435-6293	218	dharmon@pcr3.k12.mo.us
Title I	Jamie Medearis	573-435-6293	214	jmedearis@pcr3.k12.mo.us
Counselor	Ginger Struempf	573-435-6293	215	gstruempf@pcr3.k12.mo.us
Nurse	Kelsey Casto	573-435-6293	306	kcasto@pcr3.k12.mo.us
Library	Kelley Henson	573-435-6293	219	khenson@pcr3.k12.mo.us
Administrative Assistant	Debbie Brown	573-435-6293	300	dbrown@pcr3.k12.mo.us
Secretary	Tosha Guynn	573-435-6293	301	tguyenn@pcr3.k12.mo.us
Board Secretary/Bookkeeper	Lahne Black	573-435-6293	303	lblack@pcr3.k12.mo.us
Superintendent	John Fluhrer	573-435-6293	302	jfluhrer@pcr3.k12.mo.us

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

PBiS

Phelps County R-III is a PBS School! We are working to be the best!

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

PBS Universals ("Big 3) remind us of the expectation of good behavior. These behaviors will be taught to each student in each school setting (hallway, cafeteria, bus, playground, assembly, classrooms, etc.). This way the students have formal training in the expectations for all locations in the school. Encourage your child to tell you about all they are learning. We want to have a positive year with GREAT behavior!

WANTED:
STUDENTS WITH GOOD CHARACTER

CARDINAL CHARACTER COUNTS!

Students exhibiting good character will be rewarded with tickets. All staff members will be watching for students each month that are exhibiting good character responsibilities. "I'm a Cardinal Character!" awards will be given out monthly through teacher nominations! Pictures will be posted on the bulletin board for those students, too!

RECOGNITION

Students are recognized for A/B and A Honor Roll by State Representative Robert Ross. They are also recognized at monthly assemblies.

Students with good attendance are also recognized at assemblies.

CAFETERIA PRICES

If you think you might qualify for **FREE/REDUCED** lunch, please fill out the paperwork and return it to school.

Just so you know – NO ONE knows who is Free or Reduced Lunch in the lunch line. The paperwork is strictly confidential, filed immediately, and all children will receive the same exact lunch as everyone else, with no indication of what type (free, reduced, or paid) of lunch they receive. Again, if you even think you might qualify, please fill out the paper. We want to help your child and help the school.

Breakfast/Lunch Prices will remain the same this year.

Breakfast – Full Price – **\$1.20**, Reduced - .30, Adults – 1.40

Lunch – Full Price – **\$1.70**, Reduced - .40, Adults – 1.90

If you do not qualify for Free/Reduced lunches, please **PREPAY** your child's lunch account and purchase milks for your child's snack time (PK, and K).

We have available for your use a prepay option on the webpage for paying online.









To access: go to the school drop down box. Select Cafeteria Menu. Then scroll down to **PAY YOUR LUNCH BILL ONLINE**. Follow the link and directions there to pay your bill.

DAILY SCHEDULE

7:45	Building Opens and Breakfast Begins
8:05	Classes Begin
10:27	First Lunch/Recess 10:47 AM
11:00	Second Lunch/Recess 11:20 AM
11:37	Third Lunch/Recess 11:57 AM
3:16	Dismissal – Car Riders/Bus Riders

Each grade level has recess scheduled in the morning through grade 5. Afternoon recesses are scheduled for PK, K, 1, and 2. Junior High will have lunch recess every day. Grades 3, 4, 5 have recess in the afternoon when they can schedule it in. Each grade will have "Cardinal Time" this time will be 20 mins to work in small groups with teachers to help with areas students are lacking.

Phelps County R-3 PBS Matrix

	Be Respectful	Be Responsible	Be Safe
All Settings 	<ul style="list-style-type: none"> Respect and listen to adults Take pride in yourself and your school Treat others the way you want to be treated Give me 3 	<ul style="list-style-type: none"> Be your personal best Be a problem solver Leave no trace 	<ul style="list-style-type: none"> KHFAOOTY Enter and exit safely
Hallway 	<ul style="list-style-type: none"> Use voice level 0 Stop, look, and listen when spoken to by adults Put trash in garbage cans 	<ul style="list-style-type: none"> SSS- short, straight, silent Stay in line facing forward unless directed by an adult Keep halls clean 	<ul style="list-style-type: none"> KHFAOOTY Move with the flow of traffic Walk to the right side of the hallway
Bus 	<ul style="list-style-type: none"> Use voice level 2 or below Follow directions of driver/supervisor 	<ul style="list-style-type: none"> Ride in YOUR seat Be on time Keep bus clean 	<ul style="list-style-type: none"> Ride safely KHFAOOTY Enter and exit safely Practice safety skills
Assembly 	<ul style="list-style-type: none"> Respect and listen to all adults Respond Appropriately Give Me 3 	<ul style="list-style-type: none"> Sit in designated area Demonstrate Cardinal character Leave no trace 	<ul style="list-style-type: none"> KHFAOOTY Enter and exit safely
Cafeteria 	<ul style="list-style-type: none"> Only eat the food on your plate Clean up your area Listen to all adults 	<ul style="list-style-type: none"> Wait your turn in line All food and drink stays in eating areas Pick up trash around you even if left by others 	<ul style="list-style-type: none"> KHFAOOTY Leave space between you and others in line Walk at all times
Restroom 	<ul style="list-style-type: none"> Give people privacy Voice level 0-1 Wait your turn 	<ul style="list-style-type: none"> Flush Wash your hands with soap Put trash in trash cans 	<ul style="list-style-type: none"> KHFAOOTY Walk to and from the restroom Keep water off of the floor Report problems to an adult
Classroom 	<ul style="list-style-type: none"> Raise hand for permission to speak 	<ul style="list-style-type: none"> Have materials ready to use 	<ul style="list-style-type: none"> KHFAOOTY
Playground 	<ul style="list-style-type: none"> Wait your turn in line Listen to all adults Play by the rules 	<ul style="list-style-type: none"> Freeze at the whistle Gather equipment Report to an adult if someone is hurt 	<ul style="list-style-type: none"> Walk to/from class in SSS Stay in designated area

GRADE EVALUATION

Section 1

Report Card – Every pupil shall receive a report card four (4) times per year. A “warning notice” shall be sent to the parents during mid-quarter when it appears the student is NOT doing satisfactory work. Notes or phone calls from the teachers will also inform parents of students work if necessary.

Section 2

Parent Conference- Parent conferences will be held at the end of first and third quarters school wide. Report cards will be issued during conferences. Appointments will be made for a specific time when the parents can meet with the teacher to discuss the progress of their child/children. Parent Teacher Conferences are scheduled after school on October and on March.

Section 3

It shall be the duty of the Superintendent to notify the parent whenever the pupil is doing such work as in the judgment of the Superintendent or teacher, will endanger the pupil's promotion.

Section 4

Teachers shall use the following grading system:

100-95 = A	76-74 = C
94-90 = A-	73-70 = C-
89-97 = B+	69-67 = D+
86-85 = B	66-64 = D
84-80 = B-	63-60 = D-
79-77 = C+	59-0 = F

Section 5

Honor Roll - The honor roll is figured on a point system. An A will be equal to 4 points, a B 3 points, a C 2 points, and a D is 1 point. An F will have no points.

During the 2018-2019 school year, a new report card will be utilized to explain each child's level of performance. Students will receive a letter grade for the subject. Also, they will receive a level of mastery for each required standard.

RULES AND REGULATIONS ON DISCIPLINE

Teachers must have the right to teach their students in an orderly, respectful, and safe manner. Classroom rules will be followed by all children. The following is a list of rules that will encompass many of the general rules regarding good behavior here at school.

1. Be Respectful, Be Responsible, Be Safe
2. Students should be prepared to learn and work (book, pencil, paper, etc.)
3. Raise your hand to speak (please do not interrupt others)

4. Short, Straight, Silent lines in the hallway always walking on the right
5. Stay in your seat to complete your work when not in group or activity
6. KHFAOOTY – Keep hands, feet, and all other object to yourself
7. Take care of our school and books!
8. Bullying is not tolerated!
9. Good Bus Behavior is mandatory. Safety is the priority of every driver.
10. Food is for the cafeteria and party days not classrooms or buses
11. Use proper respect and language at PCR3 toward all adults and students.
 - a. Please do not bring cell phones, IPODS, electronic devices, etc. to school. (These items keep students from learning and are a distraction during teaching.)
 - b. Follow the mandates for discipline set forth by the Safe Schools Act, District, State, and Federal Policies.

If a student chooses not to follow the rules, then the following consequences will occur in this order. Teachers will complete a discipline referral form, send the student to the office with the form and policy will be followed.

K-4

Verbal Warning
 Loss of Recess (es)
 Call Home and Loss of Recesses
 After School Detention
 Call Home/Swats
 Assign ISS/OSS 1-3 Days

5-8

Verbal Warning
 Lunch Detention
 Loss of Privileges
 ISS
 OSS

All discipline referrals could be changed by the severity of the infraction, number of times previously to the office, attitude and behavior of child during conference with administrator, and if other discipline issues continue to become a problem. The following will occur: **5 office referrals** = behavior counseling with counselor and consequence for misbehavior, **5-10 office referrals** (depending upon administrator input and infraction) = lunch intervention/calling Juvenile Officer for a visit with the child and consequence for misbehavior, and at **10+ office referrals** = meeting with parents, contacting juvenile officer, alternative placement, etc. in addition to the consequences. Also, when the handbook rules are violated such as the Safe Schools, Federal Laws, State Laws, and local policies, ALL school, State, and Federal laws will be followed up to and including expulsion for 180 days. (All grade levels PreK-8).

BUS RULES AND REGULATIONS

In order to provide a safe transportation system it is a necessary to have rules and regulations that promote proper behavior of students while they are being transported to and from the school and on school activities. The most effective means of discipline seems to be loss of bus riding privileges for continuous disruptions on the bus. Understanding this is a hardship for parents that only have one vehicle or work out of town, all efforts will be made to insure students maintain good bus behavior. If the driver of the bus cannot get a student to follow rules, the driver will bring the student to the office for disciplinary action.

First Offense: The student will be given a warning or if action is severe, a suspension of bus riding privileges will occur. Parent/legal guardian will be notified by call and/or letter.

Second Offense: Assigned seats and/or one to three days of suspension will occur from the bus riding privileges. Parents will be notified by letter or phone.

Third Offense: Three to Five days of suspension will occur from the bus riding privileges. Parents will be notified by letter or phone.

Fourth Offense: Off the bus 30 days or longer to be determined by the administration. Parents will be notified by letter or phone.

During the suspension of bus privileges it shall be the parents/guardians to provide transportation to and from school. SUSPENSION of bus privileges does not provide for an excused absence.

Actions that would necessitate discipline procedures:

- Failure to remain seated
- Refusing to obey the driver
- Fighting or scuffling on the bus or at the bus stop
- Profanity
- Throwing objects out of or on the bus
- Hanging out the window
- Spitting on another person or out the window
- Creating a nuisance
- Vandalism
- Illegal use or possession of a controlled substance
- Any conduct prejudicial to the maintenance of good order and safety
- No food, gum, or drinks on the bus.

STUDENT DISCIPLINE

The Board of Education has legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. The includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the schools or impairs safety and the morale or good conduct of the students.

These policies, rules, and regulations will apply to all students in attendance with the district instructional and support programs, as well as at school sponsored activities and events home or away.

The Superintendent is responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. The Administrator subject to appropriate due process procedures may summarily suspend any student for up to 10 days for violation of these policies, rules, and regulations. Notice of suspension shall be given immediately to the parent/legal guardian.

Flagrant disregard for policies, rules, and regulations or truancy may result in suspension by the Administrator or long-term suspension or expulsion by the Board and are both subject to appropriate due process procedures. Expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the Administrator. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is made, a reasonable effort will be made by the Superintendent to either contact the parent/guardian by written notice delivered by the student, through the mail, or by direct phone contact.

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

The comprehensive discipline policy of the district is composed of this policy and all sub codes. A copy of the district's comprehensive discipline policy will be provided to every family at the beginning of each school year and will be available in the Administrator's office during normal business hours.

The Superintendent reserves the right to make modifications in the discipline policy and rules (with Board approval) at any time. This modification will be noted to the parents annually at parent-teacher conferences. The behavior modifications will be addressed with the students verbally in a meeting with administrator. All modifications will apply on and off campus and will apply to all students of the district as they are totally expected to abide by the rules and regulations of the district.

LIBRARY SERVICES

The Library functions as an integral part of the total educational program at PCR3. The library supports and supplements the curriculum. Students are encouraged to use the library and to ask the library and to ask the library staff for assistance. The library's goal is to guide students in their choice of learning material both for personal and curricular purposes and to encourage lifelong education through the use of library resources. To reach this goal, it is imperative to maintain a quiet atmosphere conducive to studying, researching, and reading.

PHYSICAL EDUCATION

All students are required to participate in physical education activities unless excused by a physician. Parents or guardians may temporarily excuse a student from participating on a daily basis. Required physical education credit must be achieved by participating appropriately in class activities and following class rules. If a student does not receive a passing grade, they may not be promoted without the state required physical education credit. Students may be required to wear proper gym shoes on the gym floor and dress out for gym class.

PARENTS AS TEACHERS/TEACHERS AS PARENTS

Parents as Teachers (PAT) is a free voluntary early-learning program for parents and guardians with children, birth to age five, offered through Phelps County R3 school district. PAT offers personalized visits, group meetings, information and guidance, periodic screenings, and a resource center. All parents and guardians are encouraged to participate in this program. We believe these types of experiences and activities can help your child develop skills necessary for successful entry into Kindergarten. For further information about this program, please contact Jen Mathis at 573-435-6293.

LOST AND FOUND

The lost and Found articles are kept in a box in the hallway. Report all lost items to the office. Unclaimed items will be donated to charity at the end of school.

VISITORS

Parents and citizens of our community are always welcome in our school. Students attending area high schools or other elementary schools are not allowed in classes during the instructional day.

NON-DISCRIMINATION STATEMENT

It is the policy of the Phelps County R-III School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

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. ***

EMERGENCY PROCEDURES

In case of inclement weather, or emergencies on school campus announcement of school closing will be placed with School Messenger, local radio stations, and television stations in Springfield and St. Louis.

A crisis information chart is available in every room in the elementary buildings. Procedures for safety drills are also posted in each room and each teacher will review them at the beginning of the school year. Drills will be held periodically.

REGULAR BUS ROUTES

Bus Driver—Teresa Edgar 573-368-9238
Bus Driver —Susan Kennedy 573-308-7112
Bus Driver —Mike Clift 573-202-9648

EXTRACURRICULAR ACTIVITIES

Parent/Guardians-

- Parent/Guardians shall comply with the Phelps County R-3 Schools District's Interscholastic Athletics and Extracurricular Activities Policy.
- **Parents/Guardians and Students shall discuss these eligibility requirements, both parent and student shall sign, and one copy shall be returned to the school for filing.**
- Parents/Guardians shall conduct themselves in a sportsmanlike manner at all times.
- Parents/Guardians shall not facilitate or participate in any form of harassment on or off the district school grounds.

Student Athletes-

- Students shall comply with the Phelps County R-3 School District's Interscholastic Athletics and Extracurricular Activities Policy.
- Students shall discuss these eligibility requirements with their Parents/Guardians and both parent and student shall sign the copy.
- Students shall maintain a minimum C average (or better) during the school year.
- Students shall display acceptable behavior.
- Students shall conduct themselves in a sportsmanlike manner at all times.

- Students shall conform to this policy and the rules established by our coaches and sponsors for the activities in which he/she is participating.
- Students shall not facilitate or participate in any form of harassment on or off the district school grounds.

Rules- The rules and regulations as stated below shall apply to all interscholastic athletics and extracurricular activities. Failure to comply with these rules will eliminate the student from participation in an event or activity for the day, a particular event, or possibly the season. The Phelps County R-3 School District is a member of MSHSAA and will comply with MSHSAA rules. The MSHSAA handbook is considered a part of this policy.

Eligibility Requirements

- Students meet all MSHSAA eligibility requirements for grades, physical examinations, age, citizenship, and other as posted.
- Students shall be ineligible for all interscholastic athletics and extracurricular activities if they failed more than two courses the previous semester.
- Students shall enter school within the first 11 days of any semester to be eligible for interscholastic athletics and extracurricular activities in that semester.
- Students shall be a resident of the School District and a creditable citizenship whose conduct will not reflect discredit upon them or the Phelps County R-3 School District in order to participate in interscholastic athletics and extracurricular activities.
- Students shall be ineligible for 365 days if they transfer to (or from) another school district for athletic reasons or have been recruited by another school district.

Grades-

- All students in athletics or academic organization contests are expected to maintain a minimum C average (or better) during the school year.
- All students who desire to participate in interscholastic athletics and extracurricular activities shall maintain a C average **with no failing grades during any two-week grade check.**
- The Superintendent shall insure that coaches (sponsors) are provided grade checks for every student participating in interscholastic athletics and extracurricular activities every two weeks.
- Any student who does not have a C average at the end of a two-week grade check may continue to practice **but shall not participate in games** until their grade average is C or better. This is after the mandatory tutoring which takes place concurrent to practices. There can be no failing grades at this time as immediate removal will take place.
- In coordination with the Superintendent, and at the discretion of the coach, any student who does not maintain a C grade average for a second two-week period shall be removed immediately from the interscholastic athletics and/or extracurricular activity for the season or year. Failing grades are still not permitted.

Attendance-

- In accordance with school policy students cannot attend any activity when they have been absent from the school for more than ½ day in attendance.

***The full Extracurricular Activity Policy is available for review, if requested.**

BULLYING POLICY

General

In order to promote a safe learning environment for all students, the Phelps Co. R-III School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Bullying - 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.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) at Phelps County R-3 is an organization of parents, teachers and staff members who volunteer their time and talents throughout the school year to:

ENRICH the educational experiences of PCR3 students.

Bring HOME & SCHOOL closer together.

Promote open COMMUNICATION between teachers, administrators and parents, foster SCHOOL SPRIT and COOPERATION among the entire school community.

Playground and sports equipment, media equipment, library books, art projects, and many other significant activities are supported by the PTO.

PTO has scheduled meetings throughout the year with various activities for Parents and Teachers to work together to promote PCR3.

EXCEPTIONAL CHILD EDUCATION COOPERATIVE - PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability. This includes children attending private schools; highly mobile children, such as migrant and homeless children; and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. School districts comprising the Exceptional Child Cooperative (COOP) assure they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, and developmental delayed.

School districts comprising the Coop assure they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

School districts comprising the Coop assure that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may

request amendment to the education records if they believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

School districts comprising the COOP have developed Local Compliance Plans for the implementation of the State Regulations for the Individuals with Disabilities Education Act (IDEA). These plans contain the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). These plans are available for the public review at your local school district during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be completed by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact an administrative office at your school district. All School Districts which are members of the COOP, assure they will comply with the requirements of this notice. This notice will be provided in native languages as appropriate. 6/2009

FREE TEXTBOOKS AND SUPPLIES

Section 1- The Board of Education shall reasonably provide all textbooks and supplies duly adopted and necessary for the use of the school. (These supplies do NOT include materials that a student would normally buy: paper, pencils, etc.). All books are numbered and marked as property of the Board of Education, and they shall be loaned to the students free of charge. Students will pay for all books not checked in at the end of the year or if books are lost or damaged throughout the school year.

Section 2- Teachers shall keep a register of all books and supplies placed in charge of a pupil for their use. No book is to be taken from the building except for the purpose of studying or homework and returned the next morning. Student will pay for all books in ill repair.

Section 3- Books are not to be defaced with ink, pencil or any other medium. Students will pay for all damaged books.

Section 4- Teachers shall prepare a reasonable list of supplies at the beginning of the year for the students in their classrooms these will be replenished by the parent/legal guardian as necessary.

CARDINALNET- ACCEPTABLE USE POLICY

School internet access is available to all students, faculty and staff. Our goal is to provide these services to promote educational excellence by facilitating innovation, communication, resource sharing and networking with other groups across the world. Our CardinalNet provides the students with a network where they can access the internet. With this access, students must be responsible and follow the acceptable use policy listed below.

At Phelps County R3, students will have the opportunity to be in our school newsletter, yearbook, and/or school bulletin throughout the school year. Our district policy states that in order for a child's picture to be used, parents/guardians will need to sign our technology form attached to our handbook.

Rules for the Acceptable Use of the CardinalNet:

- No action that might degrade or disrupt equipment or system performance is permitted. (Altering of computer settings, loading and deleting software, or deleting files that aren't yours) This will suspend your use of the Internet for the year at the minimum.
- Individuals may not access materials that are considered offensive or inappropriate for an educational setting. This will suspend your use of the Internet for the year.
- There can be no illegal activity, including violation of copyright or other contracts. This will suspend your use of the Internet for one year.
- ALL school computers are public and can be audited at any time.
- Individuals cannot at any time use an account owned by another user.
- Individuals must respect the privacy of other individuals.
- Individuals must respect the data of another user as personal property.
- Individuals should never post personal communications from school.
- Individuals may not use the network for financial or commercial gain. Suspension for a year.
- NO e-mail messaging from school.
- If you feel you can identify a security problem on the CardinalNet system notify the system administrator immediately.
- NO wandering into inappropriate web sites (instant messenger, spyware, and etc.) Suspension for one year.

Additions for CardinalNet for 2018-2019 school year and are in effect from this year forward (March, 2008)

All students will have access to the Internet resources in the computer lab. The sole purpose of student's Internet access is to support education and research by providing access to unique resources and an opportunity for collaborative work that is consistent with the educational objectives of the Phelps County R-3 School District. All students who use the PCR-3 School Internet access are expected to read the above guidelines and/or take part in a discussion of the guidelines with a teacher.

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Because of its enormous size, the educational potential is endless and due to this is easily abused. It is a joint effort of the school and parents/legal guardians of each student to educate the student about his/her responsibility when using the Internet. One of our school goals is to support students in the responsible use of this vast reservoir of information. These are guidelines that will ensure students use this valuable resource in a safe and appropriate manner.

Parents will sign the form found in the student handbook/newsletter and return to the school prior to students being allowed to use the Internet services.

EXPULSION OF STUDENTS

“Expulsion” refers to permanent exclusion from school. If a student consistently refuses to conform to school policies, rules and regulations, the administrator may recommend to the Board of Education that the student be expelled from school. The board will review such recommendations and decide whether to proceed with an expulsion hearing.

Prior to enrollment, a student who is under suspension or expulsion from any other in-state or out-of-state public or private school and who is seeking admission will serve such punishment prior to enrollment. The Administrator will confer with the pupil, parent/guardian, or person acting as parent of a special education student to confirm imposition of the other school’s suspension or expulsion. If the Administrator determines that such conduct would have resulted in a suspension or expulsion had the conduct been committed in district schools, the suspension or expulsion will be implemented.

No student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this district or from any school district until the district has conducted a meeting to consider possible readmission. During the meeting participants will consider the conduct which resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct which, if charged as an adult, would constitute one of the following: first or second degree murder, first degree assault, forcible rape or sodomy, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, and kidnapping as a Class A felony.

Nothing in this policy shall be interpreted to prevent the district from imposing discipline under the district student code of conduct underlying the above list offenses even if the adult charge or juvenile petition has been dismissed or acquitted of the specific act in a criminal or juvenile court, provided it is proven by a preponderance of the evidence that the student committed the underlying act.

The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct which is deemed prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the student. However, only the board has the authority to expel a student from school.

If a student consistently refuses to conform to school policies, rules, and or regulations, the superintendent may recommend to the Board of Education that the student be expelled. The Board will then review such recommendations and decide whether to proceed with the expulsion hearing.

The Board will notify in writing the charges against the student, which will be delivered by certified mail to the student, his parents/guardians, or others having custodial care. Such notification will include charges, contemplated action and time and place of such hearing on such charges and that the student, parents/guardian or others having custodial care shall have the right to attend the hearing and to be represented by counsel.

The hearing will be in closed session unless the student, parents, or others having custodial care request an open hearing. At the hearing the Board of Education or counsel will present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board will expect in each case for the administrator to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents, or others having custodial care or counsel shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.

At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the district. Prompt notice of the decision shall be given to the student, parent/guardian or others having custodial care and counsel if applicable. Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the board of education.

RMSO 569, 195,566,565,563 Adopted 1984, 2004

REGULATIONS AND USE OF SCHOOL FACILITIES AND FUNCTIONS

1. Pupils guilty of intentionally injuring the school furniture or property shall pay for all damages.
2. Students with weapons in their possession in the school or on school property will be suspended from school for at least one school year or expelled on a case by case basis according to law.
3. **Students leaving the building without permission will result in:** authorities and parents being notified.
4. If a pupil or trespasser resorts to violence, authorities will be notified.
5. If any pupil comes to school untidy or inappropriately dressed, he/she may be sent home by the superintendent, to be properly prepared for the school day. Student tops, blouses, etc., must have sleeves. **No cold shoulders, spaghetti straps, tank shirts, muscle shirts halters, halter type tops, tube tops or crop tops showing portions of the body, cut-out T-shirts, baggy jeans without belts.** Chains are considered weapons and are not allowed. T-shirts or other articles of clothing that contain inappropriate messages will not be allowed. Students wearing inappropriate clothing will be asked to turn inside out or go home and change. (No offensive language, pictures, etc.). Clothing should be appropriate for school and the appearance of each student should help maintain an atmosphere conducive to academic work. Students are encouraged to exercise neatness and modesty in appearance and manner of dress.
6. Students who are ill or think they need the nurse must have permission before going to the nurse's office. Arrangements will be made by the nurse for students to go home. If students are afflicted with any infectious disease or head lice they will not be allowed to attend school until a doctor's note clears them of disease or a head check occurs by our nurse after you bring them to school and the nurse clears them.

7. Head lice- If nits or lice are found on a student, parents are called to pick up children. Children are not allowed back on the school bus or in school until the parents bring child/children back to school to be rechecked and no nits or lice are found on the child/children. This is infectious and can cause a call to the authorities if not taken care of in a timely manner. 9/91 and revised 8/06.
8. **Pupils should NOT arrive at school before 7:45 and must leave the premises, unless attending school functions, at the end of each school day.**
9. No pets or animals of any sort will be allowed in the school building at any time.
10. It shall be the duty of each teacher to complete a discipline referral form and send/bring that form to the office with any student being referred for behavior problems.
11. **No hardballs are allowed on campus.** Students may use softballs in designated areas set forth by the school.
12. Students are not allowed to leave the playground for any reason without the consent of the playground supervisors.
13. Cell phones, video games, game boys, DS, MP3 players, and all other gaming devices, etc. are not allowed at school. These items cause a distraction in class and impede the learning of the owners as well as the other children in class. If it rings (makes noises) then it will be taken to the principal's office and picked up by parents. Hats should not be worn inside the building.
 - a.) If electronic device is brought to school, the student will need to bring their device to the office before the start of the school day and device will be kept in a designated area until the end of the school day.
14. All regulations regarding behavior apply to transportation on busses as well as at the school site or other school sites where activities are being held. (Boarding of a bus by a parent/legal guardian is considered trespassing).
15. **Food brought into the school for parties grades PreK-8 must be commercially packaged.**
16. **Playground Rules:** Students must treat playground equipment with respect and use the equipment appropriately:
 - a. Slide down the slide (do not climb up)
 - b. Poles are not for sliding down
 - c. Sit down on the slide
 - d. Please do not climb on top of the Fort
 - e. Swing facing forward with no jumping out of swings
 - f. The use of profane language and fighting is not allowed
 - g. Do not throw rocks, sticks, snowballs, or other items found on the playground.
 - h. Stay inside the playground fence
 - i. Chewing gum is prohibited for grades PreK-5
 - j. Please pick up the trash and put it in the trash can.

17. **VISITORS MUST CHECK IN THROUGH THE OFFICE AND BE GIVEN A VISITOR'S PASS.**
18. Students feeling themselves aggrieved shall request a conference with the administrator and the teacher to discuss the situation.
19. Rules important to the physical education classes:
 - a. Stop all activity when the whistle is blown.
 - b. **No gum**, candy or any other item should be in the mouth so as to prevent choking.
 - c. Follow all directions given by the teacher.
 - d. No pushing, kicking, pulling, or tripping other students and no rough play.
 - e. Go to and from the class quietly while we are in the halls.
 - f. Do not handle any equipment unless instructed to do so.
20. Students should not go into the teacher's lounge for any reason.
21. **School closings for weather concerns** will take place only on rare occasions after it has been determined by the administrator and district personnel that road conditions, such that transporting students would present a hazard. Because many persons are affected by this decision it is made prior to 6:00 A.M. and put on the area TV and radio stations. (KY3, KOLR, KZNN, KJPW, KFLW, and others, as well as School Messenger) In very extreme cases the school may be closed for other reasons. Procedures will be the same as above. All efforts will be made to keep students in session once the day begins. Should an emergency occur every effort will be made to inform parents through the local news media or School Messenger.
22. **STUDENTS ARE NOT ALLOWED IN THE BUILDING BEFORE 7:45 A.M or after 3:16 unless participating in school/community functions.**
23. More than **three unexcused tardies per quarter** will result in loss of privilege or after school detention.
24. Any toys, cards, other items should be left at home. They are a distraction to the classroom and are not allowed in any classroom PreK-8.
25. For outside source to reserve and use the gym when it is not in use the party or individual must provide a certificate of insurance to the administrator a form requesting gym reservation.