

# Potosi R-3 School District

# TROJAN

# INTERMEDIATE

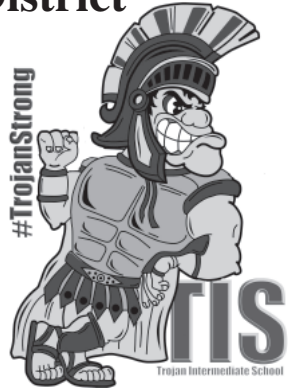
# SCHOOL

367 Intermediate Drive  
Potosi, Mo. 63664

## STUDENT HANDBOOK

## 2018 - 2019

Phone: 436-8108  
www.potosir3.org  
@TIS\_Trojans  
Fax: 436-8508



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*Student's*

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

*R-3 Schools Mission: "Ensuring All Students Reach Their Potential"*

Building Mission Statement:

**T**TEAMWORK

**I**MPACTS

**S**UCCESS

**At Trojan Intermediate School,**

**we . . .**

**. . . Attend School Daily with a Positive Attitude**

**. . . Take Ownership of Our Learning**

**. . . Speak and Act Respectfully**

**. . . Treat School Property, Resources, and  
the Building with Pride**

**. . . Use Technology Carefully  
and Appropriately**

Building Motto:

**Our Building, Our Students**

# WELCOME to Trojan Intermediate School

Dear Parents and Students,

Welcome to Trojan Intermediate School (TIS). It is a pleasure to work with you and have you as partners in this educational school year. We want you to feel at home at TIS and to accomplish this we advocate an open door policy.

As the school year progresses and you become more informed, or puzzled, we encourage you to call the school for an appointment and talk with those whom might be of help. If you have a specific question or problem that relates to your child, please contact the teacher. We invite your participation in the exciting experiences and challenges of your child's learning and growing. Please read this student handbook to familiarize yourself with the rules and regulations of the school and to assist your child in adjusting to school life at TIS.

It is our sincere hope that in working together we can provide the positive educational environment your child needs in becoming a well-rounded and productive individual. Learning new knowledge is the gift we give ourselves that no one can ever take from us. We hope this will be a wonderful, positive, and empowering year for students and parents at Trojan Intermediate.

Sincerely,

Nicole Portell, Principal; Deanna Clapp, Assistant Principal  
and Trojan Intermediate Professional Staff

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# TROJAN INTERMEDIATE SCHOOL



## DAILY SCHEDULE 2018-2019

- 7:20 - 7:50** ..... Breakfast served
- 7:45** ..... Bell - Students report to class /  
All teachers in classrooms
- 7:55** ..... Bell – Pledges & Announcements
- 8:00** ..... Tardy Bell - Classes begin
- 10:00 - 10:30** ..... 5th Grade Recess  
– Niedert, Greenlee, Freeman
- 10:30 - 11:00** ..... 5th Grade Recess  
– Henson, Fisher, Arndt, Long
- 11:00 - 11:30** ..... 5th Grade Lunch
- 11:00 - 11:30** ..... 6th Grade Recess – Wilson, Juliette, Quinn
- 11:25 - 11:55** ..... 6th Grade Lunch
- 11:50 - 12:20** ..... 6th Grade Recess  
– Moyers, Buckley, Nicholson, Harbison
- 11:50 - 12:20** ..... 4th Grade Lunch
- 1:45 - 2:15** ..... 4th Grade Recess  
– Bleckler, Kitchell, Haar, Schnieders
- 2:20 - 2:50** ..... 4th Grade Recess – Littrell, Farr, Davies, Schneiders
- 2:55** ..... Walkers and Early, Early Buses
- 3:00** ..... Early Buses to the gym, & Riders
- 3:05** ..... Late Buses to the gym

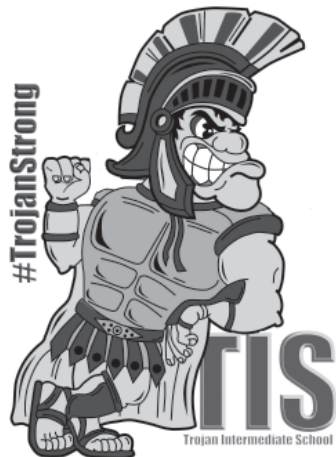
# POTOSI R-3 SCHOOL DISTRICT 2018-2019 SCHOOL CALENDAR

## 2018

- August** 9-10 New Teacher Orientation  
13, 14, 15 Teacher Workshops  
16 1st Day of Attendance  
31 Teacher Collaboration PD  
(No School)
- September** 3 Labor Day (No School)  
24 Teacher Collaboration PD
- October** 8 Teacher Collaboration PD  
12 1st Quarter Ends  
18 Parent Teacher Conferences  
(1:00 p.m. Dismissal)  
19 Parent Teacher  
Conferences (No School)
- November** 5 Teacher Collaboration PD  
(No School)  
21 Thanksgiving Break  
(Early Dismissal - 1:00 p.m.)  
22, 23 Thanksgiving Break  
(No School)
- December** 19 1st Semester Ends  
(Early Dismissal - 1:00 p.m.)  
20 Christmas Break Begins  
(No School)

## 2019

- January** 3 School Resumes  
21 Teacher Collaboration PD  
(No School)
- February** 15 Teacher Collaboration PD  
(No School)  
18 Presidents' Day  
(No School - W6)
- March** 8 3rd Quarter Ends
- April**  
18, 19, 22 Easter Break  
(No School)
- May** 16 Students' Last Day  
(Dismissal - 1:00 p.m.)  
17 Teacher Workshop (W1)  
20 (W2)  
21 (W3)  
22 (W4)  
23 (W5)  
27 Memorial Day  
(No School)



## **POTOSI R-3 SCHOOL DISTRICT**

### **GENERAL INFORMATION & DATES TO REMEMBER**

#### **EMERGENCY DRILLS**

Emergency drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be located. Specific information for emergency drills (fire, tornado, earthquake, crisis) are located in each of the rooms. Emergency drills are practiced and students are taught proper procedures. These drills will be carried out periodically during the school year.

#### **PROCEDURES FOR CHECKING STUDENTS IN AND OUT OF SCHOOL**

Any student who arrives at school after 8:00 A.M., no matter what the reason, must be signed-in at the office by a parent/guardian. All doors are locked at 8:00 A.M. until 3:00 P.M. Parents will have to enter through the front door after using the buzzer system to be permitted in the building for student safety. Parents may be required to show an ID at the front door to enter the building, and/or may be required to show a valid ID to pick up a student from school.

Any student who must leave school before dismissal time at 3:00 P.M. must sign-out of school through the office. A teacher shall not release a student from their classroom unless they are given a release from the office or a student is called to the office over the intercom.

A student who leaves school grounds before school dismisses must accompany their legal parent or guardian. Should there be unusual circumstances prohibiting a parent or guardian from leaving with the student, arrangements must be made through the office before the student will be allowed to leave. Parents are reminded however that the school day consists of 6.5 hours and it should be stressed that the student should be present to obtain the maximum benefit from school.

#### **RIGHT TO PUBLISH**

On occasion your child's picture may be published in The Independent-Journal or on our school web page. Please notify the school if you do not want your child's picture to appear in these formats.

#### **SCHOOL CLOSINGS DUE TO WEATHER / PARENT NOTICE SYSTEM**

Whenever there appears to be doubt as to whether school will be in session due to severe weather conditions, announcements will be made on the following radio stations:

98.5 FM                      104.3 FM                      News Channels 2, 4 & 5

Potosi R-3 website: [www.potosir3.org](http://www.potosir3.org)

Announcements will be made at approximately 6:15 a.m. if at all possible. Please avoid calling the radio stations or the school offices for closing information. If school must be closed during the school day the stations listed above will also be notified. Should school be dismissed early for threatening weather students can be released to parents or designated persons such as a babysitter, as indicated by information on file with the school, or they will use normal school transportation home.

Sign up for the PARENTAL NOTIFICATION SYSTEM and get important information about the Potosi R-3 School District sent as text messages and emails directly to

your mobile phone and/or email address.

Sign up is easy and it's free. Just go to the below website and signup on line or email/call for help.

<http://www.potosir3.org/index.php/parent-center/parent-notification-system>

### **SCHOOL PICTURES**

Picture Date - Friday, October 5, 2018

### **SCHOOL VOLUNTEER PROGRAM**

The Trojan Intermediate School welcome parent volunteers in the building. If you have time and are interested in volunteering, please read the following requirements.

In order to volunteer in the Potosi R-3 School District, all volunteers must (1) complete a Background Check application, and (2) receive mandatory (annual) training according to State Law SB 54 (The Amy Hestir Student Protection Act).

If you are interested in volunteering, please contact the TIS office to receive a Background Check application. Once your background check is approved, you will need to meet with the building principal. She will notify you of the options and dates for the mandatory training.

### **NUTRITION GUIDELINES**

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Potosi R-3 School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores, and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purpose of this policy, the school day is the time period from the midnight before to 30 minutes after the school day.

### **SNACKS / FOOD AT SCHOOL / PARTY TREATS**

In the interest of providing a healthy environment, snacks brought by students or parents for parties or school cannot be shared. Snacks brought in for parties must follow the Wellness Policy ADF.

### **BUILDING HOURS & SAFETY**

Students should not arrive at Trojan Intermediate School until after 7:10 A.M. each day. There is no teacher supervision until this time. Students should plan to arrive prior to 7:45 A.M. each day. All students should report to the multi-purpose room. Students planning to eat breakfast should go through the serving lines and all other students should be seated. Students will be dismissed at 7:45 to go to their classrooms. Students arriving after 7:45 should go directly to their classrooms. Parents should not drop off students before 7:10 A.M., nor leave them at school after 3:30 P.M. unless for tutoring or a school sponsored event. The district will not be responsible for supervising students outside the stated times.

## STUDENT OF THE MONTH

The faculty of Trojan Intermediate School will be recognizing “Students of the Month” from each of the classrooms. The Student of the Month Award is given in recognition to deserving students chosen on the basis of personal characteristics and classroom achievement.

## STUDENT INSURANCE

The student accident insurance application will be web based this year. The brochures the school usually hands out at the beginning of the school year will no longer be available. Parents can access the information and application through the Potosi R-3 website at [www.potosir3.org](http://www.potosir3.org). Go to parent center, then choose links and click on student accident insurance, or parents can go directly to the website at <http://markel.sevencorners.com>. The state children’s health insurance program, MO Health Net for Kids (MHK) is available to students by going to the website at <http://www.benefits.gov/benefits/benefit-details/1606>.

## TROJAN INTERMEDIATE BUILDING ACCESS

The entrance to the Trojan Intermediate School for all cars, trucks, vans, etc. is the access road on South Mine Street (Lakeview Road). The drop-off for all students arriving by individual transportation will be at the east entrance (circle drive at the end of the building). The north (front) access road for the building is intended for **BUS TRAFFIC ONLY**.

## YMCA - Outdoor Education Program - 6th Grade

On November 19, 20 & 21, 2018, our 6th grade Trojan Intermediate students will be attending the annual **Outdoor Education Program at Camp Lakewood at YMCA of the Ozarks**. I have included some helpful information about our exciting trip.

- The cost of the trip is **\$75.00 per student**. This covers room and board and all meals for the students for the three days. You can pay the full amount or make payments. Mrs. Tina Dicus, TIS Secretary, will take care of the payments through our office. The trip will need to be paid in full by **November 5, 2018**. It is our goal that all students attend the trip.

- All **cabins** do have running water and electricity, but no phones. Sheets, a blanket, a pillow, one towel and one washcloth are provided. If your child needs additional items, he/she may bring them.

- Students will spend the night on Monday and Tuesday. Night **supervision** will be a maximum of 1 adult per 12 students.

- **Students can bring** the following items: snacks, clothes to climb, run, squat, and get dirty in, an extra pair of shoes, a jacket/coat, slippers for the shower, pajamas, at least 3-4 pairs of pants, at least 3-4 shirts, rain jacket, backpack, 6 pairs of socks, 3 sets of underclothes, deodorant, soap, shampoo and hair care, toothbrush, toothpaste, a trash bag for dirty clothes, a flashlight, games, radios, toys (keeping in mind that each child is responsible for his/her own things; be cautious as to what you send/bring).

- If **discipline issues** arise at school prior to the trip, the student may lose his/her privilege of attending the trip and be required to stay at school for regular classroom instruction.

- Students attending the trip are expected to be on their best **behavior**. If a student



has a behavior problem, his/her parent will be contacted to come to camp and pick up their child. The student will be expected to return to TIS for classroom instruction.

- Students who choose not to attend the trip will be expected to attend school at TIS for regular instruction. Lessons will be taught and grades will be recorded just as any other day.

## **ATTENDANCE POLICY**

### **GENERAL POLICY - 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, class room 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 students 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 the law.
6. State law authorizes school boards to make all needful rules for organizations 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.

File: JED

### **ATTENDANCE GOAL**

It is Potosi R-3 School District's goal to maintain a 95% attendance rate for the school year. In order to meet this goal, we must all work together - staff, parents and community.

To succeed, each individual student must do his/her part by attending school on a regular, consistent basis. To encourage and recognize acceptable attendance, we have implemented procedures and strategies. TIS students who earn 100% attendance will be recognized/rewarded monthly. Also, TIS students will be held accountable for maintaining 93% attendance in order to go on school-sponsored field trips. Any absence from school is considered an "absence" regardless if it is excused or unexcused and will count against the student's attendance percentage. It is important to consider that if your child has a doctor or dentist appointment and can return to school following the appointment, please bring him/her back to school and only the hours absent will be counted against the student. Also, being on time and staying until the end of the day is very important so students are not counted absent for those times. It is still necessary to submit dr./dentist excuses to the school office for ad-

equate documentation in regards to your child's attendance. If a student misses two days of school, parents may request classroom work from the teacher to help students keep up with their school work, however nothing replaces student learning more than being in attendance at school daily.

Your child's attendance is vital for learning. The goal we have established is recognized by the State of Missouri. We all have to work together to achieve both State and District goals. We appreciate your support and look forward to a successful school year.

It is our hope that all students will have the opportunity to participate in school-sponsored events.

### **PARENT CONTACT**

In the event a student misses ten (10) during the school year, a parent conference will be held. This conference will be held with the principal and/or the administrative assistant, and social worker. 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 actions of these conferences might include the following:

1. Recommendations for medical or other kinds of professional assistance to the student or family.
2. Possible changes in the student's instructional program or remedial or make-up work in the case of extended illness.
3. Referral to Division of Family Services, the Juvenile Office, or Prosecuting Attorney. The Prosecuting Attorney may bring legal action against parents who violate the compulsory attendance law.

### **DOCTOR/DENTIST APPOINTMENTS**

Any time your child has a doctor or dentist appointment make sure you get a Doctor's Excuse form and return it to the school.

### **TARDINESS TO SCHOOL**

It is important that all students are in their classes and prepared for the day's activities by 8:00 A.M. Reporting to class late can disrupt the progress of the teacher's lesson. To help the school maintain a smooth routine for learning, please see that the student is prompt and prepared for the day. Should a student continue to be late to school, the parent will be contacted.

### **PERFECT ATTENDANCE AWARDS**

Perfect attendance awards will be presented to a student who has 100% attendance during the school year.

## **STUDENT EXPECTATIONS**

### **STUDENT DRESS AND GROOMING POLICY**

It shall be the policy of the Potosi R-3 Board of Education to adopt a dress policy considering appropriate recommendation from students, faculty, & administration.

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. Clothing apparel and accessories should not have any reference to drugs, alcohol, tobacco, and no objectionable language and suggestive messages or illustrations.
3. Hats, hoods or sock caps are not to be worn in the building. The only exception for hats is during Homecoming Spirit weeks or for a special hat day approved by building administration.
4. Footwear must be worn at all times.
5. Shorts, skirts, and dresses should be worn at a length that reflects good taste and common decency and should be no shorter than mid-thigh (or standing with arms extended down your side, the length should not be shorter than where the fingertips meet the hemline).
6. Halter tops, tube tops, exposed bare-midriff (front or back), spaghetti straps, see-through clothing, muscle shirts or biker shorts alone are examples of clothing which are not acceptable.
7. Students will be expected to wear warmer type clothing in cooler/colder weather and bring coats for outdoor recess time.
8. In all cases of questionable dress, the administration will make the final decision on students being dressed inappropriately.

### **TROJAN INTERMEDIATE - BUILDING RULES**

- Students should not bring toys, hand held games, toy guns or knives, trading and collecting cards, radios, or any valuable items.
- No drink should be brought in glass containers in your lunch box.
- No soda should be brought to school unless authorized by a teacher.
- All food and drink should be finished and disposed of in the cafeteria before leaving.
- No wrestling, “pretend” fighting, or karate in the building or on the playground.
- Keep hands, feet, and all objects to yourself.
- No pulling or snatching of clothing in the building or on the playground.
- Children should not be running in the room, hall or bus line.
- Students should walk all the way down the hall to the restrooms or other classes in a straight orderly line.
- No kicking, tripping, pushing, hitting, or spitting while in the school or on the playground.
- Students are not allowed to have chewing gum at school.  
Gum is not to be used as a reward unless approved by building administration.

### **TROJAN INTERMEDIATE PLAYGROUND RULES**

The following rules and guidelines should be used by students while on the playground areas:

- Students are not to have personal items such as balls, frisbees, or toys on the playground areas. (Refer to Building Rules #1)
- Students should not throw any objects on the playground other than playground balls.
- Students are to walk to and from the playground and remain in line until released by duty teachers. All duty teachers need to wait to dismiss students until all grade levels have cleared the area.
- No running on the playground except in teacher designated area.

- Students are not to jump off the swings, not to swing standing up, not to twist swings, and not to stand directly in front of or directly behind the swings. If waiting for a swing, counting loudly to 200 is standard.
- Students are not to stand, squat, go backwards or head first when going down the slide. Students are to go down the slide in single file.
- Students are not allowed to play in the weeds, bushes, trees, or the ditches.
- Students are not to perform any gymnastics on the playground. (This includes handstands, cartwheels, flips, and hanging upside down on bars.)
- No sitting, standing, or blocking top of equipment.
- No students are allowed between the bench area and classroom windows by 4th grade.
- Picnic tables will be used as designated area only.
- Basketballs and basketball players are the only ones allowed in goal area.
- Only one basketball per goal and only 2 basketballs allowed on the playground.
- Students are not to walk on the concrete ledge on the asphalt playground.
- No standing or walking on the picnic tables.
- Students are not to go beyond the fence at either end of the building, and should not play on the parking lots during recess time.

### **STUDENT DISCIPLINE (Grades K-6) File: JG-R1 Critical**

The Potosi R-3 Schools are designed and intended to be a place where orderly learning is possible and encouraged. Effective schools are those that work hard to provide an orderly atmosphere conducive to learning. To establish and maintain the proper atmosphere for learning and to ensure the safety and well being of the students, certain rules and standards of conduct are important and necessary. Students would be informed as to what is acceptable and unacceptable behavior, and know that unacceptable behavior results in consequences that will be administered in a firm and fair manner. Guidelines setting forth standards of expected behavior and consequences for misbehavior are established to assure an orderly atmosphere conducive to learning. Any conduct not included, herein, any aggravated circumstance of any offense, or any 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. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

#### **Reporting to Law Enforcement**

It is the policy of the Potosi R-III 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.

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

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

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

1. The student is under the direct supervision of the student’s parent, legal guardian, custodian or another adult designated in advance, in writing, to the student’s principal by the student’s parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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 prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, “Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences,” listed below.

### **Corporal Punishment**

\*\*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. (Policy JGA-1)

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor

potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**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, 1-180 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. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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

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

Subsequent Offense: Expulsion.

**Bullying** —In accordance with state law, bullying is defined as 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 damaging property; oral, written or electronic communication, including name-calling, put-downs, extortion, or threats; threats of reprisal or retaliation for reporting such acts. (Policy JFCF)

**Cyberbullying** – 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 or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. (Policy JFCF)

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.

**Trauma-Informed Schools Initiative**

Parents and guardians seeking information regarding information on Trauma-Informed Schools Initiative can visit the website located at: <http://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>.

**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. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days 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 and that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

**Drugs/Alcohol (See Board Policies JFCH & 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 or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 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: 11-180 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. Cell phones and other electronic devices are not to be used to transmit information. Electronic toys, CD players, walkie-talkies and radios are not to be brought to school. The school will not be responsible for the loss or theft of these items if they are brought to school. 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: Principal/Student conference, phone/electronic device will be held in the office for parents to pick up.

Second Offense: Principal/Student conference, phone/electronic device will be held in the office for parents to pick up, 1 day in-school suspension.

Third and

Subsequent Offense: Principal/Student/Parent conference, phone/electronic device will be held in the office for parents to pick up, 1 day out-of-school suspension.

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



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

Subsequent Offense: In-school suspension, 1-180 day 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 of the location where a district activity is held. See 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 district 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. Administrators will use discretion when assessing penalties. The aggressor may be punished more severely.

First Offense: Principal/Student conference, detention, in-school suspension,

sion, or 1-180 days out-of-school suspension, corporal punishment, and juvenile authorities contacted.

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.

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

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

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

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

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

**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 district-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.

sion.

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

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

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

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

### **Leaving School Without Permission**

First Offense: Parent conference and discipline according to parent and school decision. Notify juvenile authorities.

**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**- Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

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

Subsequent Offense: Detention, in-school suspension, 1-10 days out-of-school suspension.

**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.

### **Technology Misconduct**

#### **(See Board Policies EHB and KKB and 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, or in-school suspension.

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

2. Violations, other than those listed in (1) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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

Subsequent Offense: Restitution. Loss of user privileges, 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 out-of-school suspension.

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

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

First Offense: 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, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-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, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be possessed in accordance with district policy JHCD.

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 or Tardiness (see Board Policy JED)**- Absence from school without the knowledge and consent of parents/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**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 district, staff or students.

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.

**Weapons (see Board Policy JFCJ)-** Students are forbidden to bring into school or onto school property any time.

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.

3. Possession or use of ammunition or a component of a weapon.

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.

Approved: 07/20/1999

Revised 2/15/2005; 7/19/2005; 5/20/2008; 4/21/2009; 02/15/2011; 4/16/2013

**NOTICE REGARDING SEARCHES**

- a) Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- b) The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- c) The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- d) Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
- e) 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.
- f) The details of extracurricular drug testing, if applicable. (4th Amendment of U.S. Constitution, Policy JFG)

## **AUDIO AND VISUAL RECORDING**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy. If a student possesses electronic pictures or texts, the district will consider it the same as a hard-copy possession.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Definitions: Audio Recording - Registering sounds on tape, digitally or by other mechanical or electronic means.

Visual Recording - Registering visual images on film, tape digitally or by other mechanical or electronic means.

Recording by Students: The Potosi R-III School District prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

## **TECHNOLOGY USAGE**

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.

### **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 designee, 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 district's 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.

### **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail address, and district sponsored web pages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with policy GBH.

### **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 interception 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 designees 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 interception 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, tablets.

### **Technology Administration**

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 an adult 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 district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The 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. Any 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 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. (Adopted 7/20/1999; Revised 3/18/2003; 5/20/2008; 6/26/2012)

## **STUDENT CONDUCT ON SCHOOL TRANSPORTATION** **TRANSPORTATION DEPARTMENT • 438-5881**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation

environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with the Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situation to the principal as soon as possible  
(File: JFCC • Adopted 11/20/2001)

## **BUS POLICIES**

**Parents and Guardians:** Please discuss these bus passenger rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing SAFE and EFFICIENT district transportation. Your child should understand that riding a school bus is a privilege conditioned on appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus. Your cooperation in communicating this very important message would be most appreciated.

**Enroute to Bus Stop:** Parents/guardians are encouraged to review their child's walking route to the bus stop, advising about safety concerns.

**Be Prompt:** Bus passengers should arrive at the bus stop no sooner or later than five minutes before the bus is scheduled to arrive. For safety, once bus doors are closed, drivers will not stop for late arriving students.

**At the Bus Stop:** While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others, Students are expected to respect others' property. When the bus, approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

**Driver Authority:** The driver has full authority over the passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior of concern.

**Boarding/Departing Bus:** It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arm.

**Passenger Conduct:** Safe, respectful conduct is expected of all passengers to ensure safety:

- Obey the driver's instructions when first requested.
- Remain seated.
- Respect others and their property.
- Keep your hands to yourself.
- Keep noise level down.

Serious or persistent violations offensive to or endangering the safety of others will result in progressive discipline. The age and experience of the student will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus

- Throwing objects in or out of the bus
- Throwing items or trash out of bus windows
- Possession of dangerous weapons or articles
- Destroying or defacing district or private property
- Use of sparking devices
- Smoking, or use/possession of drugs, alcohol or any form of tobacco
- Obscene gestures or profanity directed at the bus driver or others
- Any part of the body extended outside of the bus
- Assault on a bus driver will result in indefinite suspension and possible criminal charges
- Pointing a laser pointer at a bus driver will result in suspension from the bus and possible criminal charge.

**Accidents/Breakdowns:** Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually, and the traffic conditions in our area, accidents and breakdowns can happen. All the buses have two-way radios and help can be just minutes away. One of the most important things to a bus driver in the event of an accident or breakdown is passenger cooperation.

**Snow Days:** Snow information is distributed at the school. Local radio and TV stations will provide up-to-date information each morning when the roads are slick and snowy. Ask driver in advance if your route could be effected and how.

**Items Not Allowed on the Bus:**

For reasons of safety and health and in order to comply with state law and district policies, the following items are not allowed on a school bus:

- Glass objects; bottles, jars, etc.
- Open containers of food, drink, gum
- Inflated balloons
- Live animals, bugs, worms
- Plants, dirt, other growing projects
- Oversized objects and instruments; those that cannot fit safely in the seat with the student
- Weapons; guns, knives, razor blades, etc. (real or toy)
- Sports equipment which could endanger others; like javelins, pole vaults or shot puts
- Skateboards and baseball bats
- Any item which cannot be transported easily or which creates a safety concern
- Distractive electronic devices or trading cards

Please arrange for alternative transportation if any of the above need to go to or from school.

**Student Discipline:**

The district has adopted a progressive discipline policy, which emphasizes logical consequences for inappropriate behavior. The written tool for this is the “Bus Discipline Referral”. If warranted, your child will be issued a written notice for you to review and sign. You may be asked to accompany your student for a conference with

the driver, Principal and the Transportation Director. Camera boxes are mounted in district buses. Cameras are randomly and/or selectively rotated through the buses. Student behavior may be monitored or observed from the video system. Parents are encouraged to contact the Transportation Director any time they have concerns. If appropriate, a conference with other parties including the student and the driver may be arranged.

The District reserves the right to suspend transportation privileges for any student who demonstrates behavior unreasonably distracting to the driver which may contribute to unsafe operation.

### **Video Cameras on School Buses**

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.

### **BUS NOTE POLICY**

The following bus note policy ensures student safety & brings peace of mind to the school employees and parents. Please follow the policy should a bus note be needed.

1. Requests for bus notes must be in writing by the custodial parent or legal guardian.
2. Phone calls from the custodial parent or legal guardian will not be accepted except under limited emergency conditions.
3. Bus note requests must clearly state the following:
  - a. A specific set of directions to the drop-off point.  
Route and box numbers are not sufficient.
  - b. The full name of the responsible adult at the requested drop-off point.
  - c. The phone number of the residence where the child is to be dropped off.
4. Students will be transported to their primary residence unless a bus note, as described above, has been issued.
5. Deviation from the normal bus route will be limited.

### **RULES AND SAFETY REGULATIONS FOR BUS STUDENTS**

The following rules and regulations should be observed by the students while riding and waiting for the school bus:

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver

promptly and cheerfully. Students talking back to the driver or being disobedient to the driver will be disciplined.

2. Pupils should obey and respect the orders of monitors or bus patrol members if they are on duty.
3. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Pupils should never stand in the roadway while waiting for the bus. Pupils should watch for cars while crossing the road to get to the bus stop.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by pupils while riding in the bus; except for ordinary conversation.
7. The use of tobacco products is not permitted on the bus.
8. Pupils must not throw waste paper or rubbish on the floor of the bus. Students should not throw paper wads, gum, or any other object at anyone on the bus.
9. Pupils must not at anytime extend arms or head out of the bus window.
10. Pupils must not attempt to get on or off of the bus; or move about within the bus while it is in motion.
11. Pupils must observe directions of the driver & the patrol when leaving the bus.
12. Any damage to the bus should be reported at once to the driver.
13. The driver or the teacher supervisor will seat any pupil wherever he wants that pupil to be seated. No seats on any bus may be held or reserved.
14. In boarding the buses at school, pupils will get in line on the sidewalks or at other loading places. Pushing and shoving to get in front of others will not be allowed.
15. Pupils who continually cause problems on the bus may be suspended from riding the bus. The principals may suspend pupils from the bus if all other forms of discipline have failed.

## **ASSESSMENT PROGRAM**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). File: IL Revised 12/15/2015

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:



1. *Student Achievement* — To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.

2. *Student Counseling* — To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.

3. *Instructional Change* — To provide data that will assist in the preparation of recommendations for instructional program changes to:

- a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation;
- b. Help the professional staff formulate and recommend instructional policy; and
- c. Help the Board of Education adopt instructional policies.

4. *School and District Evaluation* — To provide indicators of the progress of the district toward established goals.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

### **Building Assessments**

Assessments will be given to students in reading, language and mathematics using the Exact Path Diagnostic tests, to determine if students are below, on, or above grade level in grades 4th, 5th & 6th. Students will also take benchmark assessments, unit tests and common formative assessments to determine student level of understanding and mastery allowing teachers to create a plan of intervention.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all 4th, 5th and 6th grade students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education. All MAP assessments will be administered in the Spring.

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.

Adopted 7/20/1999; Revised 12/15/2015

## STUDENT ACHIEVEMENT

### HOMEWORK

Helping a child with homework shows children that you value learning. Although parents should never do homework for their children, overseeing it demonstrates your supportiveness.

If homework is given for grades 4-6 it will be reasonable, allowing students to practice at home to reinforce what they learned during the school day. Homework packets will not be given in grades 4-6 however students may have homework of unfinished work or for practice of a standard as determined by the teacher.

Parents should:

1. Set up a regular time and place for homework. If the children are just beginning school and have no homework assignments, set aside at least 10 minutes each day to read and discuss what happened in class.
2. Be sure that your children understand their homework assignments. Go over the directions with them to determine whether they are following them correctly.
3. Make comments about your child's improvement; PRAISE your children for a job well done.
4. Contact the teacher if you don't understand your children's assignments or if there is a particular problem. Send the teacher notes about homework difficulties or about progress you see your children making on their studies.

### MAKE-UP WORK

After the second day of a student's absence, a parent may request that the classroom teacher send the previous day's assignments home. Students who are absent less than two days will not have homework assignments sent home.

All students will have the opportunity to make up work missed due to school absences. For each day missed the student will be given that same number of days to make up assignments missed while absent.

### RETESTING & TUTORING

**Retest:** If a student scores below an 80% on an assessment in a core subject area (communication arts, math, social studies, science), the student can choose to retake the test. He/she will be invited to attend tutoring in order to retake the test. After retaking the test, the higher score will be recorded as the grade, however the highest grade the student can earn will be 80%.

**Tutoring:** A student will be required to attend tutoring if grade level expectations in core subject areas (communication arts, math, social studies, and science) are not met.

A student failing tests in core subject areas will be required to attend tutoring before retesting.

A student with a reading plan must receive 30 required hours of tutoring. If your child has a reading plan the school will personally notify you.

Average and high achieving students may participate in “enrichment” tutoring.

**GRADING SCALE**

Students will be evaluated in a continuing process that is fair, impartial, and consistent with the objectives of each subject area. The following grading system will be used in all classes:

GRADE	PERCENTAGE	GRADE	PERCENTAGE
A	100-95	C	76-73
A-	94-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-00

**HONOR ROLL**

Students in grades 4-6 who achieve honor roll status will be recognized at the end of each quarter. Students must earn no lower than a B- in each academic subject *and* pass art, music, P.E., and any elective class (including IEP accommodations for Science & Social Studies) to be included on the honor roll.

**HIGH HONOR ROLL**

Students in grades 4-6 who achieve high honor roll status will be recognized as the end of each quarter. Students must earn an A or A- in each academic subject *and* pass art, music, P.E., and any elective class (including IEP accommodations for Science & Social Studies) to be included on the high honor roll.

**PROMOTION, ACCELERATION AND RETENTION OF STUDENTS**

The Potosi R-III School District is committed to the continuous development of students enrolled in the district’s schools, and for a student’s achievement of the skills for the current grade assignment, to pass to the higher grade. The superintendent, in cooperation with the professional staff, shall develop administrative procedures for the promotion, acceleration and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals With Disabilities Education Act (IDEA) and as required by other applicable law.

**Promotion**

Students will normally progress annually from grade to grade when, in the judgment of the district’s professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade level

for any student identified by the district as failing to master skills and competencies established for that particular grade level by the Board. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Program (IEP).

### **Acceleration**

The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor and with the joint approval of the parents/guardians, the principal and the superintendent.

### **Retention**

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area. File: IKE Revised 09/18/2001

### **REPORTING TO PARENTS**

At the end of each nine weeks a report of pupil progress is sent to the parents of each intermediate child on a regular report form. The report includes the pupil's attendance and his progress in school subjects, in personal and social characteristics, and in work and study habits. Mid-quarter progress reports will also be sent home each quarter.

In addition to the report form, numerous other means of reporting to and involving

parents in planning for the child's growth are utilized. Parent-teacher conferences are used frequently. School personnel is available to parents at all times to help interpret and report a child's progress. The use of informal notes, telephone calls, and sending samples of pupil's work are other methods that will be used.

### **PARENT-TEACHER CONFERENCES**

A parent-teacher conference is scheduled at the end of the first quarter. If at any time you would like to schedule an additional conference, please do not hesitate to call the office or contact the teacher to set up a conference time.

### **CAFETERIA PROGRAM**

The Potosi R-3 School District is implementing 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 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 the 2017-2018 School Year.

### **HEALTH INFORMATION** **IMMUNIZATION OF STUDENTS**

It is the policy of the Potosi R-III School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed, original forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services the name of any parent or guardian who neglects or refuses to permit a nonexempted student to be immunized. The district will also report to the Children’s Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Health and Senior Services.

File: JHCB 8/23/2016

**HEALTH PROGRAMS IN SCHOOL**

Vision and hearing screening, heights, and weights are done once a year in 5th grade, with parent approval.

**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.

**STUDENT HEALTH SERVICES AND REQUIREMENTS (Head Lice)**

In keeping with the Potosi R-III School District’s policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.

4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be reexamined within five (5) calendar days of the initial identification. → If this examination reveals nits are still present, the parent will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits. File: JHC-APS

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

### **Definitions**

*Medications* — For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

*Authorized Prescriber* — Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

*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.

### **General**

The Potosi R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district’s educational services. 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 this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervis-

ing the administration of medication by others. In accordance with the law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who as been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications, treatments or procedures to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe or asthma related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **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 by an adult in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. The strength of the over-the-counter medication will be appropriate to the age and size of the student.

### **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, except for substances that are illegal under state or federal 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.

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

## **1) 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. Students who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

## **2) Students with Other Chronic Health Conditions**

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:

- a. The medication was prescribed or ordered by the student's physician.
- b. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- c. The student has demonstrated proper self-administration technique to the school nurse.
- d. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administering of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

## **Emergency Medication**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

The school principal or designee will maintain a list of students who cannot, accord-



ing to their parents /guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

File: JHCD

Adopted 7/20/1999; Revised: 5/18/2004; 4/18/2006/1/16/2007; 2/15/2011; 4/16/2013

## **SPECIAL SERVICES PROGRAMS**

### **PUBLIC NOTICE**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the Assistant Superintendent at 438-5485.

This notice will be provided in native languages as appropriate.

### **SPECIAL EDUCATION SERVICES**

Special Education Services are provided in the Potosi R-3 School District for any child that has special needs ages 3-21. The groups are kept small and instruction is individualized. Several learning centers are available to students who may require special attention for maximum developmental growth.

### **SPEECH THERAPY/HEARING**

The staff of Trojan Intermediate includes fully certified speech therapists qualified to diagnose and treat speech impediments of all types. At the start of each year, an individualized educational program (IEP) is developed for each child in the program that is designed to help correct his/her speech disorder. During the year the IEP is followed and progress is noted. At the end of the year, parents are notified as to the student's progress and needs for the future.

### **REMEDIAL READING/MATHEMATICS**

The staff of Trojan Intermediate also includes teachers certified in the areas of Remedial Reading and Mathematics. This program is designed to help the children who have difficulty in the mastery of reading and mathematics skills. As of 2011, Trojan Intermediate School has been designated as "School Wide Title I" and our staff can now serve all students in the classrooms.

## **REORGANIZED SCHOOL DISTRICT R-III SCHOOL - PARENT - STUDENT COMPACT INFORMATION**

Trojan Intermediate School and the parents of students participating in Title I activities, services, and programs, agree that this compact outlines how the Title I staff, the

parents, and the students will share the responsibility for improved student academic achievement.

### **SCHOOL RESPONSIBILITIES - TIS and its staff will:**

- ✓ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows -
  1. Retain highly qualified principals and teachers.
  2. Provide instruction, materials, and high quality professional development, which incorporate the latest research.
  3. Maintain a safe and positive school climate.
- ✓ Hold parent-teacher conferences and give reports on their child's progress as follows -
  1. Discuss the child's progress.
  2. Discuss this compact as it relates to the child's achievement.
  3. Provide a monthly newsletter from the Title I program.
  4. Send home quarterly progress reports in the child's report card.
- ✓ Be accessible to parents through-
  1. Phone calls or person-to-person meetings.
  2. Scheduled consultation before, during, or after school as needed.
  3. Scheduled Title I classroom observation.

### **PARENT RESPONSIBILITIES - I, as a parent, will support my child's learning in the following ways:**

- ✓ Make sure my child is in school every day possible.
- ✓ Check that homework is completed.
- ✓ Monitor the amount of television watched.
- ✓ Spend time with my child reading, playing, and doing jobs together.
- ✓ Be aware of my child's extracurricular time and activities.
- ✓ Stay informed about my child's education by reading all communications from the school and responding appropriately.
- ✓ Attend parent conferences, open house, parent orientation, and other school functions, on a regular basis throughout the year.

### **STUDENT RESPONSIBILITIES - I, as a student will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will:**

- ✓ Attend school every day possible.
- ✓ Be respectful toward others by following school, class, and bus rules.
- ✓ Do my homework, ask for help when / need it, and return it to school completed.
- ✓ Read every day outside of school time.
- ✓ Give all notes and information from my school to my parent/guardian daily.

### **GIFTED**

A Gifted Education Program (R.E.A.C.H.) is provided by Trojan Intermediate School. This program consists of a resource room with a full time gifted instructor. The student, who qualifies through a series of recommendations and tests, spends an equivalent of one day a week in this resource room where his or her special needs and

interests are addressed. Also small group interaction is available with emphasis on research and critical thinking skills.

### **GUIDANCE**

The intermediate school's counselor works with students, parents, teachers, and administrators to address and help overcome issues that may cause blocks to learning. This may be accomplished individually, with a small group, or with a class.

The counselor is also the building test coordinator and works with the administration, teachers, and students to set up and/or administer standardized achievement tests as well as individual tests, when recommended, to obtain accurate and relevant results.

### **LIBRARY**

The Trojan Intermediate School has a fully equipped library where the students are allowed to check out books.

Library skills are taught in each grade. The library skills instruction program brings the student to the mastery of skills they need to conduct library research at their particular grade level. Students develop an excitement for reading and learn to use the library independently. The school library is a place of cooperation and respect and offers a setting for the development of interpersonal skills.

The librarian will provide information for the students at the beginning of school.

### **OTHER PERTINENT INFORMATION**

#### **EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS**

The New Madrid Seismic Zone 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 temblors are not as frequent as in California, but when they do occur, the destruction covers 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 in Charles-

ton, 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 1811-1812 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 on to 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.

## **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 the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall follow the guidelines of Board policy IGAEB. In addition, regarding the district's requirement to teach students the characteristics of and ways to identify sexual predators, the safe and responsible use of the internet, including the dangers of online sexual predators, the potential consequences of inappropriate texting, and the importance of open communication with responsible adults regarding and inappropriate situation, activity or abuse. (170.015, Policy IGAEB)

## **FERPA - FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Under FERPA, an 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 tele-

phone 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 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent. A single notice provided 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.

To opt out of the public, nonconsensual disclosure of directory information, a Potosi R-3 District student's parent/guardian should contact the student's counselor by September 1st of the current school year.

### **R-3 SMOKE FREE POLICY**

The Potosi R-3 School District has adopted a Smoke-Free policy. There will be no smoking allowed in our buildings.

### **PUBLIC NOTICE - ASBESTOS REGULATIONS OPEN TO PUBLIC IN R-3**

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 Potosi R-3 School District Superintendent, in charge of compliance for the district, has announced that in compliance with the regulations, Potosi R-3 School District's approved plans are available from each building Administrator and at the Superintendent's Office, located at 400 N. Mine St., Potosi, MO, between the hours of 8 A.M. and 4 P.M. each week day.

### **PROHIBITION AGAINST ILLEGAL DISCRIMINATION & HARASSMENT**

#### **General Rule**

The Potosi R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Potosi R-III School District is an equal opportunity employer, Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

#### **Definitions**

*Discrimination* - Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic pro-

tected by law, or based on a belief that such a characteristic exists.

*Harassment* - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

*Sexual Harassment* - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

### **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 Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent

Potosi R-III School District, 400 North Mine, Potosi, MO 63664

Phone (573) 438-5485, Fax (573) 438-5487

### **Grievance Process**

1. Level I - A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

2. Level II- Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

3. Level III - Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other



persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Taken From File: AC

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

**EVERY STUDENT SUCCEEDS ACT**

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act (ESSA), have the right to know.

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

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

In addition to the information that parents may request, districts must provide to each individual 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**  
**EVERY STUDENT SUCCEEDS ACT**  
**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 Every Student Succeeds Act.

Missouri Department of Elementary and Secondary Education  
 Complaint Procedures for ESSA  
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General Information

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2. Who may file a complaint?
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Complaints filed with LEA

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)?

## Complaints filed with the Department

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?

## Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

## 1. What is a complaint under ESSA?

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 ESSA.

## 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 the ESSA 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 fifty 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 five 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 forty-five 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 the 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.

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

<sup>2</sup> In compliance with ESSA.

**SURVEYING, ANALYZING OR EVALUATING STUDENTS**

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

**DISTRICT POLICY MANUAL**

The district policy manual can be located on the Potosi R-3 School webpage at [www.potosir3.org](http://www.potosir3.org)

# Trojan Intermediate Faculty and Staff

## 4th GRADE ..... Room #

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## COUNSELOR

A. Boyd
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## SOCIAL WORKER

P. Pashia
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## AIDES

M. Blanks .....	SPED Aide
L. Gillam .....	SPED Aide
A. Wilson .....	SPED Aide
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D. DeClue
T. Mosier
S. Farris

## COOKS

L. Morgan
M. Boyer
S. Johnston
K. Callahan

# ***Trojan Intermediate School***

***367 Intermediate Drive • Potosi, Mo. 63664***

***(573) 436-8108***

***potosir3.org***

**August 16, 2018**

**Dear Parents,**

**Attached you will find the student handbook for the 2018-2019 school year. Please read the handbook with your child. After reading the handbook, detach this form, check the appropriate boxes, sign it and return it to your child's teacher. It is very important that you read the information contained in the book and discuss it with your child. Thank you for your assistance.**

**Sincerely,**

**Nicole Portell**

**Principal**

# PARENT RESPONSE PAGE

Please check the following items on these pages to indicate you agree with the statement and return these pages to your child's teacher.

I have read and discussed the T.I.S. Handbook with my child.

I have read and understand the attendance & discipline policies.

(Child's Name) \_\_\_\_\_  
has my permission to participate in school field trips.  
(Parents will be notified in advance of all school field trips.)

On occasion, my child's photograph may be published in the newspaper, videotaped, or on our school web page. I give my permission to allow this to occur.

I have read the Potosi R-3 School District's Technology Usage policy and procedure. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all my child's electronic communications using district technology resources as well

as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child.

I agree to be responsible for any damages caused by my child's misuse of district technology.

I understand that this form will be effective for the duration of my child's attendance in the district unless revoked or changed by the district or me.

---

*Student's Name*

---

*Parent's Signature*

*Date*

---

*Teacher*

*Home*

*Address:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Home Phone:* \_\_\_\_\_