

# JOHN EVANS MIDDLE SCHOOL

2017-2018



## Parent/Guardian Signature

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

*Please sign above and check below to verify that you have read and agree to the following:*

- I have read and discussed the John Evans Middle School Student Handbook with my child.
- I have read the school district's Technology Usage Policy\*\*on pages 25-28.

On occasion, your child's photograph and/or name may be published in the local area newspaper(s); on our school web page; on school social media and the school yearbook. **Please check each of the following if you give permission to allow this.**

- Local area newspaper
- School web page
- School social media
- School Yearbook



# John Evans Middle School

Preparing every student for success!

“Be the CHANGE!”

Students:

Welcome to John Evans Middle School. We're pleased to have you as a student. You will be challenged with opportunities during your enrollment.

You will spend a year in a school that represents pride, tradition, and excellence, and the Potosi Staff is here to help you fulfill your aspirations. We encourage you to participate in extra-curricular programs. We have a caring and talented staff. This is your school and the memories you will have of it will reflect what you do in the future.

John Evans Middle School wishes you an enjoyable and rewarding school year.

Sincerely,  
Professional Staff

## 2017-2018 School Calendar at a Glance

August		December	
17	1 <sup>st</sup> day of student attendance	20	1 <sup>st</sup> Semester Ends (1:00 Dismissal)
September		21-29	Christmas Break (No School)
1	Teacher Workshop PD (No School)	January	
4	Labor Day (No School)	1	New Years Day (No School)
October		2	Christmas Break (No School)
13	1 <sup>st</sup> Quarter ends	3	School Resumes
19	Parent Teacher Conferences (1:00 p.m. Dismissal)	15	Teacher Workshop PD (No School)
20	Parent Teacher Conferences (No School)	February	
November		19	(W6) President's Day (No School)
6	Teacher Workshop PD (No School)	March	
22	Thanksgiving Break (1:00 p.m. Dismissal)	9	3 <sup>rd</sup> Quarter Ends
23-24:	Thanksgiving Break (No School)	29	Easter Break (No School)
		30	Easter Break (No School)
		April	
		2	Easter Break (No School)
		May	
		15	Student's Last Day (1:00 p.m. Dismissal)

### Student Information

Name: \_\_\_\_\_

Advisory Teacher \_\_\_\_\_

Welcome to

**John Evans Middle School**

303 S. Lead St.  
Potosi, MO 63664  
[www.potosir3.org](http://www.potosir3.org)  
Twitter: @JEMS\_Trojans  
(573)438-2101  
Bryce Wilson, Principal  
Kimberly Bouse, Assistant Principal

**Home of the Potosi Trojans**

Potosi R-III School District  
Mission Statement

The Potosi R-III School District will provide for all students a safe environment which will allow them the opportunity to reach their learning potential and prepare them to be responsible citizens through a cooperative effort among home, school and community.

***POTOSI R-III SCHOOL DISTRICT  
BOARD OF EDUCATION***

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**President**

Terry Dobbs

**Vice-President**

Kathy Silvey

**Treasurer**

Jimmy W. Gibson

**Secretary**

Rhonda Phares

**Members**

Randy Barron

Dr. James Robart, Jr.

Bill Short

***ADMINISTRATION***

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**Superintendent**

Dr. Shawn McCue

**Assistant Superintendent**

Adam Portell

**Director of Curriculum/Instruction**

Laurie Huff

**Director of Special Services**

Kim Hartley

**Director of Transportation**

Shane Blair

**JEMS Principal**

Bryce Wilson

**JEMS Assistant Principal**

Kimberly Bouse

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## **Policy of the Board of Education**

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, nation origin, ancestry, religion, socio-economic status, mental status, sex, age, handicapping conditions or organizational memberships. In keeping with the requirements, of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; In the discipline; and in the location and use of facilities and educational materials. All interested persons are further notified that the R-3 Administrators designated to coordinate its compliance activities in these areas include:

TITLE IX-Matt Bradley, Athletic Director

Section 504 and the Americans with Disabilities Act-Kim Hartley Director of Special Services

### **FERPA-Family Education Rights & Privacy Act**

Under FERPA, and LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information commonly referred to as “directory information” includes such items as names, addresses and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent. Additionally, 9528 required that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters and institutions of higher learning upon request, subject to a parent’s request not to disclose such information without written consent. A single notice proved through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and 9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so. (Policy JO)

To opt out of the public, nonconsensual disclosure of directory information, a student’s parent/guardian should contact the student’s counselor by September 1<sup>st</sup> of the current school year.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girls Scouts of the United States of America or any other youth group designated in applicable federal law.

### **Information Released to United State Military**

Parents/Guardians, please be aware that the United State Military may request, under Public Law 106-398, a current list of all juniors and seniors full name, home address/location, and telephone numbers. Under this law, a secondary student or the parent of the student may request that the information not be released. Please call your son’s/daughter’s counselor by September 1<sup>st</sup> of each school year if you want their name removed from this list. Unless notified by September 1<sup>st</sup>, Potosi High School will comply with the Public Law 106-398 and release this information to the United States Military branches.

### **No Child Left Behind Act**

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each parent:

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**Missouri Department of Elementary & Secondary Education**  
**No Child Left Behind Act of 2001 (NCLB) Complaint Procedures**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education(the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents</b>
<b>General Information</b> 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed?
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?
<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?

<sup>1</sup> Programs include Title I, A, B, C, D, Title II.A.2, Title IV.A, Title VI, Title VII.C  
Revised 7/15

<sup>2</sup> In compliance with NCLB Title IX Part C, Sec 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

- 1. What is a complaint under NCLB?**  
For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
- 2. Who may file a complaint?**  
Any individual or organization may file a complaint.
- 3. How can a complaint be filed?**  
Complaints can be filed with the LEA or with the Department.
- 4. How will a complaint filed with the LEA be investigated?**  
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. **What happens if a complaint is not resolved at the local level (LEA)?**  
A complaint not resolved at the local level may be appealed to the Department.
6. **How can a complaint be filed with the Department?**  
A complaint filed with the Department must be a written, signed statement that includes:
  1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
  2. The facts on which the statement is based and the specific requirement allegedly violated.
7. **How will a complaint filed with the Department be investigated?**  
The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. **How are complaints related to equitable services to private school children handled differently?**  
If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
9. **How will appeals to the Department be investigated?**  
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. **What happens if a complaint is not resolved at the state level (the Department)?**  
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

#### **Grievance Procedure**

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973.



**Level One-Principal or Immediate Supervisor**(Informal & Optional-may be bypassed by the grievant)-Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

**Level Two-Assistant Superintendent**-If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form which may be obtained from the Assistant Superintendent. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title IX & Section 504 Coordinator, A minor student may be accompanied by a parent or guardian. The Assistant Superintendent Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

**Level Three-Superintendent**-If the complaint is not resolved at level two, the grievants may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievants receive the report from the Title IX & Section 504 Coordinator. The grievants may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

#### **Public Complaints**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communications with the appropriate staff members and officers of the school district, such as the faculty, principals, and the superintendent of the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should be first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (1) above, or problems and questions concerning the school district, should be directed to the superintendent.

#### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, children learning English as a second language, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Potosi R-3 School District assures that it will provide a free and 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 impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. For more information, contact the Assistant Superintendent, at 573-438-5485.

The Potosi R-3 School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Potosi R-3 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Potosi R-3 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the office of the Assistant Superintendent, 400 North Mine Street, Potosi, Missouri, from 8:00 A.M. to 3:30 P.M., Monday through Friday.

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 compiled by December 1 of each year. This information is treated as confidential and must include: name of the 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 the Assistant Superintendent, Potosi R-3 School District at 438-5485.

This notice will be provided in native languages as appropriate.

#### **Public Notice: Asbestos Regulations Open to the Public**

Federal regulations under the Asbestos Hazard Emergency Response Act (AHERA) requires public notice to parents, guardians, and employees of the availability of an Updated Asbestos Management Plan. The Superintendent, who is in charge of compliance for the district, has announced that in compliance with regulations, the approved plans of Potosi R-III Schools are available from each building administrator and at the Superintendent's Office.

#### **Teaching About Human Sexuality**

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. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality, sexually transmitted diseases, and sexual predators the faculty will follow the guideline of Board Policy IGAEB.

#### **Allergies**

Potosi R-3 School District will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

There are many products, including some school supplies that contain latex. These supplies may include markers, glue sticks, erasers, and rubber bands. Please purchase only labeled latex-free school supplies for your child.

Please do not allow your child to bring balloons or any other toys that may contain latex to the classroom. If you would order a florist delivery for your child, please remind the florist to not include regular latex balloons with the order. Latex allergies can be life-threatening for some individuals.

## **SCHOOL POLICIES**

### **Student Responsibilities**

Every student is responsible for knowing the procedures, policies, and requirements of the school. This means that it is each student's duty to familiarize himself/herself with the knowledge of graduation and academic requirements: guidance services; discipline policy; attendance; and the other items in this handbook and handouts provided. Seniors are reminded that all obligations (examples: fines, fees, textbooks returned, etc.) must be met before diplomas will be issued.

The policies and procedures contained in this handbook have been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate in the world of tomorrow. We hope that you will participate in our varied activities and find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success at Potosi High School will be directly proportional to your efforts.

Our school welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

### **Philosophy of the Potosi School District**

We, of the John Evans Middle School realize that the perpetuation of our society depends on the progress of the individual. Continued progress and growth of the individual is the aim of education in our school.

We, of the John Evans Middle School, knowing full well the responsibility entrusted to us by our complex society, are dedicated to these goals:

- A. To develop in each of our pupils the responsibility of the personal dignity of man.
- B. To cultivate intellectual curiosity in each pupil.
- C. To equip each pupil to live a responsible and profitable life as a citizen of the community, nation, and world.
- D. To aid each pupil in acquiring and developing desirable traits of character.
- E. To develop and teach the fundamental skills, effective study habits and work habits.

To fulfill these goals, we of the John Evans Middle School, must to the best of our ability:

- A. Recognize the individuality of each student and develop this individuality through guidance and encouragement.
- B. Organize and operate the program of education to develop the total individual.
- C. Instill in each student an appreciation for, and loyalty to, his/her country.

In the John Evans Middle School, the child is the center of all efforts. This principle of education should direct our efforts toward a practical, as well as theoretical, philosophy. Acceptance of this

philosophy is the first step. Cooperation of parents, teachers, and administrators is essential in establishing and maintaining high educational standards for our school.

### **Objectives**

1. To provide experience which will further the maximum intellectual development of each individual according to their interests, needs, and abilities.
2. To promote the development of desirable character and personality traits.
3. To develop useful knowledge of the fundamental tools of learning.
4. To develop a disciplined mind providing training in recognition of and possible methods of attack upon real problems.
5. To develop an intelligent understanding of the institutions and organized society.
6. To develop skills, habits, and proper attitudes necessary to perform fundamental civic, economic, and social activities conducive to good citizenship.
7. To acquaint individuals with some of the varied forms of culture that have and do exist in society.
8. To develop an understanding of the means necessary for healthful living commensurate with the individual's ability and physical environment.
9. To create an appreciation for a clean, attractive environment and a respect for the property right of others.
10. To instill an attitude of tolerance for religion, race, sex, and individual differences in others.
11. To encourage all parents and citizens of the community to participate and cooperate in matters of educational interest.
12. To provide incentives and opportunities for professional growth on the part of the faculty.
13. To initiate each individual both a love of learning and a practical training in how to learn.
14. To help individuals become more free and more responsible in a democratic society.
15. To instill in each individual both a love of learning and practical training in how to learn.
16. To inform parents of the progress in the education of their child.
17. To make available assistance to parents in identifying, understanding, and meeting the needs of their children.

## **Student Guidelines**

### **Attendance Policy**

Parents should call 438-2101 on the day of their student's absence between 7:15 a.m. and 3:00 p.m. or leave it on the attendance secretary's voicemail. Calling verifies an absence, ensuring the student will not be counted truant.

Students should not be out of class without the student handbook and are not allowed off school grounds without parental permission.

**IMPORTANT: Students are required to have 93% attendance, excused and unexcused, in order to attend school sponsored activities including school dances and field trips.**

Excessive absences whether excused or unexcused, may affect the student's academic grade. Excellent attendance promotes success.

### **Student Absences & 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. At least one (1) study identified attendance as the single greatest indicator of 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 benefits of classroom instruction, once lost, cannot be entirely regained.
3. 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.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train student's to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. 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 Potosi R-III School District.

### **Development of Rules & 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 consistency enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. 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 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.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound instruction.
3. Use of available, appropriate community resources.
4. Staff-Student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact when students are absent.  
No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allow students and their parents/guardians to appeal any imposed consequence to the superintendent. The Board will not hear appeals of consequences for excessive absences.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building

principal is responsible for supplying information to parents/ guardians about student absences, and for submitting attendance information to the superintendent's office.

For the purpose of awards, honors and other special recognition, a student at any Potosi R-III school shall be declared to have perfect attendance in any year in which they meet the qualifications of the attendance center where they are enrolled.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that the student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

**Reasons for Absence:** It is important that students understand that the eight days of absences are not to be considered as approved days to miss classes, but rather they are to be used only for:

1. Personal illness
2. Professional appointments that cannot be scheduled outside of the regular school day.
3. Other serious personal or family problems

**Parent Contact:** Attendance Letters will be sent out after your child misses 3, 5, 7 & 10 days. If a student misses five (5) days of school, the school will inform the parents of these absences by letter and that a mandatory parent conference must be held. This conference is mandatory. A statement from the family doctor may be accepted in lieu of the conference in unusual cases.

**The primary purpose of the conference is to attempt to determine the cause of the student's attendance problems and to bring the resources of the school and/or community to bear upon these problems.**

**Typical action of these conferences might include the following:**

1. **Recommendations for medical or other kinds of professional assistance to the student or the family.**
2. Possible changes in the student's instructional program or remedial or make-up work in the case of extended illness.
3. Placing the student on probation for lack of attendance with the requirements that further absences be substantiated by notes from the family doctor if the student is to continue in school.
4. In the case of students who are under sixteen years of age, assistance may be requests of the division of family services, the juvenile officer, or the courts to bring action against parents who violate the compulsory attendance law.

**Absence and School Activities:** Students who are absent for any reason on the day of an activity, or on the school day prior to an activity if scheduled on a weekend or holiday, shall not be eligible to participate in the activity without having their participation approved in advance by the administrator. This applies to all activities, including athletics, music, choir, drama, speech, dances, club activities, perfect discipline activities, etc.

School sponsored or sanctioned activities are exempted from and will not count toward the total eight (8) days.

If absences continue after the Mandatory Parent Conference, the Washington County Juvenile Office will be notified and the student may

be placed on probation. Also you, as a parent/guardian, will be turned in to the Prosecuting Attorney for educational neglect.

**Absences on day of Tests or assignments:** Student absences falling on the day of a test or the day that an assignment is due shall be treated as follows:

- A. Regular assignments are those normally due the next day or within the next few days. A student shall have additional time, equal to the amount of time he/she was absent, to turn in these assignments. Assignments turned in later than this policy provides may have credit reduced or may not be accepted at all by the teacher. It is clearly the student's responsibility to find out what has been issued and make arrangements for turning the work into the teacher.
- B. Advanced assignments are those assigned at least ten school days in advance. These will be due on the day and time designated, regardless of whether or not the student is present. These assignments may be brought to the school by parents or delivered by other means. A student's grade may be reduced by a teacher if advanced assignments are not turned in on time.
- C. Test and exam absences: If a student misses a major test, it shall be made up on the day that the student returns to school if the student chooses, or the student may have additional time equal to the time they were absent from school to make up the test. Short unannounced, so-called "pop" tests of fifteen points or less may not be made up if the student is absent.
- D. Homework may be requested by a parent or guardian if the student is absent for 3 or more days.
- E. If a student is absent for the quarter or semester exam in a class, permission to make up the exam must be secured from an administrator. In this case, absences will be checked very carefully and a doctor's excuse may be required in individual cases to make up the final exams missed.

**Truancy:** Any student who is absent from school without their parent's knowledge or permission will be considered truant, and subject to disciplinary action. This includes a student who leaves school without informing the office and signing out. Students who are truant will not receive credit for work missed.

**Perfect Attendance:** All students who have maintained perfect attendance for the entire school year will be rewarded with a school activity toward the end of the school year. Perfect attendance is defined as missing no hours of school, for any reason, for the entire school year.

#### **Discipline Policy**

Although the majority of students in the school district follow the rules of the district, it is likely that some students will violate these rules. When a violation occurs, the imposition of sanctions should be expected. Because we should realize individual differences for our students, the administration of penalties needs to be guided by the premise that if a particular individual can best be handled and/or the situation best controlled by a means other than the set standards, then that method should be employed. (Policy JG-R3)

Students with disabilities will abide by the same discipline guidelines as their non-disabled peers. Any exceptions will be noted in the student's IEP (Individual Education Plan). The rights of all disabled children will be protected under the provision of the IDEA Amendments of 1997. Students who have maintained perfect discipline for each quarter and the entire school year will be awarded with a school activity.

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense

or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education.

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness. The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. See Policy JGA-1.

It is the policy of the Potosi R-3 School District 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 JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent 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 principal, 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.

**Participation in Activities** - Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

**Prohibition Against Being on or Near School Property During Suspension** - All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence for 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 public school in the district 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.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. 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 this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

#### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. 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.

**Academic Dishonesty** – 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; and other misconduct related to academics. *First Offense:* No credit for the work, grade reduction, or replacement assignment. *Subsequent Offense:* No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson**-Starting or attempting to start a fire or causing or attempting to cause an explosion. *First Offense:* Detention, in-school suspension, 10 days out-of-school suspension and possible recommendation to superintendent for 11-180 days out-of-school suspension, or expulsion. Restitution if appropriate. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. *First Offense:* Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.
2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another. *First Offense: Expulsion.*

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. *First Offense:* Detention, in-school suspension, or 1-180 days out-of-school suspension. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)**-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 privileges may be suspended or revoked.

**Dishonesty**-Any act of lying, whether verbal or written, including forgery. *First Offense:* Nullification of forged document. Parent contact, corporal punishment, noon detention, or after-school detention. *Subsequent Offense:* Nullification of forged document. Parent contact, corporal punishment, noon detention, in-school suspension, or out-of-school suspension.

**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 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:* Corporal punishment, noon detention, after-school detention, in-school suspension, or 1-10 days out-of-school suspension. *Subsequent Offense:* Corporal punishment, after-school detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol** (see Board policies JFCH and JHCD) -

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. *First Offense:* In-school suspension or 1-180 days out-of-school suspension. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.
2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. *First Offense:* In-school suspension, 10 days out-of-school suspension and recommendation to superintendent for 11-180 days out-of-school suspension, or expulsion. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.
3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. *First Offense:* 1-180 days out-of-school suspension or expulsion. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

**Electronic Communication Devices, Possession**-Cell phones and electronic pagers are not to be used and turned off during instructional time (class time). Cell phones and other electronic devices are not to be used to transmit information, including text messages. If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession. *Please see Board Procedure EHB-AP and Board Policy KKB.*

The following discipline/consequences will be followed if a student does not follow the telephone and electronic device rules established by the school. *First Offense:* Phone/electronic device will be held in the office for student to pick up after school. *Second Offense:* Phone/electronic device will be held in the office for student to pick up after school. *\*\*For the 2<sup>nd</sup> offense, the student must turn phone into the Assistant Principal before 8:00 am the next 2 consecutive days to be held in the office and student can pick up after school.* *\* Third Offense:* Phone/electronic device will be held in the office for student to pick up. *\*\*For the 3<sup>rd</sup> offense, the student must turn phone into the Assistant Principal before 8:00 am the next 3 consecutive days to be held in the office and student can pick up after school.* *\* Fourth and Subsequent Offenses:* Phone/electronic device will be held in the office and student will meet with Assistant Principal to discuss the possibility of losing the cell phone/electronic device privilege for the remainder of the year.

**Extortion**-Threatening or intimidating any person for the purpose of obtaining money or anything of value. *First Offense:* Corporal punishment, replace item, noon detention, in-school suspension, or 1-10 days out-of-school suspension. *Subsequent Offense:* Replace item, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property**-Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment. *First Offense:* Restitution. Principal/Student conference, detention, or in-school suspension. *Subsequent Offense:* Restitution. Detention or in-school suspension.

**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, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law

enforcement for trespassing if expelled. *Subsequent Offense*: in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms** (see also "Threats or Verbal Assault")-Tampering with emergency equipment, setting off 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. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense*: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting** (see also, "Assault")-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. *First Offense*: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. *Subsequent Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling**- Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. *First Offense*: Principal/Student conference, loss of privileges, detention, or in-school suspension. *Subsequent Offense*: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Gum/Candy/High Energy Drinks**-(Monster, Red Bull, Amp, etc.) *First Offense*: Noon detention. *Subsequent Offense*: Noon detention or after-school detention.

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

**Incendiary Devices** - 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. *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.

**Incomplete Work**- *First Offense*: Office detention, noon detention, after-school detention, or corporal punishment. *Subsequent Offense*: Noon detention, after-school detention, corporal punishment, in-school suspension, or out-of-school suspension.

**Not Participating in P.E.**-*First Offense*: Noon detention, after-school detention, or corporal punishment. *Subsequent Offense*: Noon detention, after-school detention, corporal punishment, in-school suspension or out-of-school suspension.

**Nuisance Items**-Possession or use of items such as toys, games, and portable media players 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.

**Public Display of Affection**- Public affection that is inappropriate for the school setting, including, but not limited to, kissing and groping. *First Offense*: Principal/Student conference, noon detention, after-school detention, in-school detention, 1-180 days out-of-school suspension. *Subsequent Offense*: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation. *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.

**Sexual Harassment (see Board policy AC)**

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. *First Offense*: Principal/Student conference, corporal punishment, noon detention, after-school detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
2. Unwelcome physical contact based on gender or of a sexual nature. 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. *First Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense*: 1-180 days out-of-school suspension or expulsion.

**Technology Misconduct (See Board policies EHB & KKB & procedure EHB-AP)**

1. 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 to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. *First Offense*: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension. *Subsequent Offense*: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
2. Violation other than those listed in(1) or of Board policy EHB and procedure EHB-AP. *First Offense*: Restitution. Principal/Student conference, in-school suspension, detention or 1-180 days out-of-school suspension. *Subsequent Offense*: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
3. Use of audio or visual recording equipment in violation of Board policy KKB. *First Offense*: Confiscation. Principal/Student conference, detention, or in-school suspension. *Subsequent Offense*: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days outof- school suspension.

**Tardies**-Not in assigned class when tardy bell rings. *First Offense*: Noon detention. *Subsequent Offense*: Noon detention, after-school detention or in-school suspension.

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

1. Minor theft -- left to the discretion of the administration (i.e. notebook, pencils) *First Offense*: Replace item, noon detention, after-school detention, corporal punishment, or in-school suspension. *Subsequent Offense*: Replace item, noon detention, after-school detention, corporal punishment, in-school suspension, or out-of-school suspension.
2. Major theft -- left to the discretion of the administration (i.e. clothes, jewelry) *First Offense*: Return of or restitution for property. In-school suspension or 1-180 days out-of-school suspension. *Subsequent Offense*: Return of or restitution for property. 10 days out-of- school suspension and recommendation to the superintendent of 11-180 days out-of-school suspension or expulsion.

**Threats of Verbal Assault**- Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. *First Offense*: Principal/Student

conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

**Tobacco**

1. Possession of any tobacco products on school grounds, school transportation or at any school activity. First Offense: Confiscation of tobacco product. Principal/Student conference, detention 1-3 days in-school suspension or 1-10 days out-of-school suspension. Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
2. Use of any tobacco products on school grounds, school transportation or at any school activity. First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy (see Board policy JED)**- Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. All Offenses: 2 hours of detention for each hour missed. May be noon detention, after-school detention, in-school-suspension, or out-of-school suspension depending on the length of time missed.

**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: 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.

**Vandalism (see Board policy ECA)**- Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. First Offense: Clean area, repair damages at students expense, corporal punishment, noon detention, after-school detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: Clean area, repair damages at student's expense, corporal punishment, noon detention, after-school detention, 1-180 days out-of-school suspension or expulsion.

**Weapons (see Board policy JFCJ)**

1. 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, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
2. 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: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Subsequent Offense: Expulsion.

**Progress Reports and Grading Procedures**

Student progress reports will be issued in the middle of each quarter (approximately 4 ½ weeks). Reports will be given to all students and will be sent home with the students. Parents should sign the progress report and send it back to school with the student. Parents are invited and encouraged to arrange a conference with their child's teacher(s) in the areas he or she is experiencing difficulty. Report cards will be issued each quarter (4 times per year). Students' report cards will be sent home to their parents. Parents having questions or concerns may arrange a conference by contacting the school office at (573)438-2101.

### **Parent/Student Portal**

The parent/student portal in **Power School** at [www.potosir3.org](http://www.potosir3.org) is available to access current school-related records online using the username and password provided by the school.

### **Academic Achievement**

**Grading Scale:** Students will be evaluated in a containing process that is fair, impartial, and consistent with the objectives of each course. The following grading system will be used in all classes:

<b>GRADE</b>	<b>PERCENTAGE</b>
<b>A</b>	<b>100-95</b>
<b>A-</b>	<b>94-90</b>
<b>B+</b>	<b>89-87</b>
<b>B</b>	<b>86-83</b>
<b>B-</b>	<b>82-80</b>
<b>C+</b>	<b>79-77</b>
<b>C</b>	<b>76-73</b>
<b>C-</b>	<b>72-70</b>
<b>D+</b>	<b>69-67</b>
<b>D</b>	<b>66-63</b>
<b>D-</b>	<b>62-60</b>
<b>F</b>	<b>59-0</b>

### **Tutoring and Re-Testing Program**

The purpose of tutoring is to achieve mastery of concepts and to ensure our district mission that all Potosi R-3 students will have the opportunity to reach their learning potential and prepare to become responsible citizens through a cooperative effort among home, school, and community.

This will be accomplished through re-teaching of key concepts in tutoring sessions and re-testing.

- 1) If you are failing a class, you will be required to go to tutoring at least once a week until you are passing.
- 2) If a student scores below an 80% on an assessment in a core subject area (communication arts, math, social studies, science) the students can choose to retake the test or quiz. He/she will be required to attend tutoring in order to retake the test or quiz. After retaking the test or quiz, the high score will be recorded as the grade, however, the highest grade the student can earn will be an 80%.

### **Assignment Policy**

In an effort to assist students with the task of being responsible for completing assignments, JEMS has implemented an assignment policy: Students are given a number of opportunities to complete homework, which include: Class time, Breakfast Club, After School Tutoring, & one day a week during Advisory. However, if homework is late the following applies: Assignments 1 day late will be given an 11% reduction in grade, Assignments 2 days late will be given a 25% reduction in grade, and if a student has an assignment 3 days late he/she will be given homework room or lunch detention **AND** a 50% reduction in Grade. Student will also call home to inform parent/guardian of this missing assignment and to inform the parent/guardian of the homework room/lunch detention.

### **Student Participation in Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance of EOC Assessments.

If a student taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal, and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **Student Retention**

A student's achievement of the basic skills in reading, writing, composition, spelling, speaking, mathematics, science, and social studies will be required before a student will be promoted. Students failing to pass two or more core subjects will be considered for retention. Various other factors, such as age, maturity level, and parental wishes will be considered and weighed with the student's educational level and abilities. The final decision on student retention rests with administration.

### **Honors**

A list will be compiled each quarter of students qualifying for the Honor Roll. This list as well as a picture of students on High Honor Roll will be published in the newspaper. Qualifications for the Honor Roll are a B grade average in all subjects and no grade below a C- in any subject. The High Honor Roll qualifications are that all grades received for the quarter or semester are A or A-.

### **Potosi R-3 CHARACTERplus**

Having good character means understanding, caring about, and acting upon core ethical values such as honesty, respect, and responsibility. CHARACTERplus is an initiative of Cooperating School Districts and devoted to advancing the cause and importance of character education. This organization is designed to address issues related to student character, responsibility, and academic achievement. CHARACTERplus provides quality training, resources, and leadership to help parents and schools accomplish one of their most important jobs - the character development of the next generation.

Potosi R-3 School District, local businesses, faith communities, parents, and community members are proud to support and be a part of the CHARACTERplus program. "If those of us who surround children, will model and encourage commendable character, we will reap the cultural rewards in our homes, schools, communities, state, nation and ultimately the world." Kent King

#### Monthly Character Traits, Phrases, and Colors

- January** *Honesty/Yellow:* Honesty is the first step to greatness, always be truthful.  
**February** *Responsibility/Green:* Our choices help to decide what will happen next in our lives.  
**March** *Respect/Blue:* Treat others as you would like to be treated-Golden Rule  
**April** *Compassion/Pink:* Being kind and caring to each other and to all living creatures.  
**May** *Self Discipline/Red:* Be a self-learner and discipline yourself.  
**June** *Integrity/White:* Do the right thing even when no one is looking.  
**July** *Perseverance/Gold:* Keep trying, be committed, and don't give up.  
**August** *Loyalty/Navy Blue:* Be true to your family, friends and school.  
**September** *Motivation/Lime Green:* You can do whatever you want to do. Nothing is impossible.  
**October** *Cooperation/Orange:* Everyone works together.  
**November** *Patience/Turquoise:* Patience is a virtue - virtue means goodness.  
**December** *Fairness/Purple:* Everyone is equal and we should be kind and caring to one another.



## General Information

### Assemblies

Assemblies are held periodically. It is expected that students will treat guest speakers and visitors with respect. Politeness and consideration of others is always expected.

### Bell Schedule

1 <sup>st</sup> period	8:00	to	8:48
2 <sup>nd</sup> period	8:52	to	9:40
3 <sup>rd</sup> period	9:44	to	10:32
Trojan Time	10:36	to	11:01
4 <sup>th</sup> period	11:05	to	12:22
(7 <sup>th</sup> Grade – 1 <sup>st</sup> Lunch Shift 11:05 to 11:30)			
(8 <sup>th</sup> Grade – 2 <sup>nd</sup> Lunch Shift 11:57 to 12:22)			
5 <sup>th</sup> period	12:26	to	1:14
6 <sup>th</sup> period	1:18	to	2:06
7 <sup>th</sup> period	2:10	to	3:00

The doors of the Middle School will be open by 7:10 AM and closed by 3:30 PM. The school will only provide supervision during those hours, unless otherwise specified through an extra-curricular activity, in which case the student must be under the supervision of his/her sponsor. Do not drop off or leave children at the school during unsupervised periods.

### Emergency Procedures

Fire, earthquake, tornado, crisis and severe weather drills are held periodically. Follow your teacher's instructions. Walk - don't run. Stay with your class. Evacuation procedures are posted in all classrooms.

Fire alarm	intercom notification
Tornado alarm	intercom notification
Earthquake	intercom notification
Crisis	intercom notification
Return to class	intercom notification

### \*\*Technology Usage Policy

The Potosi R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined: *Technology Resources*: Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, mobile phones, audio-visual equipment, Internet, electronic mail (e-mail), electronic communications devices and

services, including wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices, and services provided to the district by a third party.

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

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

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

### **Electronic Communication**

Staff members are encouraged to communicate with parents/guardians for educational purposes using a variety of effective methods, including electronic communications. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. (Policy GBH)

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designees, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the districts' technology resources is a privilege not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interceptions of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored, or searched by district administrators or their designee at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interceptions shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Technology Administrations**

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district

personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for a non-student user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues, including appropriate online behavior and the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communications. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

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

**Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and /or criminal sanctions by the courts or law enforcement agencies.

**Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. An attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

**Damages**

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

**No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for the loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

**Earthquake Safety For Missouri Schools**

The New Madrid Seismic Zone (NMSZ) extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is active, averaging more than 200 measured events per year (magnitude 1.0 or greater), about 20 per month. Tremors large enough to

be felt (magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The highest earthquake risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging tremors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois did not cause damage in Missouri, but was felt across much of the state.

A damaging earthquake in this area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A major earthquake in this area - the Great New Madrid Earthquake of 1811-12 - was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When will another great earthquake the size of those in 1811-12 happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-12 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability. What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

#### **Prepare a Home Earthquake Plan**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

**Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

**Know What to Do When the Shaking BEGINS**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

**Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

**Surveys (Protection of Pupil Rights Amendment {PPRA})**

The district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board Policy JHDA.

1. No student, as part of any federally funded program, without parental consent, shall be required to submit to a survey, analysis or evaluation that reveals: political affiliations; potentially embarrassing mental or psychological problems; sex behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income unless required to determine eligibility for participation in a program or financial aid; religious practices, affiliations or beliefs.
2. The student may provide consent if an adult or emancipated minor.
3. Instructional materials used in connection with any of the above will be available for public inspection.

### **Lockers**

The following simple rules are to be followed:

1. Students are to use the locker **assigned** to them and are responsible for the content in their locker.
2. Locker problems should be reported to the office.
3. Students may not alter the locker in any way.
4. Lockers should be kept clean and treated with care.

Disregard for rules of locker assignments or care may result in disciplinary action. It should be noted that lockers are loaned to the students and remain the property of the school at all times and, as such, may be subject to periodic inspection without notice. Drug dogs may be used to search lockers, backpacks, purses, and vehicles parked on the school lot.

### **Notice Regarding Searches**

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
3. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. The district may utilize additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. (Policy JFG)

### **Snow Days**

The decision to cancel school because of inclement weather will be made by the superintendent. The safety and welfare of the students will be the basis for making decisions to cancel school.

All school closings will be announced on the following radio and tv stations:

KTJJ - 98.5 FM, KSDK-Channel 5, KMOV-Channel 4, KTVI-Channel 2

### **Parental Notification System**

You will receive a text message, and email or a voice mail about early releases and/or emergencies at the Potosi R-3 School District.

### **Telephones**

Cell phones and electronic pagers are not to be used and turned off during instructional time. Cell phones and other electronic devices are not to be used to transmit or record information. In addition, cell phones are to be turned off and placed on students' desks during tests and assessments in the classroom.

### **Textbooks**

All textbooks are furnished to the students at no charge. Students are responsible for all books issued to them and should make every effort to protect them from destruction. Students are required to pay for lost or damaged books.

### **Visitors**

All visitors are to report to the main office to receive a visitor's pass.

### **Student Accident Insurance**

High school and middle school students are offered low-cost insurance as a school service. Neither the school nor anyone connected with it profits in any way from the plan. If you need to purchase accident insurance for your student, that is an option available to you. Log on to the school's website to apply and access the information. The address to go to there is [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). Whenever a student is injured while under the supervision of a member of the middle school staff, the faculty member will file an accident report with the school nurse. You must submit a claim to the insurance company using the claim form found on the website above.

Information regarding Trauma-Informed Schools Initiative can be found on the Department of Elementary and Secondary Education's website at <https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>.

### **Use of Controlled Substances**

The consumption, possession, or use of any controlled substance by a student on school grounds will result in the immediate suspension of the student from school. That student will also be barred from all school activities during the suspension and will receive no credit for work missed.

The Potosi R-3 School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, on school property, including vehicles.

### **Use of Tobacco**

Smoking or the possession of tobacco in any form is not allowed on campus during the school day by students or adults. Your cooperation in promoting a smoke/drug free campus is appreciated for the benefit of everyone.

### **Student Dress Code**

**(see Board policy JFCA and procedure JFCA-AP)**

Dress should be in good taste and not be suggestive in nature nor should it promote drugs or alcohol. Gang related dress will not be tolerated. All final decisions on what constitutes appropriate dress will be left up to the administration. *First Offense*: Warning, change of clothes, or send student home.

- 1) Students should be neat in dress with attention given to personal grooming and with the philosophy of building personal pride and a desirable image of our school.
- 2) Shorts and skirts must come to the knee or immediately above it. Additionally, tops, blouses, and shirts must have a sleeve. Capped sleeves are acceptable. Spaghetti straps, bare-midriff, see-through clothing, or low-cut blouses are examples of unacceptable clothing. *No skin should be exposed between shirt and pants! Bra straps should not be visible.*
- 3) Clothing apparel and accessories should not have any reference to drugs, alcohol, tobacco, or writing of a suggestive nature.
- 4) Students' hair should be clean and well-groomed.
- 5) Hats, bandanas, or hoods are not to be worn at inside the building.
- 6) Footwear must be worn at all times.
- 7) Students may wear casual dress at extra-curricular events if appropriate to the occasion.
- 8) Students are not to wear chains.
- 9) Students are to wear pants or shorts where the waistband is no lower than the top of the hip. (No sagging!)
- 10) If leggings or yoga pants are worn, a shirt, shorts, or skirt must be worn over them and must be fingertip length.
- 11) **Final decisions on what constitutes acceptable dress and grooming will be left to the discretion of the administration.**



## **Student Services**

### **Bus Transportation**

Changing weather and traffic conditions make it impossible for your bus to call for you at the same time every day. Therefore, we recommend that you arrive at your bus stop at least 10 minutes early.

The privilege of riding a bus is retained by a student as long as bus rules are followed. Failure to comply with bus rules may result in suspension of your bus riding privileges or your suspension from school.

The Board of Education authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders during their transport to and from school and school activities. Video cameras will generally be placed in the interior front of school buses, facing the rear.

All school buses with video systems will display a warning sign within the bus indicating that video and audio surveillance can occur on that bus to encourage transportation safety and proper student behavior. Students found to be in violation of the District's bus conduct rules will be subject to discipline in accordance with District policy and applicable law.

The supervision and control of all video equipment will be the responsibility of the Director of Transportation. The videotapes will not be used for general showings to individuals or to groups, nor will they be given to the media.

A safe bus ride, to and from school, with dependable service is our goal.

#### **Student Regulations:**

- 1) The driver is in charge of the pupils and the bus.
- 2) Pupils should be on time; the bus cannot wait on everyone.
- 3) Students are to remain in their seats assigned by the bus driver.
- 4) Pupils should not stand in the roadway while waiting on the bus.
- 5) Classroom conduct is to be observed by the pupils while riding the bus, except for ordinary conversation.
- 6) No smoking or chewing tobacco on the buses.
- 7) Students should observe a hands off policy when on the bus. No pushing, shoving, hitting, or slapping allowed.
- 8) Pupils should not throw waste paper or rubbish on the floor or out the window.
- 9) Pupils must not extend arms or head out the windows.
- 10) Pupils must not try to get on or off the bus or move about while the bus is moving.
- 11) Any damage to the bus should be reported to the bus driver.
- 12) Students who ride buses must ride to and from school on their regular bus with the exception that they bring a note from their parents to the office beforehand.
- 13) Bus students are not to leave the campus and then return.
- 14) When the bus driver or supervisor reports bad conduct cases to the principal, the case will be reviewed in the office and necessary measures will be taken. Letters will be sent to the parents and the superintendent reporting the violation.
- 15) No food or beverages are allowed on the bus. Students who are reported for misbehavior or poor conduct on buses may lose their privilege of riding the bus if they continue to misbehave.
- 16) Bus notes will not be taken over the phone.

### **Cafeteria**

Beginning in the 2015-2016 School Year, the Potosi R-3 School District implemented the Community Eligibility Provision Program in the District's Food Service Department. Under this program, all enrolled students will be able to enjoy a FREE and healthy Breakfast and Lunch at school served in the REGULAR food serving line. Students and parents do not have to complete

applications or be concerned with payment of school meals. The District is pleased to be able to provide all enrolled students this additional benefit for this school year.

Students may either bring their lunch or eat a regular cafeteria lunch. All food must be eaten in the cafeteria. Hot lunches are served every day. Each lunch period is 25 minutes long. Students must report to their 4th hour class and follow the class lunch schedule.

### **Breakfast/Lunch Cards**

The Potosi R-III School District uses a computerized lunch program. Students are issued one (1) breakfast/lunch card with their name and code number. Students are responsible for their own lunch cards. The first lunch card is issued at no cost to the student. Cards that are lost for the first time may be replaced at the cost of \$1.00 per card. If the second card is lost, it may be replaced for the cost of \$5.00.

### **Health Services**

A licensed nurse serves the school in the nurse's office located next to the boys' restroom in the main building. She provides medication administration and first aid. The nurse does not provide health counseling.

If a student becomes ill in school, they must first report to the classroom teacher before going to the nurse unless it's a life-threatening emergency. The student must bring their handbook signed by a teacher or a note signed by the teacher. Students must not leave the building because of illness without authorization. Students report to the office if the nurse is not available.

### **Diabetes Medical Management Plan**

A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

### **Students with Diabetes**

Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access.

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation, or during district activities unless explicitly authorized in accordance with district policy. The district will not administer the first dose of any medication.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

#### Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label (Policy JHCD).

#### Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

#### Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications as required by law and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

#### Emergency Medication

All student-occupied buildings in this district are equipped with epinephrine premeasured auto-injection devices that can be administered in the event of severe allergic reaction causing anaphylaxis. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal will maintain a list of personnel trained in the proper administration of this drug. The school principal will also maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times (Policy JHCD).

#### Food that is brought from home:

In the interest of providing a healthy environment, snacks brought by students or parents to share with other students or treats for parties should be purchased from a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food providing all participants use proper hand washing procedures and preparation is closely supervised.

### **Library**

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the school day and a short time before and after school. The library is not a student lounge; room conduct is to be observed at all times. The library also has a small computer lab available for classes and individual student use.

## **Extra-Curricular Activities**

### **Athletic Participation**

To participate in middle school athletics is a privilege, not a right, and all participants must meet the eligibility requirements established by the Missouri State Junior High School Activities Association and the Potosi R-3 School District. Students may receive a copy of these guidelines from the activity director. There is also a wide variety of extra-curricular activities that will appeal

to almost everyone's interest. Your middle school career will be enhanced if you take an active part in the activities available. **In order for a student to participate in a school event, they must be present at least 6 class periods during that school day or prearranged with the principal. All athletes are encouraged to have 93% attendance.**

**Fall Sports**

Volleyball  
Cross Country  
Football  
Cheerleading

**Winter Sports**

Boy's Basketball  
Girl's Basketball  
Cheerleading  
Wrestling  
Academic Team

**Spring Sports**

Track  
Boy's Baseball

**Potosi R-III Schools District Drug Testing Policy**

Potosi R-3 School District reserves the right to conduct a program of random testing of high school and middle school students participating in extra-curricular activities and interscholastic athletics for the use of controlled substances, as defined by applicable law. Purposes of the program include prevention of drug and alcohol abuse; safety of students; education of students and parents or guardians about the serious physical, mental, and emotional harm caused by alcohol and drug abuse; and maintaining a school environment where students can be free from alcohol and drug abuse.

The Random Drug Testing Program is mandatory for all students participating in extra-curricular and interscholastic athletics under the District's sponsorship. These activities include but are not limited to, all MSHSAA sanctioned activities. Students who do not participate in the Random Drug Testing Program will suffer no adverse consequences, but will not participate in any extra-curricular activities or interscholastic athletics. The Random Drug Testing Program does not affect other policies and practices of the Potosi School District in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling addressed herein.

**Procedures and Guidelines**

**Consent:** Before any student can participate in extra-curricular or interscholastic athletics, both the student and parent/guardian must consent to the student's participation in the Drug Testing Program: Both the student and the parent/guardian must complete the attached consent form indicating that they understand the policies and procedures involved and agree the student may participate. Only after providing the coach or sponsor of each school-sponsored activity in which the student wishes to participate with a complete, signed form will the student be allowed to participate in that activity.

**Selection:** All students participating in a school-sponsored activity may be tested at random during the activity's season. The coaches and sponsors will forward each student's consent form to the Athletic Director. Each student will be assigned a number. One cross-referenced list of names and numbers will be maintained for the high school and one for the middle school students by the Athletic Director. Only the Athletic Director will have access to the list. Sixteen of the participating student's numbers will be randomly selected each month for testing. Testing will be conducted during the months of August through April. When a selection for testing is done, a range of numbers will be put in a random number generator and the first ten numbers generated will be tested that month. The same process will be used for the middle school and the first six names drawn will be tested that month. The numbers will be written down from the random number generator by the Athletic Director or his designee. The Athletic Director will notify the students whose numbers have been selected. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will be escorted to the nurse's office where the test will be administered by the school nurse and AD.

**Privacy and Confidentiality:** The testing method will be a urine sample. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsifications of testing. The students will be identified only by the testing number. The test results will remain confidential and will be released to the student, parent/guardians, and the coach or sponsor affected. In addition, the test results will not be used for other student discipline purposes or restrictions other than participation in school-sponsored activities and potentially any honors related to those activities, and will not become part of the student's school record. All files regarding the drug testing program will be kept separate from the mandatory school files required for each student. The test results shall not be made known to any school officials other than the athletic director and/or other school administrators and school board members. Any negligent or intentional disclosure of test results by any school official to anyone who does not have a need to know may be grounds for disciplinary action. Test results will be turned over to the police or other law enforcement authorities in accordance with state law.

**Testing and Verification of Sample:** Each sample will be tested for substances which a student may not sell, possess, use, distribute or purchase under either Missouri or Federal law. If the initial urine test returns a positive result for the substances screened, the following steps will be taken: 1- Fill out a chain of custody form 2-Student initials sample 3-sample safety sealed and sent Fed Ex to lab in Louisiana overnight 4-retested twice and results faxed to Pennsylvania 5-Parents contacted to verify any prescriptions. The process will take 3-4 days, but can be expedited if prescriptions are sent in. The student will not be allowed to participate in any school-sponsored activities until the school receives the results of the confirmation test. In the event of a conclusive positive result, the student and parent/guardian may choose to have a second test conducted by an independent, certified lab using a second urine sample taken by the nurse. A second, independent test submitted by the student, parent/guardian will not be paid for by the Potosi R-3 School District, and would be done only at the parent/guardian's expense.

**Consequences:** If, after testing and verification, a student tests positive, it will be treated as competent and substantial evidence that student has used the substance for which that student tested positive. In response to a first instance of positive result the student will be penalized as described in these guidelines for incidences of controlled substance and/or alcohol use including suspension from competition and practices for a period of two weeks. Any official practice days allowed by MSHSAA and used by respective teams will count as suspension days if applicable (i.e. Saturday and Sunday practices). In addition, the Athletic Director shall schedule a non-random follow-up test after such an interval of time that the substance previously found would be eliminated from the body if no intervening drug has been used. Any subsequent second positive test while the student is enrolled in the District will result in the student being restricted from participation (practice and contests) for the remainder of that sport season. Before being allowed to return to competition, the student again will be tested and must test negative.

Drug counseling and assistance programs will be urged by Potosi School District for any student testing positive under this policy. If requested by the parents or guardians, the school counselors will provide assistance in obtaining help for the student. The Potosi R-3 School District will not be responsible for the costs of any counseling or subsequent treatment. The Potosi R-3 School District shall pay for any testing it requests under this program. Any additional, independent test submitted by the student, parents/guardians will not be paid for by the Potosi R-3 School District.

Students suspended from participation in extra-curricular activities and interscholastic athletics due to a positive test under this program are required to attend, but not to participate in all games, practices or other activities while under participation suspension to remain a member of their respective activity/team.

## Clubs and Activities

**\*\* IMPORTANT: Students are required to have 93% attendance to attend field trips. \*\***

Eligibility to be a member of any club or activity is contingent on good school and community citizenship. Members of any club or activity are expected to model good citizenship by implementing the Potosi R-3 School District's Positive Character Traits in school and throughout the community. Members are expected to maintain a record of good citizenship and avoid the unlawful use or possession of drugs and alcohol or related paraphernalia. Any misconduct occurring at school or a school-sponsored event may result in removal from the club. The principal will have the final authority to make decisions regarding these matters.

Art Club	Book Club
Bible Club	Science Club
National Junior Honor Society	Student Council
(NJHS)	Trivia Club

### Homepage:

[www.potosischools.com](http://www.potosischools.com)

### Other important websites:

<http://www.characterplus.org>

<http://dese.mo.gov>