

**2022-2023**  
***PUTNAM COUNTY R-I***  
***HIGH SCHOOL STUDENT HANDBOOK***

***Home of the Midgets***

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<b>Table of contents:</b>	<b>Page:</b>
A WORD TO PARENTS	4
A+ PROGRAM	4-5
ACADEMIC PROGRESS REPORTS	5
AGENDAS	5
ALTERNATIVE METHODS OF INSTRUCTION PLAN	5
ANONYMOUS REPORTING	6
ASSEMBLIES	6
ATHLETIC ELIGIBILITY	6
ATTENDANCE POLICY	6
ATTENDANCE APPEALS PROCESS	6-7
AUTOMOBILE REGULATIONS	7
BELL SCHEDULE	8
CAFETERIA	8
CARE AND USE OF TEXTBOOKS	8
CARE OF SCHOOL PROPERTY	4
CHANGING BETWEEN CLASS PERIODS	8-9
CHECK-IN/CHECK-OUT AT OFFICE	9
CITIZENSHIP	9
CLASS FUNDS	9
CLOSED CAMPUS	9
CODE OF CONDUCT	9-20
COLLEGE VISITS	20
COMPUTER USE	20
COOPERATION WITH THE CUSTODIANS	20
CREDIT RECOVERY	20-21
DANCES	21
DETENTION	21
DISCIPLINE	22
DISTANCE LEARNING PLAN	22
DUAL CREDIT	22
EMERGENCIES	22
EMERGENCY DRILLS	22-24
EXTRA-CURRICULAR ACTIVITIES	24
GENERAL INFORMATION	4
GRADING	24-25
GRADUATION REQUIREMENTS	26
GRAND RIVER CONFERENCE	26
GUIDANCE PROGRAM	26
HALL PASSES	26-27
HEALTH SERVICES	27
HIGH SCHOOL STUDENT POLICIES	27-28
HONOR ROLL	28
HOW YOU CAN SHOW YOUR SCHOOL SPIRIT	4
INTERVENTION PLAN	28-29
INTERVENTION PLAN ACADEMIC APPEAL PROCESS	29

<b>Table of contents (continued):</b>	<b>Page:</b>
LATE WORK POLICY	29
LIBRARY	29-30
LOCKERS	30
LOST AND FOUND	30
LUNCH PROGRAM	30
MISSOURI ASSESSMENT PROGRAM (MAP TESTING)	30
MISSOURI COURSE ACCESS & VIRTUAL SCHOOL	30
MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOC.	30-32
MSHSAA NON-TRADITIONAL PARTICIPATION	32-33
NCAA ELIGIBILITY REQUIREMENTS	33
NON-DISCRIMINATION	33
PARENT-TEACHER CONFERENCES	33
PARTICIPATION IN ACTIVITIES	33
PASSIVE ALCOHOL SENSOR	33
PUPIL INFORMATION	34
RANDOM DRUG TESTING POLICY	34-35
REQUIRED CLASSES	35
SAFE SCHOOLS ACT	35-36
SAFETY	36
SCHEDULE CHANGES AND/OR DROPS	36
SCHOOL BUS REGULATIONS	36-37
SCHOOL BUSES	37-38
SCHOOL MESSENGER	38
SCHOOL SONG	38
SEARCHES	38
SENIOR TRIP	38
SNOW AND ICE	38
SPECIAL EDUCATION	38-39
SUBSTITUTE TEACHERS	39
SUPERVISION	39
SUSPENSION AND EXPULSION	39
TECHNOLOGY - ACCEPTABLE USE POLICY	40-44
UNPAID BILLS	44
VISITORS	44
WEIGHTED CLASSES	45
WELCOME	4
WHO OWNS THIS SCHOOL	4
WITHDRAWAL	45

## **WELCOME**

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy to develop and accept the responsibilities and obligations of good citizenship and to participate successfully in the world of tomorrow. We hope that you will participate in school activities. Remember that your success in this school will be directly proportional to your efforts.

## **A WORD TO PARENTS**

The education of your children is best achieved when there is a high degree of cooperation between you and the Putnam County R-I staff. Your children are our most valuable resource for the continued success of our communities and country. It is imperative that each parent cooperates to see that

1. your child attends school regularly;
2. your child has sufficient time at home for rest and study;
3. your child's report cards are read and studied;
4. you display a positive attitude towards the school so your child can follow your good example;
5. you show interest in your child's educational pursuits, including academic and extracurricular organizations; and
6. instructional time is protected from interruption, except in the case of emergencies.

## **GENERAL INFORMATION**

### **WHO OWNS THIS SCHOOL**

You do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to the building, equipment, buses, or books must be paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself; but, you must help protect the schools by discouraging or reporting such activity by any others. Remember, most trouble starts as fun!

### **CARE OF SCHOOL PROPERTY**

The students and patrons of Putnam County R-I High School are very fortunate to have a beautiful, modern school. These are facilities that everyone can be proud of. Defacing or destroying school property in any manner, including marking on walls or furniture, will not be tolerated. Individuals destroying or defacing school property will be held liable under Missouri State Law, Section 537-045. School pride and spirit, as well as individual maturity, are reflected in the condition of our school. It is the duty of each student to keep our school first class.

### **HOW YOU CAN SHOW YOUR SCHOOL SPIRIT**

1. Help keep the buildings and school grounds clean and attractive.
2. Throw your papers into waste containers placed for that purpose.
3. Commit acts that will reflect well upon your school.
4. Speak softly in the halls in order to prevent disrupting classes.
5. Be a supportive fan at games.
6. Be present every day.
8. Be prepared and on time for classes every day.
9. Be courteous and friendly to students and teachers alike.
10. Take part in school activities.

## **A+ PROGRAM**

As Putnam County R-I High School is a designated A+ high school, students can earn financial incentives for college through participation in the program. Students may receive A+ eligibility upon graduation if the following requirements are met:

1. Be a U.S. citizen or permanent resident.
2. Enter into a written agreement with your high school prior to graduation.
3. Attend a designated A+ high school for 2 years prior to graduation
4. Graduate with an overall unweighted grade point average of 2.5 or higher on a 4.0 scale.
5. Have at least a 95% attendance record overall for grades 9-12.
6. Perform at least 50 hours of unpaid tutoring or mentoring.
7. Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
8. Have achieved a score of proficient or advanced on the Algebra I end-of-course exam or a higher level DESE-approved end-of-course exam in the field of mathematics.

A+ graduates who attend a Missouri public community college or technical school are eligible for A+ financial benefits. A+ will pay the cost of tuition and general fees if funds are appropriated by the Missouri General Assembly and signed by the Governor. Kathy Rhodes is our A+ Coordinator and can be contacted directly at [krhodes@putnamcountyr1.net](mailto:krhodes@putnamcountyr1.net) if you have any questions.

## **ACADEMIC PROGRESS REPORTS**

All students will receive a mid-term progress report. Any student receiving a grade of D or F in any subject must obtain a parent's signature and return the report to the office; otherwise, the report will be mailed home. Students should make sure they are familiar with their teachers' grading system and the suggested amount and type of homework expected in each subject. Parents may check their student's grades at any time by using the Student Information Systems (SIS) parent portal. To access the portal, parents must initially sign an agreement form and follow the instructions that are sent to them via email.

## **ACADEMIC Tutoring**

1. Tutoring will be from 3:30 until 4:30. Tuesday, Wednesday, and Thursday.
2. Any student missing 3 or more assignments in the same class will be strongly encouraged to attend tutoring for that week and a phone call will be made to their parents.
3. Reports will be run every Monday morning to determine recommendations for tutoring.
4. Students can get in through teacher recommendation, self-sign-up, or parent request if they haven't already been notified to attend.
5. Students who are not giving effort or causing disruptions at tutoring are not welcome.
6. Students must turn in their cell phones at the teacher's station when they arrive and will remain there until dismissal time.

**(Tutoring will begin on Tuesday, September 13, 2022)**

## **ALTERNATIVE METHODS OF INSTRUCTION PLAN**

### **Putnam County High School Alternative Method of Instruction Plan**

- The A.M.I. plan can be used up to 6 days in each calendar school year.
- Every teacher in the high school will provide hard copies of their A.M.I. plan or they will have them in a downloadable file for students to upload on their Chromebooks so they will have access no matter if there is internet in the home or not.
- Teachers will update their A.M.I. packet/work every quarter.
- The assignments will be numbered by day ( Day 1, Day 2, etc.) and there must be 6 days of work.
- If we choose to use an A.M.I. day, students will be required to complete that day's work out of the provided packet or uploaded file on their Chromebook. The work will be due the first day we return to school unless the student has an IEP that says they have extended time to complete assignments. If a student doesn't turn in their work on time, we cannot count them for attendance and the student won't receive any credit for the assignment and our late work policy won't apply.
- At least 80% of students must complete the assigned work or the day will have to be made up.

## **ANONYMOUS REPORTING**

The District takes threats to school safety seriously. Students or staff may submit anonymous reports regarding concerns that affect their safety, including someone carrying a weapon, making threats, or creating a crisis situation. The school recommends using the Missouri School Violence Hotline (866-748-7047).

## **ASSEMBLIES**

From time to time, all-school assemblies will be held in the gym or auditorium. Students will enter the assembly in an orderly manner. All students will observe good conduct and common courtesy at all times. At the beginning of each assembly, all students may be asked to stand for the Pledge of Allegiance. Students misbehaving may have assembly privileges suspended.

## **ATHLETIC ELIGIBILITY**

High School students participating in athletics must maintain their eligibility by following the MSHSAA eligibility requirements. Local requirements include random drug testing of athletes during their season of participation. Also, athletes receiving a failing grade during a grading period will participate in academic intervention strategies prior to competing again.

Students anticipating college athletic participation should make themselves aware of the NCAA eligibility requirements. The counselor can provide this information.

## **ATTENDANCE POLICY**

An absence is defined as missing more than half a class period. Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, teacher explanation, and/or student performances as required in such classes as band and physical education. This policy is not established for punitive purposes, but to promote regular class attendance, maximize each student's opportunity to receive the full benefits of the education offered by the Putnam County R-I School District, and encourage students to assume responsibility for their conduct. If a student is 17 years old or younger, the Putnam County Juvenile Office and Division of Family Services may be notified of excessive absences.

Any student that misses a class more than seven days in a semester will receive NO CREDIT per class. Any **extenuating** circumstances may be presented by a parent or guardian to a review board to have this loss of credit waived. After an absence, a student must report to the office with a written reason for the absence from a parent or guardian. (Exception: excuse by phone). An admit slip will then be issued, marked with verified or unverified. The slip is to be shown to each of the student's teachers. If a parent or guardian does not contact the school concerning an absence, the admit slip will be marked unverified. After a note is brought, it is the responsibility of the student to bring the note to the office as soon as possible to receive a new admit slip. The student should then show the new note to their teachers.

Responsibility for making up work lies entirely with the student. It is the student's responsibility to present his/her admit slip to each teacher, obtain the make-up assignments, and complete the work promptly. For one day's absence, make-up work must be completed by the next class meeting. If more than one day is missed per class, the student should visit with the teachers to establish the due dates for assignments.

## **ATTENDANCE APPEALS PROCESS**

If a student exceeds the attendance policy, they will automatically be required to write a letter explaining their absences and can request an appeal at that time as well. The student will then be required to make up their time during summer school or through another arrangement that is set up by the attendance committee. If a parent or guardian believes that his/her son's/daughter's absences in excess of seven days are due to unusual or **extenuating** circumstances, absences may be appealed to be waived. A review board made up of at least three staff members will

hear the appeal.

Procedure for attendance appeals:

1. Write a letter to request a hearing within five school days of the notification that credit has been denied.
2. Present to the principal, counselor, or school-based social worker any documentation of **extenuating** circumstances.
3. You will be notified in writing within five school days of the review board decision. If the decision is to deny credit, you may appeal.
4. This procedure will start over when a student enters a new school building (e.g. when going from grade 5 to 6 or from 8 to 9).

By appealing, you are immediately bound by the following requirements.

1. Any further absence this semester must be accompanied by a doctor's note or court documentation.
2. You may not have any further discipline referrals to the office this semester.
3. You may not fail any classes for this semester.
4. Middle and High School students will attend summer school based on the following sliding scale. For every 8 periods over seven days missed per semester, two days of summer school must be made up, with a minimum of two full days of summer school attendance. For examples:
  - a. 0-8 periods = 2 days
  - b. 9-16 periods = 4 days

Failure to abide by any of these stipulations will result in a loss of credits due to absenteeism that exceeds the district policy.

## **AUTOMOBILE REGULATIONS**

Driving to school is not a right, but it is a privilege. All students who desire to drive to school must follow these regulations or their driving privileges may be suspended:

1. Must have a permission form, signed by parents or guardian, on file in the principal's office.
2. Students will park in the south parking lot only. Students will not park on the east or west side of the building or in the front row of teacher parking on the west side of the south parking lot..
3. After a student parks his/her vehicle, no student will enter the vehicle during the school day without permission from school authorities.
4. A student who drives to school without proper authorization will be subject to suspension.
5. Students will operate their vehicles in a safe and prudent manner.
6. The above policies include all vehicles including cars, pickups, motorcycles, etc.
7. Students will not be allowed to drive golf carts, ATVs, or any other off-road type of vehicle to school.
8. In order to avoid traffic congestion for our bus drivers, students should turn left out of the parking lot after school until all school buses have exited the campus.
9. Unsafe driving will be reported to law enforcement.

## BELL SCHEDULE

Period 1	8:15 — 9:00
Period 2	9:03 — 9:48
Period 3	9:51 — 10:36
Period 4	10:39 — 11:24
Period 5	11:27 — 1:06 (lunch & activity period)
Period 6	1:09 — 1:54
Period 7	1:57 — 2:42
Period 8	2:45 — 3:30

1:06 Early-out Schedule:	
Dates: 10/20, 12/15 , 5/19	Bell Schedule
Period 1	8:15-9:00
Period 2	9:03-9:48
Period 3	9:51-10:36
Period 4	10:39-11:24
Period 5	11:27-1:06

## CAFETERIA

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep the cafeteria lines orderly. Never push or run.
2. Respect the supervisor's authority.
3. All food must be eaten at the table. Always use a tray.
4. Keep milk cartons, food, and waste paper on the tray.
5. Empty all debris from trays into the paper containers.
6. Return trays, dishes, and silverware to the receiving window.
7. Keep tables and floors clean.
8. Talk in a normal voice. Group cheering, jeering, or singing will be regarded as a breach of peace.
9. **Remain in the commons during your assigned lunch shift.**

## CARE AND USE OF TEXTBOOKS

The Putnam County R-I High School furnishes textbooks free of charge for students. We take pride in the fact that we have modern and up-to-date books. Each teacher at the beginning of the school year issues textbooks to their respective classes. Students are to take the best possible care of the books issued and return them when called for. We expect reasonable wear from normal use on all textbooks. However, wear or damage beyond reason will be paid for by the students at the full or partial cost of the textbook. Lost textbooks will be paid for according to their age. If the textbook was in its first year of use, the full purchase price is the replacement cost. If the textbook has been used for more than one school year, the replacement cost will be equal to the most reasonable used-textbook price that can be found by the teacher or administrator.

## CHANGING BETWEEN CLASS PERIODS

At every change of classes, there will be large numbers of pupils going from one room to another. In order to keep the noise and confusion at a minimum, you are asked to show respect for your fellow students and make the change as



quickly and quietly as possible. The three minutes allotted for changing classes is adequate time if not wasted.

### **CHECK-IN/CHECK-OUT AT OFFICE**

With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian (students will not be allowed to go off campus for lunch.) In emergency situations, a telephone call from a parent/guardian may suffice, with the approval of the building principal. Students are required to check in and out at the office if arriving or departing after the first bell or before the last bell of the day. During the first period and prior to attendance being taken, a student who is tardy should report to class so their teacher may correct the attendance.

Interview or interrogation: The School District has legal jurisdiction over students during the school day and during hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

Removal of students from school: Before a student at school is arrested or taken into custody by law enforcement or another legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

### **CITIZENSHIP**

The citizenship policy that applies to students involved in MSHSAA activities also applies to students involved in any extracurricular or co-curricular activity. (Please refer to the section titled MSHSAA in this handbook).

### **CLASS FUNDS**

Each class may charge dues for the purpose of paying the obligations of the entire class. A student not paying his/her dues may be denied the privilege of class social activities, and the right to vote or hold class office. No class shall have dues to exceed \$10.00 per school year per member. Students should always request a receipt upon payment of dues.

### **CLOSED CAMPUS**

We operate a closed campus. Students must enter and remain in the high school building once they arrive at school until dismissal or until the bus picks them up. Students are not permitted to remain or go to a vehicle in the parking lot. Any student leaving the high school building must check out through the office.

### **CODE OF CONDUCT**

#### Background and purpose:

It is the goal of the Putnam County R-I Schools to teach the young people of our community those basic educational skills required in a rapidly changing world as well as those skills required of a citizen in a participatory democracy. It is the expectation of the Board of Education that each student exhibit behavior on a day-to-day basis that is harmonious and congruent with this goal. The purpose of this disciplinary policy is to prevent actions that might interfere with the school's educational mission. The Board of Education believes standards are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. The policy will provide all affected with a clear statement of the expectations this school district has for its students and the consequences, which will be followed when deviations from the expectations occur. It will be the duty of each student to

1. study and learn under the direction of the teaching staff and the administration.
2. behave in a manner that promotes positive social interactions.

3. follow the rules as set forth by the Board, the administration, and the classroom teacher.

### Philosophy

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school that is conducive to the learning process. While there are many factors that affect the learning environment, perhaps the most disruptive is the problem that results from inappropriate conduct and the lack of consistent and effective disciplinary response. Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, teachers, and students. The discipline code becomes an integral component of the education process and a symbol of the commitment of parents, students, teachers, and administrators to the maintenance of an effective learning environment.

*The School Board acknowledges that not every disciplinary situation and consequence can be listed within this document. It is designed to serve as a guide for student conduct and discipline. The school district reserves the right to demonstrate flexibility in the use and application of this Code.*

### Classroom discipline guidelines:

Classroom teachers have a responsibility to maintain a classroom environment conducive to learning. Classroom disruption or a combination of disruptions including, but not limited to excessive talking, out of the seat, throwing objects, disturbing others, note passing, and/or other actions that interfere with the educational process are not acceptable.

### Steps for in-class disciplinary action:

Initial problem - teacher confers with student

Continued problem - teacher refers the student to the office

### Consequences assigned by the office may include but are not limited to:

- Lunch ISS- student eats lunch in the office or other assigned location rather than in the lunchroom
- Detention- 45 minutes spent in the office either before or after school
- 3 Hour Detention- A detention lasting 3 hours assigned on a teacher professional development day, early out day, or Saturday.
- ISS (In-School Suspension)- the student is not in regular class but is supervised in an isolated location. The student is still eligible for full credit on assignments.
- OSS (Out of School Suspension)- Students are not allowed on campus and may receive a maximum of 75% for any assignments.

**Tardy policy:** Tardiness accrues in each individual class period per semester. This policy emphasizes the importance of arriving at class on time. A student is tardy if he/she is not inside the classroom door when the bell rings. If the prior teacher dismisses a student late, they will issue a pass to present to your next teacher. Students will be given 3 minutes to return from lunch (same as passing time between classes). If you enter class after attendance has been taken, you must go to the office for an admit slip so we can keep proper attendance records.

1st tardy - teacher confers with student

2nd tardy -the teacher gives a detention warning

3rd tardy – the teacher will refer the student to the office; detention will be assigned

4th tardy - teacher refers to the office; teacher professional development day, Saturday, or an early out day detention (3 hrs.)

subsequent tardiness - ISS

## **LEVEL ONE:**

### **Level one disciplinary action upon office referral:**

- 1st offense - up to three (3) days detention or suspension
- 2nd offense - up to five (5) days suspension
- 3rd and subsequent offense -up to ten (10) days suspension

**Level one offenses:** all conduct prejudicial to the good order of the school arising to a level one offense, including but not limited to the following

1. truancy from a class, lunch, activity period, or school day or leaving school/class without teacher permission; truancy is the act or habit of staying away from work or duty; especially, staying out of school
2. violation of school driving/parking regulations
3. inappropriate physical contact or conduct (i.e., scuffling, horseplay)
4. inappropriate public display(s) of affection; High School students may only hold hands with each other.
5. buying, selling, or distributing unauthorized items at school (not drug/alcohol or tobacco related or otherwise harmful)
6. violation of cafeteria and hallway expectations for the maintenance of a safe, pleasing, and orderly learning environment
7. classroom disruptions including, but not limited to excessive talking, out-of-seat, throwing object (s), disturbing others, note passing, and/or other actions which interfere with the educational process
8. being disruptive, rude, or unsportsmanlike at a school function
9. cheating/plagiarism (also carries a zero on the test/assignment and teacher notifies the parent(s) of the initial problem); subsequent offense = drop in a letter grade. If a student is caught cheating or plagiarizing in any college class, they will automatically receive a zero on the assignment, drop a letter grade, and will not be permitted to enroll in another online class at Putnam County High School and will also face additional consequences set forth by the college.
10. removal or truant from detention
11. gambling for the purpose of exchanging money and/or something of value
12. intentionally providing false or inaccurate information/lying
13. inappropriate use of district technology/violation of the district's "Acceptable Use Policy" (see Technology - Acceptable Use Policy above)
14. use of language that is disparaging or demeaning including, but not limited to words (spoken or written) that are used to harass other people; the use of vulgar or profane language or gestures
15. possession or use of over-the-counter substances (i.e. includes but not limited to non-prescription drugs)
16. possession or use of laser pointers
17. mode of dress or appearance in violation of the school dress code

**Student dress** - During school hours, all students should be dressed and groomed in a manner that keeps their health and safety in mind. Students should not dress in a way that results in a material and substantial disruption to the orderly administration of the school (e.g. wearing T-shirts containing vulgar, lewd, or defamatory language based on race, color, gender, national origin, or religion). Students should dress appropriately to the occasion for activities outside school hours. Appropriate dress is associated with safety, cleanliness, neatness, and decency. Inappropriate dress includes but is not limited to the inappropriate display of the body or underclothing, the potential for actual disruption, and the absence of safety. A general guideline is that no cracks, cheeks, or cleavage should be shown.

Recognizing that most students are aware of these facts and dress appropriately, but also aware of the fact that some do need guidance, the following requirements are set forth:

- a. Shoes must be worn at all times.
- b. Caps, hats, or hoods will not be worn in the school building until final dismissal.
- c. Exposure of underwear is inappropriate.
- d. Tank top straps for both genders should be at least two fingers wide to cover the shoulder area and the back must be covered.

- e. Sheer bottoms should not be worn alone as pants. Bare-midribs are inappropriate.
- f. Clothing which bears or connotes obscene slogans, gestures, lyrics, or advertises drugs, alcohol, or tobacco is not acceptable at school.
- g. Any clothing which might create a disruption in the educational process will not be worn.
- h. A dress that exposes or bears gang-related apparel or tattoos is not acceptable at school, because it creates the potential for substantial disruption.
- i. Cutoffs (shirts with sides cut out) should not show skin below the bra for females. Males should not show pectoral muscles.

#### **Student Dress Disciplinary Action:**

1. Students wearing inappropriate clothing will be asked to change and will face disciplinary action,
  - a. If a student is required to change they will face the following discipline:
    - i. When the student is sent home for a dress code violation, they will make up all school time missed in after-school detention.
    - ii. If the student has dress code-appropriate clothing available to change into, they have the option of changing in school and returning to class, and will not be assigned detention.
2. Infractions
  - a. First offense — warning and change of dress, with an explanation of the violation.
  - b. Second offense — a minimum of before/after-school detention, plus time missed out of school, parent/guardian will be notified.
  - c. Third offense — a minimum of one 3-hour detention, plus making up time missed in detention, parent/guardian will be notified.

#### **Level one disciplinary action upon office referral:**

- |                              |  |
|------------------------------|--|
| 1st offense -                | up to three (3) days detention or suspension |
| 2nd offense -                | up to five (5) days suspension               |
| 3rd and subsequent offense - | up to ten (10) days suspension               |

**NOTE:** Attendance at school extracurricular activities (i.e. dances, contests, etc.) is a privilege that may be revoked when detention or suspension is assigned to a student until the detention or suspension is served in full. Students who are referred to the office multiple times will be given additional consequences up to and including a hearing which may result in additional days of suspension up to 180 days

Consequences for infractions will depend upon the level of severity of the infraction. Any level one violation may be considered a level two violation if deemed serious enough by a building administrator.

### **Policy 2656 Student Electronic Device Use**

#### **Students**

**Discipline:** Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, smart watches, digital cameras, and similar electronic device usage will be modified as listed below except in dressing areas, restrooms, and during extracurricular activities.

**Teacher discretion:** Teachers have the authority to allow students the use of electronic devices for **learning opportunities**.

High School students in the High School building alone- electronic devices will be allowed prior to school until 8:05 a.m., between classes, during assigned lunch shifts, and immediately following the last bell of the school day. **Cell**

**phones can be turned on but must be programmed to silent. (Neither sound nor vibration is allowed!)**

Consequences for High School students: will depend on the severity of the infraction. Middle School and Elementary student devices are to be out of sight and silenced from 8:05 a.m. until the final bell. If students in those buildings need to contact their parents, then they must request to do it at the office.

**Minimal Electronic Device infractions:** (Example): If student A sends a text message while in their assigned lunch shift to Student B who is in Geometry, and Student B's phone rings, vibrates or beeps then Student B will be disciplined for disruption of class. Not Student A. The number of offenses will be tracked by the office and is cumulative.

1<sup>st</sup> offense-- Electronic device confiscation and a warning

2<sup>nd</sup> offense – a minimum of before/after school detention; electronic device confiscated and parent/guardian must pick up the electronic device from the office

3<sup>rd</sup> offense – a minimum of one 3 hour detention; parent/guardian must pick up the electronic device from the office

**Severe Electronic Device infractions:** If used for bullying, locker room/bathroom use, criminal activity, academic dishonesty, or other similar behaviors, then the minimum consequence will be 3 days OSS, but will be determined following an investigation.

Last Modified: June 11th, 2020

## **LEVEL TWO:**

### **Level two disciplinary action:**

1st offense - up to ten (10) days suspension

2nd and subsequent offenses - up to 180 days suspension

**Level two offenses:** all conduct prejudicial to the good order of school arising to a level 2 offense

1. disrespect or direct disobedience/insubordination (flagrant disregard for authority)
2. theft and/or alteration of school or student records or documents (includes but not limited to the grade book, report cards, computer, computer records, etc.)
3. possession, distribution, smoking or use of any tobacco or tobacco-related products, including electronic cigarettes, matches, paper, lighter, etc. on any school property before, during, or after school hours
4. words or actions used to invite or cause a fight
5. inappropriate physical contact or conduct (fighting)
6. deliberately causing someone to inhale or ingest an unknown or unwanted substance
7. negligent behavior causing injury to or endangering the safety of another person (including, but not limited to the use of "shock" toys and other irresponsible behavior)
8. vandalism resulting in destruction/damage to public or private property (restitution required), including but not limited to real or electronic of less than \$100.00
9. theft of money or property (public or private) less than \$100.00
10. membership in a secret society/gang, and/or "club" that is prejudicial to the good order of school
11. flashing and/or writing gang symbols or signs
12. forgery of parent/guardian signature
13. forging a teacher or school official signature (hall passes, admit slips, etc.)
14. minor vandalism requiring additional custodial time for cleaning; restitution will be included
15. deliberately making false accusations against students or staff
16. inappropriate, unauthorized use of an electronic device that captures, transmits, or duplicates an unauthorized picture of school staff, students, or school documents
17. removal of another person's or one's own attire exposing any private area

18. possession or viewing of materials that are considered pornographic or obscene and/or are sexually explicit
  19. possession of a tattooing or piercing device
  20. possession, use, or under the influence of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, or controlled substances; or possession of paraphernalia (i.e. scales, pipes) or items represented to be drug paraphernalia for use of illegal controlled substances;
- Students taking over-the-counter or prescription medication must take it immediately to the school nurse upon arrival with it on campus, and have the medication administered by the school nurse at the proper time(s).
  - Controlled substances: Possession of or being under the influence of alcohol, drugs, or tobacco products will result in the notification of law enforcement.
  - Pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.
  - The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such a program to determine its effectiveness, implement necessary changes, and ensure that the disciplinary sanctions are consistently enforced.

For the purposes of this policy, the following definitions will apply.

"Possession" means the act or condition of having on one's person, or in or on property belonging, assigned, or entrusted to the possession or control of a student any of the items or substances listed in the code of conduct.

"Sale" means the actual transfer, constructive transfer, attempted transfer, or offer to transfer from one person to another any of the substances listed in the code of conduct. This term includes, but is not limited to, barter, exchanges, and gifts.

"Under the influence" means the ingestion, consumption, or absorption (by mouth, injection, through sniffing, etc.) into the body of any of the substances listed in this code of conduct. It also includes, but is not limited to, any use of alcohol or drugs prior to being present on district property when such use is detectable by observation or testing while the student is at school or a school-sponsored activity. Under no circumstances shall the definition of "under the influence" be limited to the term as applied to the operation of motor vehicles.

**Level two disciplinary action:**

1st offense - up to ten (10) days suspension

2nd and subsequent offenses - up to 180 days suspension

**NOTE:** Attendance at school extracurricular activities (i.e. dances, contests, etc.) is a privilege that may be revoked when detention or suspension is assigned to a student until the detention or suspension is served in full. Multiple violations may result in a committee on conduct hearing for additional days up to 180 days.

Consequences for infractions will depend upon the level of severity of the infraction. Any level two violation may be considered a level three violation if deemed serious enough by a building administrator.

**Harassment and bullying are level two infractions governed by Board policy 2655.**

**Level two disciplinary action for harassment or bullying:**

1st offense - up to 30 days suspension

2nd offense - up to 180 days suspension

**Harassment:** Use of language that is disparaging, demeaning, including but not limited to words (written or spoken) that are used to harass other people, such as disparaging comments regarding a person's race, religion, ethnic origin or gender or use of obscene language or gestures including but not limited to: use of words, spoken or written, drawings, or pictures that describe sexual conduct and which, considered as a whole, appeal to a prurient interest in sex, portraying sex in a manner offensive to community standards and which do not have a serious literary, artistic, political or scientific value (may also result in a Title IX referral)

**Title IX:** Title IX is a federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX benefits both males and females and is at the heart of efforts to create gender-equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all areas of public schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual harassment, and athletics. Title IX prohibits sexual harassment in all school programs and activities in school facilities or in other locations when the school is the sponsor of the activity. If a student commits a Title IX violation, the incident will be documented and placed on file with the Title IX coordinator for the district. Title IX records move with a student as they progress from building to building during their school career.

**PRF 2130 Harassment**

Students

Nondiscrimination and Student Rights

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through the conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and

appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment and further prohibits retaliation against persons who participate in related proceedings or investigations.

**Bullying:** threatening, intimidating, or causing bodily harm to any school employee or any student (including gestures) and/or bullying – see §160.775 RSMo. - "Bullying" means 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication devices, computer, or pager.

Bullying is also defined as any **unwanted aggressive behavior(s)** by another youth or group of youths that involves an **observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated**. Bullying may inflict **harm or distress** on the targeted individual including physical, psychological, social, or educational harm. A person can be a perpetrator, a victim, or both (also known as "bully/victim").

Putnam County R-I Schools will foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult. - § 170.315 RSMo.2013 District employees will report any instance of bullying of which the employee has firsthand knowledge. A district employee who witnesses an incident of bullying will report the incident to the district's Title IX coordinator at the school within two school days of the employee witnessing the incident. Policy and procedure regarding bullying are publicized through discussion at freshman orientation meetings, at the student assembly on the first day of school by the principal, and by posting student handbooks on the district's website.

**Students should report bullying immediately to the nearest staff member, the district's Title IX Coordinator, and should also complete the written complaint form available in their principal's office. Administrative staff will investigate allegations of this nature beginning within two school days of receiving the report, and any resulting suspension(s) will begin after a determination has been made. The school principal may appoint other school staff to assist with the investigation. The investigation shall be completed within ten school days from the date of the written report unless good cause exists to extend the investigation. According to Board policy 2655, students who have violated this policy will be subject to a 3-30 day out of school suspension for the first offense.**

Disciplinary records concerning bullying incidents will move with a student as they progress from building to building during their school career.

**Level two disciplinary action for harassment or bullying:**

1st offense - up to 30 days suspension

2nd offense - up to 180 days suspension



## **LEVEL THREE:**

### **Level three Disciplinary action:**

1st offense - up to 180 days suspension

Any subsequent level 3 offenses - may lead to expulsion\*

**Level three offenses:** all conduct prejudicial to the good order of school arising to a level 3 offense

1. having multiple levels 1 or 2 offenses
2. assault

**3rd-degree assault:** § 565.070 RSMo.2000 - A third-degree assault is committed if a person:

- a. attempts to cause or recklessly causes physical injury to another person.
  - b. is criminally negligent in causing physical injury to another person by means of a deadly weapon.
  - c. purposely places another person in fear of immediate physical injury (a threat can constitute the 3rd-degree assault).
  - d. acts recklessly resulting in the grave risk of death or serious physical injury to another.
  - e. knowingly causes physical contact with another person knowing the other person will regard the conduct as offensive or provocative.
  - f. knowingly causes offenses or provocative physical contact with an incapacitated person.
3. riotous activity (more than 2 students), fighting or any act that represents fighting or causing a fight
  4. acts of extortion including but not limited to: threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from that person
  5. sexual misconduct-including but not limited to exposing one's genitalia to other students.
  6. repeated sexual harassment and/or harassment or discrimination on the basis of race, sex, religion or any other characteristic protected by state or federal law
  7. entering a motel/hotel room, locker room or restroom of the opposite gender or inviting someone of the opposite gender into your motel/hotel room, locker room, or restroom
  8. vandalism resulting in destruction/damage to public or private property (restitution required), including but not limited to real or electronic
  9. theft of money or property (public or private) in excess of \$100.00
  10. in possession of stolen property greater than \$100.00
  11. threatening the life of another person
  12. setting off a false alarm or filing a false police report (example: dialing 911)
  13. threatening to use weapons or explosives at school or threatening to bring weapons or explosives to school; bomb scare
  14. possession or use of fireworks
  15. possession, distribution or sale of counterfeit money
  16. sale, distribution, or purchase of alcohol, "non-alcoholic" malt beverages, illegal drugs, controlled substances, prescription drugs, or substance represented by the seller to be alcohol, "non-alcoholic malt beverages, illegal drugs, controlled substances or prescription drugs
  17. possession of a knife that is not a Safe Schools Act violation (blade length 4" or less)
  18. verbal or written abuse to a student or staff member, including but not limited to disparaging, demeaning, disrespectful or threatening language, threatening gestures, sexually suggestive and/or obscene language regarding a person's religion, race, ethnic origin, or gender (may also result in a Title IX referral)
  19. tattooing, piercing, or branding of oneself or another student.

**Title IX:** Title IX is a federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all areas of

public schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual harassment, and athletics. Title IX prohibits sexual harassment in all school programs and activities in school facilities or in other locations when the school is the sponsor of the activity. If a student commits a Title IX violation, the incident will be documented and placed on file with the Title IX coordinator for the district. Title IX records move with a student as they progress from building to building during their school career.

#### **RF 4810 Sexual Harassment**

- Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.
- It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

Sexual Harassment (defined): Sexual harassment is strictly prohibited by the Putnam County R-I School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. If sexual harassment takes place, contact the building principal or superintendent.

#### **Disciplinary action:**

1st offense - up to 180 days suspension

Any subsequent level 3 offenses - may lead to expulsion\*

Attendance at school extracurricular activities (i.e. dances, contests, etc.) is a privilege that may be revoked when detention or suspension is assigned to a student until the detention or suspension is served in full.

Consequences for infractions will depend upon the level of severity of the infraction. Any level three violation may be considered a level four violation if deemed serious enough by a building administrator.

### **LEVEL FOUR:**

#### **Level four disciplinary action:**

1st offense - suspension of not less than one year (365 calendar days) or 180 school days or expulsion, with determination to be made in accordance with §160.261(3) RSMo.

**Offenses:** all conduct prejudicial to the good order of school arising to a level 4 offense - (statement moved from the list of offenses below) — all items below are numbered in this version, including violations of the Safe Schools Act (see “Safe Schools Act” section).

- 1) physical contact or threat of physical contact with a staff member
- 2) acts of violence and/or endangerment (i.e. 1st or 2nd-degree assault and/or battery)

**1st-degree assault:** § 565.050 RSMo.2000 - A person commits the crime of assault in the first degree if he attempts to kill or knowingly causes or attempts to cause serious physical injury to another person.

**2nd-degree assault:** § 565.060 RSMo.2000 - 565.060. - A person commits the crime of assault in the second degree if he:

- a. Attempts to kill or knowingly causes or attempts to cause serious physical injury to another person under the influence of sudden passion arising out of adequate cause; or

- b. Attempts to cause or knowingly cause physical injury to another person by means of a deadly weapon or dangerous instrument; or
  - c. Recklessly causes serious physical injury to another person; or
  - d. While in an intoxicated condition or under the influence of controlled substances or drugs, operates a motor vehicle in this state and, when so operating, acts with criminal negligence to cause physical injury to any other person than himself; or
  - e. Recklessly causes physical injury to another person by means of the discharge of a firearm; or
  - f. Operates a motor vehicle in violation of subsection 2 of section 304.022, and when so operating, acts with criminal negligence to cause physical injury to any person authorized to operate an emergency vehicle, as defined in section 304.022, while such person is in the performance of official duties.
- 3) act of arson, including but not limited to all fires or attempts to set fires to real or personal property, facilities, persons, or any other item
- 4) possession of a weapon, which shall include the following:
- a. firearm, as defined under 18 U.S.C. 921
  - b. items defined as a weapon in § 571.010 RSMo: an antique/curio or relic firearm, a blackjack, a blasting agent, a concealable firearm, a detonator, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a short barrel, a shotgun, a spring gun, a switchblade knife - For purposes of determining Safe Schools violations, a "knife" does not include any ordinary pocket knife without a blade more than four inches in length.
  - c. items not included in the definitions under letters a & b herein are as follows: chains, live bullets, Chinese stars, clubs, nightsticks, nunchucks, lasers (other than pointers, which are addressed under level 1), stun guns, all look-alike weapons and/or objects that are represented to be weapons, all guns, regardless of whether they are operable.
  - d. other items not listed above that are used in a threatening manner and/or that are used to cause injury

**Note:** Some coursework requires the use of utility knives or Exacto-style knives such as art, agriculture, shop, or building trades. Use of such tools will occur with direct approval and supervision from either an administrator or course instructor. Additionally, firearms may be brought on campus with instructor and administrator knowledge and permission by trap shoot team members for the sole purpose of attending the competition. Such firearms will be left immediately upon arrival on campus in the superintendent's office along with, but separate from ammunition. Trigger locks will be provided.

#### **Disciplinary action:**

1st offense - suspension of not less than one year (365 calendar days) or 180 school days or expulsion, with determination to be made in accordance with §160.261(3) RSMo.

Consequences for infractions will depend upon the level of severity of the infraction.

Attendance at school extracurricular activities (i.e. dances, contests, etc.) is a privilege that may be revoked when detention or suspension is assigned to a student until the detention or suspension is served in full.

**Expulsion:** In addition to imposing a long-term suspension, the superintendent may recommend that the Board of Education permanently remove a student from the district. The Board of Education will conduct a hearing to determine whether the student should be expelled. The student and his/her parent/guardian will be notified in writing of the charges against the student; the time, date and location of the hearing; and the student's right to be represented by counsel, to call and cross-examine witnesses, and to present other evidence in the student's defense.

**Special education discipline provision regarding out-of-school suspension (OSS):** Students currently receiving special education services will be disciplined in the same manner as other members of the student body except as noted on the individual student's Individualized Education Plan (IEP). In cases where special education students are recommended for out of school suspension for over ten (10) school days, either cumulative or in a single incident, a

Manifestation Determination Meeting will be held to determine whether or not the infraction was related to the student's disabling condition and to recommend disciplinary alternatives, if appropriate. A hearing will be held to discuss any appropriate recommendations within ten (10) school days of the initial suspension date. The ten (10) day maximum is the entire school year, from beginning date to ending date.

**Due process:** It is the School Board's belief that as part of the educational process students should be made aware of their legal rights. It is the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply the policy in a given situation. Students must obey such interpretations, subject to appeal.

The first attempt to settle any problem should be made at the level from which it originated and, if not settled there, action may be initiated at the next level. The levels at which attempts should be made are as follows.

1. The principal will meet with the student(s) and/or parent(s)/guardian(s).
2. Upon request, the superintendent will meet with the student(s), and/or parent(s)/guardian(s). If either the student(s) or the superintendent so desires, the principal involved at the preceding step will attend this meeting. The superintendent cannot change the consequence assigned by the principal.
3. Upon request, the Board of Education will meet with the student(s) assisted by a representative, if he/she so desires. The Board cannot change the consequence assigned by the principal.

The discipline policy precludes the re-admittance to a regular program of instruction any student against whom an indictment, or a petition, or information has been filed alleging the pupil has committed an act which if committed by an adult would be one of the following: first or second-degree murder, first-degree assault, forcible rape, forcible sodomy, statutory rape, statutory sodomy, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, or kidnapping.

The school district works cooperatively with law enforcement officials and may notify them when a crime occurs on school property.

## **COLLEGE VISITS**

Putnam County junior and senior students will be allowed to sign up to attend two school-sponsored college visits per year. Additionally, seniors may take two pre-arranged visits on their own that do not count toward the attendance policy if they are documented (college representative provides confirmation of attendance).

## **COMPUTER USE**

Parent and student signatures on the signature page located at the end of this handbook will be evidence of a signed TECHNOLOGY ACCEPTABLE USE POLICY once it is signed, turned in, and on file in the office. Computer usage will be followed as stated in the TECHNOLOGY ACCEPTABLE USE POLICY section below, and inappropriate use will result in denied computer privileges. Printing costs may be monitored, and students may need to purchase the right to print additional documents if they exceed their weekly allotment.

## **COOPERATION WITH THE CUSTODIANS**

The custodians at this building are very cooperative in carrying out their tasks and try to be of assistance to everyone. Therefore, it seems that we would be willing to help them in any way possible. Cooperation with custodians is a must at all times.

## **CREDIT RECOVERY**

Any core (English, Math, Science, Social Studies) class that is not passed during a regular school semester may be recovered during summer school credit recovery with the following guidelines. A student must have demonstrated a significant effort to pass a course during the regular school year and had to have scored at least 50% or higher in the semester in which they earned a failing grade or they must attend two sessions to make up a semester .5 credit. A student may recover 0.5 credit per semester with a maximum of 1.0 unit of credit recovered per school year. Two credit recovery sessions may be offered each summer, with a minimum attendance requirement for one or both sessions in order to recover any credit. A student must be well-behaved and make adequate daily progress on the

assigned coursework. A student may be dismissed from the credit recovery program at any time for not meeting these guidelines.

## **DANCES**

High School students are encouraged to attend all high school-sponsored dances. Dates brought to high school dances must be at least in ninth grade and the individual's name must be placed on the list at the office no later than the deadline indicated in the daily bulletin for that particular dance. The junior-senior prom is for students in grades eleven and twelve and their dates. It is a privilege to attend school-sponsored dances. Students must have their lunch account paid down below \$50 to attend. Guests will be allowed by administrative approval only. Out-of-school dates must be signed up in the office before a dance. They must also be approved without reservation by an administrator at their home school with a dance request form we send out. A sign-up sheet for guests will be provided at the office window for each dance. Guests aged 21 and over are not permitted. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. Law enforcement may be involved as deemed necessary by the district.

Students who leave a dance are not allowed to re-enter the dance. Junior high students may not attend high school dances. Drop-out students from any district are not permitted to attend. If a student is subject to suspension (ISS or OSS) he or she may not attend a dance until the suspension is completely served. Students receiving homebound instruction are not permitted to attend dances. In order to attend a dance, a student must be in attendance that day or the previous school day if the dance is on a weekend or break unless excused by a doctor or court note, or with pre-arranged approval from the principal.

## **DETENTION**

Detention period is a time when the student is assigned to report early before school or stay after school for any misconduct. The principal may assign before/after school detention. The principal may also assign detention on a teacher professional development day, or on Saturday (8:30-11:30 a.m.). A student is given at least one day's notice when detention is assigned so that he/she can arrange transportation. Failure to appear will result in more severe consequences.

- **MONDAY/SATURDAY DETENTION**-Monday/Saturday detentions may serve as an alternative to an in-school suspension or excessive before and after-school detentions. Monday/Saturday detention rules are as follows:
  1. Hours:
    - a. Monday hours:
      - i. 8:30 a.m.-11:30 a.m.-session 1
      - ii. 11:30a.m.-12:00 p.m.-lunch
      - iii. 12:00p.m.-3:00 p.m.-session 2
    - b. Saturday hours:
      - i. 8:30 a.m. - 11:30 a.m.
  2. Students **MUST** arrive on time. Students arriving late will not be allowed to enter and will be assigned an additional Saturday detention. The detention will start according to the school clocks. Therefore, it is suggested that the students arrive 5-10 minutes ahead of schedule.
  3. Students must turn in their cell phones at the teachers' station when they arrive. Devices will be returned to their owners at the completion of detention.
  4. Students **MUST** work on school-related materials.
  5. no talking
  6. no sleeping
  7. One restroom break will be determined by the supervisor.
  8. One warning will be issued in case of an infraction. A second reprimand will result in immediate dismissal which will result in a one-day out-of-school suspension. This rule applies to rules 4, 5, and 6

## **DISCIPLINE**

One of the most important lessons in education is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and develop the habit of self-restraint which will make you a better person.

## **DISTANCE LEARNING PLAN**

This is for a long-term outage. Teachers will be introducing new material and taking grades if distance learning occurs. All students will be required to log in and participate in all classes daily and complete the assignments with passing grades in order to receive high school credit.

## **DUAL CREDIT**

Students(Juniors & Seniors) may enroll in dual credit courses that are offered both for high school and college credit. If enrolling for college credit, students and their guardians become liable for all financial responsibilities with the college offering the course. A student may choose to enroll in such a course for high school credit only, based on availability. Transcripts for college credit must be obtained from the college where the credit was earned.

### **COLLEGE CLASSES (Juniors & Seniors only)**

- Any junior or senior with a 3.0 or higher grade point average can take online college classes offered through the school during the 8-period day. Any high school student taking online college classes will remain in the library for the entire period in which they are enrolled in the class. If a student needs to leave the library, they must get permission from the librarian. If a student knows ahead of time that they need to be somewhere else that period, they must have permission from Ms. Miller or Mrs. Klinginsmith.
- Missouri Western University will only allow each student to take up to 18 credit hours per semester without special permission. Typically a college class is 3 hours. However, some may have a lab making them a 4-hour class. Students should NOT take on more than they can handle.
- Students taking online college classes must be working during class time. No sleeping, cell phones, visiting, etc.
- All college finals will be proctored and scheduled by Ms. Miller and the instructor of each course. Any other test deemed necessary will be proctored as well to discourage cheating.
- If a student is caught cheating or plagiarizing in any college class, they will automatically receive a zero on the assignment, drop a letter grade, and will not be permitted to enroll in another online class at Putnam County High School and will also face additional consequences set forth by the college.
- Any student that gets an F for a semester grade in a college class will be placed on probation. Any subsequent semester F letter grades will result in the student not being allowed to enroll in another college class at Putnam County R-I High School. If the student earns an F in two or more college classes during the same semester they won't be eligible for the probationary period and will be prohibited from taking any future college classes at PCHS.

## **EMERGENCIES**

In the case of an emergency which will cause the school campus to be locked down (i.e. tornado, earthquake, etc.), an off-campus communication center will be provided where parents may go to get information. Administrative staff will provide updated information as it can be released through avenues such as the district website, Facebook, Community Connection (free service, but you must enroll through Farmer's Bank), and School Messenger.

## **EMERGENCY DRILLS**

- **EARTHQUAKE DRILL INSTRUCTIONS**
  1. Alarm: AN ALL-CALL OVER THE INTERCOM SYSTEM
  2. Students should take cover under desks, tables, or other furniture in a ball position with arms and

hands protecting the head.

- **FIRE DRILL INSTRUCTIONS**

1. Alarm: INTERMITTENT BUZZER
2. If the alarm is sounded during passing time between classes, students go to the nearest exit. A double line will be permitted. Teachers will be at the classroom doors and may direct students if necessary. Teachers will follow the students from the building.
3. If the alarm should be sounded during lunchtime, all teachers and students in classrooms will follow the general procedure that applies to the room. The students standing in line and those seated in the commons will leave by the south doors in the commons across the driveway into the parking lot.
4. Immediately upon hearing the signal, students, faculty, and others in the building will evacuate the building via the evacuation plan. All pupils leaving the building will move in a single file. Two lines of traffic may move side by side, but two distinct lines are to be maintained at all times. Each faculty member will have pre-arranged with one or more students to lead the group out over the route previously assigned for that room. Each teacher will follow his/her group out of the building.
5. Students will leave all books and other belongings at their seats and not try to get clothing or other belongings which may be on the book racks. They may take their coats or handbags, which they may have at their desk or seat.
6. Each teacher is to see that all students have passed and all doors are closed in the room before leaving.
7. At the time of the evacuation of the building, there shall be no talking, lines will move quietly in an orderly fashion and quickly to the exit previously assigned. If you have to wait for another room, do so quietly.
8. After leaving the building, teachers will see that pupils are at a safe distance from the building. The instructor will check the class roll to see that no one is missing. If someone is missing, the information should be given to the principal immediately so a search can be arranged.
9. After reaching the outside, remain in order to return to the building.
10. After receiving notice that the drill is over, return to the room as quickly and quietly as possible.

- **INTRUDER ALERT (When ...Then...Drill)**

1. Intruder alert will be announced over the intercom system.
2. Teachers will read a detailed scenario to the students and will then direct students' next step according to A.L.I.C.E. protocol.
3. Afterward, the teacher will lead the students in a classroom discussion about the scenario and the steps that were discussed.

- **TORNADO DRILL INSTRUCTIONS**

1. Alarm: CONTINUOUS RINGING OF THE BELLS.
2. If the alarm is sounded, all students, teachers, and school personnel will go to the assigned locations and take a ball position, covering their heads and facing the wall.
3. Rooms 1A and 2A go into the nearest restrooms.
  - a. South hallway (on the west end of the school) classrooms go into the nearest restrooms.
  - b. Band, agriculture, physical education, and FACS classrooms go into the north-south hallway that runs between the commons and the middle school.
  - c. The Fitness center classroom goes to the fitness center hallway.
  - d. All other classrooms go into the east-west hallway that runs between the commons and the library
4. If the alarm is sounded when classes are in session, teachers will stay with their classes. If classes are not in

session, teachers will space themselves at intervals in the hallway to give commands.

5. If there is no time to take shelter in the hallway, move away from the walls and curl up on the floor on your knees, placing your hands over your head.
6. If you are caught out in the open and cannot get to shelter, try to get to a nearby ditch or ravine and lie face down, hands overhead.
7. After receiving notice that the drill is over, return to the room as quickly and quietly as possible.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are student privilege and are offered as an extension of the learning opportunities found in the classroom. There is a Putnam County Activities Handbook which describes programs and expectations. Students are reminded that any tactics contrary to good sportsmanship, respect, and community pride have no place in high school education. Putnam County High School is a member of the Missouri State High School Activities Association (MSHSAA) and is subject to all rules and regulations of the Official Handbook issued annually by the MSHSAA. Likewise, all students participating in MSHSAA activities are subject to the applicable rules and regulations for the corresponding activity. MSHSAA activities include football, boys and girls golf, girls softball, boys and girls basketball, boys and girls track, boys baseball, band, cheerleading, drill/spirit team (flag corps), and scholar bowl.

In high school, there will be a grade check every two to three weeks starting after the first quarter midterm.

- Students with F's, discipline issues of ISS and OSS (not minor cell phone violations), and students that have broken the attendance policy will not be allowed to attend any activity that takes them out of the school day. A student breaking the attendance policy means that the student has been asked to write an appeal to the teacher committee. Weekend and evening trips are allowed.
- Students with an F who are involved in MSHSAA activities will be ineligible for 5 full school days and must attend a minimum of 5 tutoring sessions during the activity period before playing again. Their ineligibility begins 48 hours after the appointed time for student notification of grades. They will be allowed to practice with the team/group when possible.
- Participants/athletes with an "F" may not miss class to travel away to an event/game. If a student has a passing grade after 5 tutoring sessions have been completed, the teacher will notify the principal and they will then become eligible to leave early and travel to school-sponsored activities/sports.
- Any student scheduled to attend a co-curricular contest for the purpose of taking it as a technical skill assessment (TSA) shall be allowed to attend that day.
- Band and choir students will perform at the Christmas concert and Evening with the Arts since those performances count as significant portions of their grade.

Unless participation in an extracurricular activity or group is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from extracurricular activities or groups as a disciplinary action, as a consequence of poor performance in school, or otherwise as determined by district administrators. Students and/or their parents/guardians are not entitled to a hearing solely on the basis of exclusion from an extracurricular activity or group that is not required for a course in which the student is enrolled.

## **GRADING**

The high school grading scale is:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F.

Students earn a grade for each quarter. Please use the table below and also refer to the section regarding weighted classes near the end of the handbook. End-of-course tests are valued at 15% of the semester grade.



### Classes of 2022, 2023, 2024

#### **Weighted Classes:**

Any class offered for college credit

GPA's are calculated by the number of grade points/attempted credits.

<u>Non-Weighted</u>	<u>Weighted</u>
A=4.0	A=5.0
B=3.0	B=4.0
C=2.0	C=3.0
D=1.0	D=2.0
F=0.0	F=0.0

The following classes are **not** figured into the GPA calculation:

A+ Tutoring, Study Skills (only offered 18-19 school year), and Office Worker.

Work-study programs through AG and Marketing are only worth .25 credit per semester/.50 credits per year.

Qualifying seniors may take up to three classes per semester.

\*If taking college classes, students could see an increase in GPA if they take A+ Tutoring, Study Skills (only offered 18-19 school year), Office Worker, and AOE/Marketing Internship.

### Class of 2025 and Beyond

#### **Weighted Classes:**

Any class offered for college credit

GPA's are calculated by the number of grade points/attempted credits.

<u>Non-Weighted</u>	<u>Weighted</u>
A=4.0	A=5.0
B=3.0	B=4.0
C=2.0	C=3.0
D=1.0	D=2.0
F=0.0	F=0.0

All classes are worth .5 credit per semester/1.0 credit per year.

Due to state regulations, qualifying students may work up to 3 periods in AG and 2 periods in Marketing.

Letter grades will be earned in all classes. No pass/fail will be given.

8th-grade Algebra will not be counted as high school credit.

## GRADUATION REQUIREMENTS

28 total credits to graduate

4 Language Arts	1 Practical Art
3 Social Studies	1 P.E.
3 Science	0.5 Health
3 Math	0.5 Personal Finance
1 Fine Art	11 Electives

The part-time student status must be requested in writing (signed by the student and parent) in the principal's office two weeks before the beginning of the semester in which the student wishes to reduce the hours of attendance. If a student is not enrolled full-time, the courses in which he/she is enrolled must be taken consecutively during the day, and the student can be on the school grounds, only during the school day for the hour(s) enrolled.

Early semester

## GRAND RIVER CONFERENCE

Starting in the 2016-2017 school year, Putnam County R-I Schools joined the two-division Grand River Conference. Baseball, softball, and basketball, will compete in an inter-division championship game that will be conducted as an end-of-year event between regular-season victors of its Eastern and Western GRC divisions. At the end of each season, both divisions of Track and Golf will compete at a single location to determine a conference champion.

Likewise, Scholar Bowl competitors will participate in an Academic Bowl-Round Robin Pod Play to determine their conference winner. The Grand River Conference is the only conference in Missouri to sanction both 8-man and 11-man football, as championship sports.

Member school districts are Albany, Gallatin, King City, Maysville, Milan, North Andrew, North Harrison, Pattonsburg, Polo, Princeton, Putnam County, St. Joseph Christian Academy, South Harrison, Stanberry, Trenton, and Worth County.

Putnam County players and fans will abide by the following expectations.

1. Show respect for opponents at all times.
2. Maintain self-control at all times.
3. Know, understand, and appreciate the rules of the contest, and respect the officials.
4. Recognize and appreciate skillful performance regardless of affiliation.
5. Strive for keen but friendly competition.
6. Be proud in victory and defeat.
7. Be courteous and always cheer in a positive way.
8. It is the duty of all who participate to encourage and maintain good sportsmanship.

## GUIDANCE PROGRAM

The guidance program consists of organized services within the total educational program. It is designed to assist students in making wise choices in working out problems and in improving their planning. The guidance itself is assisting individuals in their adjustments to educational, vocational, personal, and social situations. The ultimate goal is effective self-guidance. The counselor is here to help students with problems such as class schedule, test scores, and problems of a personal and social nature. The counselor also will provide information on colleges, vocational schools, and scholarships.

## HALL PASSES

1. Students should not be allowed out of the classroom during the instructional/lecture portion of the class.
2. Each teacher will have a sign-out sheet on a clipboard and a hall pass hanging near their door.

3. After being granted permission by the teacher the student will sign out their name, reason, & time signed out. Then the student will take the pencil pass and leave the classroom for the appropriate destination. When the student returns they will sign back in and return the hall pass to the screw on the wall.
4. Only one student will be out of the room at a time. If the hall pass is gone then no one else can leave.
5. Teachers will be able to document students who abuse the privilege of leaving the classroom because they will have a log of who has left the class over the course of the year. If a student is abusing the privilege- they may lose the privilege to leave the classroom.
6. Students going to see the nurse will be issued a special pass to do so.

## **HEALTH SERVICES**

A professional nurse on duty throughout the school year administers the high school health program. This is to maintain a state of physical, mental, and emotional well-being for the students. Health services include

1. implementation of the immunization program as required by law
2. clinics (vision, height, and weight checks)
3. emergency procedures
4. ill student procedures
5. compiling and maintaining cumulative health records on all students

All student prescription and over-the-counter medications are to be kept in the nurse's office and will be dispensed as prescribed. Teachers will issue a student pass to visit the nurse and should call the office for emergencies.

Immunizations - The state law governing immunizations for school-age children states that no child will be entered into a public school without an immunization record, or exempt from, either medical or religious. Every child, K-12<sup>th</sup> grade, must have three doses of Hepatitis B vaccination. K-12 must have a minimum of four doses of DTP with the last dose after the fourth birthday. Every child 8<sup>th</sup>-12<sup>th</sup> grade requires one Tdap vaccination and 1 Meningococcal vaccine. If the student receives their 1st meningococcal vaccine before their 16th birthday they will be required to have a 2nd vaccine before entering 12th grade. K-12<sup>th</sup> must have a minimum of three oral Polio doses (with the last dose being given after the 4<sup>th</sup> birthday.) The k-12th grade must have two doses of MMR given on or after the 1<sup>st</sup> birthday. K-7th must have two doses of Varicella. Eighth through twelfth grades must have one dose of Varicella however, two doses is highly recommended.

## **HIGH SCHOOL STUDENT POLICIES**

1. Part-time students; are not eligible for the senior trip, Cum Laude recognition, or extracurricular activities (athletics or club membership). This applies to the senior year. Officers currently sign a contract that they will be full-time students.
2. Early graduates: must submit a written request to the Board including a plan for the future, are not eligible for the senior trip, but are eligible to attend prom and commencement. For the purposes of this document, prom is a dance (see dance policy).
3. Homeschool part-time students are not eligible for the senior trip, Cum Laude recognition, standing to be recognized for having a GPA of 3.5 or 4.0. at graduation, or receive a high school diploma from Putnam County R-I High School. Part-time homeschool students will be able to walk at graduation and attend the prom and other school-sponsored dances. They will also be able to participate in extracurricular activities and clubs but must follow and meet any guidelines/eligibility requirements specified by the various associations/organizations.
4. Students receiving Cum Laude recognition must be full-time students enrolled at Putnam County, must be eight-semester students, and must meet all requirements of the Cum Laude System.
5. Graduating classes 2022-2024-Eighth-grade courses for high school credit: High school courses taken in eighth grade will count for high school elective credit. However, these courses will not be calculated into the high school GPA.
6. Graduating classes 2025 and beyond- If Algebra is taken in 8th grade, it will not count as a high school credit of any kind or go towards high school GPA.

7. Only classes taken in high school will transfer in as high school credits when new students enroll.
8. It is not an option to audit courses.
9. Physical education will be included in the GPA calculation.

## **HONOR ROLL**

A semester honor roll will be published following the completion of each semester. Students must have achieved a 3.5-grade point average (GPA) to be on the honor roll. Seniors who earn a cumulative 3.5 GPA will wear gold honor cords at graduation.

## **INTERVENTION PLAN**

### **Level 1: Core Program (all students)**

- Activity Period will be an intervention time
  - Character Education Assemblies, Class meetings, rewarded free time in the gym and library for students that aren't on the D and F list.
  - Used for reteaching
  - This period will also be used weekly for teachers in the same core content area to have collaborative team meetings.
  - Vocational and special education teachers will meet once a month to discuss at-risk students.
- 9th-grade orientation during August
- Identify at-risk students and assign faculty members to a "magic minute" to check in with students every day.
- All classes meet or exceed state standards.
- Parents have constant access to the parent portal which maintains student grades.
- Identified essential standards for every course.
- School-wide recognition program
  - Character Ed Student of the Month
  - Reader of the Month Award
  - CTE Vocational Student of the Month Award
  - Honor Roll
  - Student Celebrations(Academic, Activities, or Athletic Achievements)
  - Positive Behavior Referrals
  - Principal's Award-Most Improved Academic Achievement Award
- Grades will be calculated approximately every two-three weeks, beginning after the first quarter mid-term.
- Students must have their work turned in at least 24 hours before the teacher's grades are due in order for them to be entered in the grade book and go towards the new activity period schedule.
- A common grading scale of A = 90%-100% will be used by all teachers.
- Quarter grades will be figured, not a running total with the exception of the first, grade check of the 2nd and 4th quarters. If a student is failing the first, grade check of the 2nd or 4th quarter then the semester grade can be used in its place if the student is passing.
- Individual teachers will decide point values in each class.

### **Level 2: Supplemental Program (students earning D or F letter grades)**

- Students with D's and F's will be notified and the interventions will begin.
- Parents have constant access to the parent portal which maintains student grades.
- Students with D's and F's will attend tutoring every advisory period for two weeks (until grades are figured again). These students will not attend meetings during this time but will report for tutoring at an assigned location. After 5 days of tutoring if the student has all grades to a C or higher they can be removed from the intervention list.

### **Level 3: Intensive Program (Students earning F letter grades)**

- Students with F's, discipline issues of ISS and OSS (not minor cell phone violations), and students that have broken the attendance policy will not be allowed to attend any activity that takes them out of the school day. A student breaking the attendance policy means that the student has been asked to write an appeal to the

teacher committee. Weekend and evening trips are allowed.

- Students with an F who are involved in MSHSAA activities will be ineligible for 5 full school days and must attend a minimum of 5 tutoring sessions during the activity period before playing again. Their ineligibility begins 48 hours after the appointed time for student notification of grades. They will be allowed to practice with the team/group when possible.
- Participants/athletes with an "F" may not miss class to travel away to an event/game. If a student has a passing grade after 5 tutoring sessions have been completed, the teacher will notify the principal and they will then become eligible to leave early and travel to school-sponsored activities/sports.
- Any student scheduled to attend a co-curricular contest for the purpose of taking it as a technical skill assessment (TSA) shall be allowed to attend that day.
- Band and choir students will perform at the Christmas concert and Evening with the Arts since those performances count as significant portions of their grade.

#### **Level 4: Special Education Testing (Students failing classes and not earning credit to graduate)**

- At-Risk meeting with the student, parent(s), teacher(s), counselor, special services director, social worker, and principal

#### **INTERVENTION PLAN ACADEMIC APPEAL PROCESS**

Any student with an "F" that is forced by the plan to miss an event, including athletic events, is allowed to appeal in writing to the high school principal to review any special circumstances. **In order to appeal students may not have any zeros on any assignment in any class during the preceding grading period.** The principal will appoint a committee that may grant or deny the appeal based on information brought forth by the student, their classroom teachers, or from the teachers at the appeal hearing. The appeal will be closed to the public and only the committee selected by the principal will be present. The student or their parents will not attend the appeal hearing, and each student is allowed two (2) appeals per year or one appeal per semester.

The appeals committee shall be made up of the following: an administrator or designee and up to two (2) other core academic teachers plus a coach/sponsor for the activity impacted by the appeal. A forty-eight (48) hour time period must be given to the appeals committee to arrange for a time, venue, and proper personnel.

If the committee grants the student's appeal, the student may attend the event, with the agreement that the said student will still complete the five (5) mandatory tutoring sessions originally stated in the intervention plan, and they have used their one appeal for the semester. If the committee dismisses the student's appeal, the student may not attend the event and is still expected to complete the five (5) tutoring sessions.

The appeals committee shall strive to maintain equality and fairness throughout appeals.

#### **LATE WORK POLICY**

1. Students will be allowed to turn in one late work assignment per quarter in each of their classes at full credit. After that, late work will only be accepted 1 day after the due date at half credit. Anything turned in 2 days late or after won't receive any credit.
2. High school teachers may also have their own late work policy that is approved by the principal.
3. Students who have a verified illness approved through the office will be allowed one day per day missed to get their work turned in at full credit.

#### **LIBRARY**

Our library is one of our greatest treasures at PCR-I. Students may use the library for studying in the morning before classes begin when a staff member is available to supervise. All students and staff in our school have the ability to use the library. No books may be taken from the library without being checked out by the library/media manager. Reference books, such as encyclopedias, dictionaries, and magazines are to be used only in the library unless special arrangements have been made with the library/media manager. Reserved books may be checked out for one period or at the close of school and should be returned before the first-period class the following day. All other books may be

checked out for two weeks. Damage to books beyond reasonable wear and all book losses become a student's financial obligation to the school. We welcome you to visit the library often and let our library/media manager know if there is a book that you would like to read. Just 20 minutes of reading a day will make a huge difference.

## **LOCKERS**

Physical education students may be assigned a locker or storage bin by the physical education teacher or office staff. The storage area is for shoes and valuables. Articles are left in lockers at your own risk, but an attempt will be made to help locate missing or lost property. The school cannot be held responsible for articles lost from lockers. Students should keep their locker locked at all times and contact the physical education teacher immediately if their locker fails to function properly. Students are to use only the locker assigned to them. You are responsible for all damage to your locker. Lockers are provided for the convenience of the student. This privilege may be taken away if the student abuses the privilege by abusing the locker or using it to hide alcohol, drugs, weapons, stolen items, or any other material that may interfere with the educational process. Lockers remain the property of the school and may be inspected at any time for any available reason without prior notification to the students.

## **LOST AND FOUND**

Make every effort to look out for your belongings. Write your name plainly on your P.E. clothes, shoes, boots, etc., and in textbooks and notebooks. Items that have been misplaced and found by another individual should be returned to the office. Lost and found items will be kept in the office for a reasonable time. **DO NOT** bring large sums of money or other valuables to school. Students who leave billfolds, purses, or other items of value in the dressing room unattended assume all responsibility for lost articles. The school is not responsible for lost or stolen items. If it is deemed absolutely necessary to bring something of value, students are encouraged to leave it in the office until after school. Valuables should be left in the coach's office during P.E. class.

## **LUNCH PROGRAM**

The food service provided for the students at Putnam County High School is an important part of the total education program. Lunch and breakfast prices are set each August. Free and reduced-price meals shall be granted in accordance with Federal free lunch guidelines and school board policy. Students are encouraged to eat school lunch or bring a sack lunch; however, ordering out will not be permitted.

## **MISSOURI ASSESSMENT PROGRAM (End of Course TESTING)**

The Putnam County R-I School District is required to administer the Missouri Assessment Program (MAP testing). High School tests presently include Biology, Government, Language Arts II, Algebra I, and Algebra II. These tests are administered near the end of the second semester and may count for up to 15% of the semester grade, in accordance with local policy.

## **MISSOURI COURSE ACCESS & VIRTUAL SCHOOL PROGRAM (MOCAP)**

To be determined based on new legislation.

## **MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSAA)**

Putnam County High School is a member of the MSHSAA, and students participating in MSHSAA-sponsored extracurricular activities must meet all eligibility requirements in order to participate. You must be a credible citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.

- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes. MSHSAA By-Law 212:
- **A. Law Enforcement** — A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fines, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility unless they involve drugs, alcohol, accidents, or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions

of probation and remains under general probation only, local school authorities shall determine eligibility.

- B. Local school:
  1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
  2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local authorities.
  3. A student shall not be considered eligible while serving an out-of-school suspension.
  4. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
  5. Each school shall diligently and completely investigate any issue that could affect student eligibility.
- C. Student responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the (MSHSAA) Board of Directors.

Membership in the MSHSAA provides catastrophic stop-gap insurance coverage to participants in MSHSAA state playoff activities. However, in accordance with MSHSAA By-Law 276, a student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage. Forms to purchase necessary insurance are provided by the school each season. The state of Missouri provides a low-cost option called MC+ to families meeting income requirements. In accordance with MSHSAA rules, the school shall require each student participating in athletics a certificate of an issued physical signed and authorized by a physician or nurse practitioner stating that the individual is physically able to participate in athletic practices and contests of his/her school. No practice or competition is permitted until the physical form is on file at the school. The medical certificate is valid if issued on or after February 1<sup>st</sup> of the previous school year.

MSHSAA participants must pass 3.0 units of credit or 80% of the maximum allowable credits, whichever is greater.

Eligibility for the fall will be based upon a student meeting these standards during the spring semester.

## MSHSAA Guidelines for Fan/Spectator Support Items

Putnam County participants and spectators will adhere to the following MSHSAA expectations during the regular season and during play-offs.

In the chart below, ONLY those items marked “Yes” will be allowed as fan/spectator support items at all MSHSAA District and State Series Championships. Schools are encouraged to follow these guidelines during the regular season. Sportsmanlike vocal cheering and support from the team bench area are encouraged. The items indicated on this page are for use by all fans/spectators.

**LEGEND:** BA-Baseball BK-Basketball CC-Cross Country FB-Football GO-Golf SO-Soccer SB-Softball  
SW-Swimming & Diving TN-Tennis TR-Track & Field VB-Volleyball WR-Wrestling NA-Not Apply

SPORT	BA	BK	CC	FB	GO	SO	SB	SW	TN	TR	VB	WR
Balloons	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Banners on wall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Confetti/shredded paper/powder	No	No	No	No	No	No	No	No	No	No	No	No
Hand held signs (no obstruction of view during play)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laser light/pointer/flashing objects	No	No	No	No	No	No	No	No	No	No	No	No
Megaphones (Exception: Sideline Cheerleaders only)	No	No	No	No	No	No	No	No	No	No	No	No
Artificial noisemakers, (including but not limited to horns, cow bells, bells, buzzers, shakers, clickers, thunder sticks, rattles, instruments not part of a band)	Yes	No	Yes	Yes	No	Yes	Yes	No	No	Yes	No	No
Compressed air horns/sirens	No	No	No	No	No	No	No	No	No	No	No	No
Whistles	No	No	No	No	No	No	No	No	No	No	No	No
Drones/UAV/UAS	No	No	No	No	No	No	No	No	No	No	No	No
Team introduction run-throughs or break away banners (fans)	No	No	No	No	No	No	No	No	No	No	No	No
Team introduction run-throughs or break away banners (team personnel & sideline cheerleaders)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Poms, spirit/rally towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cannons/muskets/guns/fireworks	No	No	No	No	No	No	No	No	No	No	No	No
Carried school flags (running/taunting prohibited)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Animals/Pets (other than service animals with proper credential documentation)	No	No	No	No	No	No	No	No	Yes <sup>1</sup>	No	No	No
Appropriate dress required (host determines)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<sup>1</sup> state only

(Adopted September 2012, Revised 2019)

**BOARD POLICY**

## MSHSAA NON-TRADITIONAL PARTICIPATION

Guidelines for non-traditional students who desire eligibility to participate in MSHSAA Activities/Athletics:

1. Non-traditional students must enroll and attend two classes (1.0 credits) each semester. Pursuant to MSHSAA By-Law 2.3.4.c, these two classes must be seat-time classes taken within the school building they desire eligibility with.
2. Upon initial enrollment, the building principal or designee will review past classes, academic history, credits, logs, attendance, transcripts, etc. to determine “prior semester” credit earned for the determination of eligibility status.
3. The building principal or designee will review current semester classes enrolled in to approve and validate “outside” courses/credits are sufficient in allowing the non-traditional students to meet the 80% rule.
4. Non-traditional students will be provided clear confirmation of Putnam County R-I Schools' close date of the semester: this same timeline for completion of courses will also be in place for non-traditional students outside courses.



5. Non-traditional students must meet the same essential eligibility standards, including the citizenship standard, semesters rule, age rule, etc. as traditional students.
6. If a non-traditional student participates in an activity for which there is a required course on campus, then they must be enrolled in the associated course in order to participate in the activity.
7. All non-traditional students will be held to the same policy and standards as traditional students set forth by the Putnam County R-I School District student and activity handbooks.
8. Once enrolled, non-traditional students must enroll in all sequential semesters to maintain eligibility.

\* It should be noted that some programs offered by Putnam County R-I Schools have a try-out process. Non-traditional students will have every opportunity as traditional students to make teams through the try-out process, but no student is guaranteed a spot on any team.

### **NCAA ELIGIBILITY REQUIREMENTS**

Students interested in competing athletically at the collegiate level must work to ensure that they are eligible. More information can be found on the NCAA website, <https://webl.ncaa.org/eligibilitycenter/common/>.

### **NON-DISCRIMINATION**

The school district does not discriminate on the basis of race, color, religion, gender, national origin, ancestry, or disability.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be on Thursday, October 20, 2022, in the high school gym. Spring parent-teacher conferences will be on Monday, March 20, 2023. A conference will be scheduled at any other time during the year that a student or parent would like to visit with a teacher on a one-on-one basis.

### **PARTICIPATION IN ACTIVITIES**

Students are encouraged to take part in a reasonable number of extra-curricular activities. To participate, a student must meet the requirements set forth by the Missouri State High School Activities Association or the respective state/national organization. Local requirements include random drug testing. A student participating in activities representing the school in any public contest or show shall be doing credible work. Students participating in activities are under the direction of coaches or sponsors of that particular activity. Failure to adhere to their rules and regulations or the guidelines set forth by the MSHAA or the respective state/national organization may result in a student being dropped from the activity. A student must be in attendance for at least five of the eight class periods on days of extra-curricular participation. Exceptions may be granted in special cases.

### **PASSIVE ALCOHOL SENSOR**

The school owns a passive alcohol sensor, which may be used at school-sponsored activities. A passive alcohol sensor (PAS) is used to check for breath alcohol and can be used with or without a subject's direct participation. When used without direct participation, it is known as passive breath sampling as opposed to active testing where the subject blows directly into a mouthpiece or the intake port. When faced with the question of possible consumption, the school district may utilize a PAS passively or actively. Given reasonable suspicion, a student/guest may be directed to a more private area where he/she will be kept under observation and questioned regarding the concern of alcohol consumption. The student/guest may either confirm or deny the report. After a period of observation and questioning, the student/guest may be asked to speak/breathe across the intake port of the PAS device. The sensor will either detect the presence of alcohol or it will not. The subject will be informed of the determination. If it is confirmed with the PAS that a student has consumed alcohol, we will inform law enforcement and his/her parents/guardians of the PAS results. If a subject continues to deny consumption and wishes to pursue the issue further, he/she will be informed of an alternative to clear the allegation of consumption. This would involve local law enforcement and the possibility of taking a Breathalyzer test. The subject will also be informed that he/she may face legal consequences based on the test result.

## **PUPIL INFORMATION**

Students need to provide the office with the following information: name, street address, telephone number, and emergency contact person. Please notify the office immediately if any of this information changes.

## **RANDOM DRUG TESTING POLICY**

### **STUDENTS**

#### **Policy 2642**

#### **Random Drug and Alcohol Testing Program for Extracurricular activities**

For the purpose of this policy, extra-curricular will be defined as a school-sponsored activity that takes place outside of the regular classroom setting that does not have a class grade attached to it.

The Putnam County R-I School District reserves the right to conduct a program of random testing for student-athletes for the illegal use of controlled substances and alcohol, as defined by applicable law. For this purpose, any student participating in any extracurricular activities will be subject to random testing during the period commencing with the first day of participation and ending on the last day of student participation in that activity.

**Consent:** The parent or guardian and the student-athlete will be required to sign a written consent for random testing prior to participating in the extracurricular activity. One signed consent form will be satisfactory for all extra-curricular activities.

**Medication:** Students who have been or who are taking prescription medication must provide verification upon request (RE: a copy of the prescription or by a written physician's statement will be sufficient). This information may be provided confidentially by the student, or parents or guardian, to the testing laboratory upon request to the school administration. The administration will provide a number, code or other means of identification for the student to provide to the laboratory with such information so as not to personally identify the student. Students who refuse to provide the information required for verification and who test non-negative will be subject to the consequences specified for non-negative tests.

**Selection:** All students may be tested at the beginning of a season or school year. Random testing may be conducted only during the season or time period during the school year in which the student is participating in extracurricular activities. Students selected for random testing will be selected by having their names drawn at random from a pool of all students in extracurricular activities. Any extra-curricular organization that is part of a class grade will be considered co-curricular and the students will not be subject to a drug test.

**Testing:** Testing will be administered by urinalysis. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing procedures shall be conducted according to procedures designed to ensure the integrity of specimens and chain of custody of the specimens. Testing laboratories will not be given a student's name or personally identifiable information about a student. Testing procedures applicable to mandatory testing of transportation employees may be utilized, but shall not be required. Students will be given reasonable notice of the circumstances of the time, place and manner in which they will be required to provide the sample. Test results will remain confidential, and will only be released on a need to know basis in accordance with applicable law. The superintendent may provide for regulations governing the testing process that are consistent with this policy.

**Non-negative Test:** If a student's test result is non-negative, a second test will be administered from the original sample to confirm the initial results. If the second test is negative, no further action will be taken. If the second test is non-negative, then the student and, if the student is under 18, Parents or guardians will be notified.

**Consequences:** Consequences for non-negative tests shall be suspension from participation in all extra-curricular activities until the student tests negative. At a minimum, the student will be suspended from the sport(s) and/or activity/activities in which he or she was participating for ten days. If a student tests non-negative a second time in one school year, they will be suspended from all extra-curricular activities for that school year. After a student tests non-negative, any additional testing or education and counseling required of the student in order to participate in

extracurricular programs shall be at the expense of the student, parents or guardian.

Confidentiality: Parents of students who are under 18 and who still have the right of access to student records will receive all information applicable to the testing of their children under this policy. All information and records relating to a student's participation in the testing program under this policy shall remain confidential and shall be maintained in a separate file.

Appeals: Students may appeal any suspension from activities under this policy through the student grievance policy.

Adopted: September 10, 1998

Revised: May 7, 2003

Revised: July 9, 2009

Revised: July 14, 2014

Putnam County R-1 Board of Education

#### **Random Drug and Alcohol Testing of Students in Building Trades Class - adopted June 10, 2004**

- Notwithstanding any other provision of this policy to the contrary, students who wish to enroll in Building Trades and who therefore will potentially be operating construction tools and equipment in an off-campus setting, will be subject to random drug and alcohol testing, prior written consent to such testing, and all of the other provisions of this policy otherwise applicable to random drug and alcohol testing for students participating in extracurricular activities.

#### **REQUIRED CLASSES**

Freshmen: Physical Science, Language Arts I, Economics/World History, and a math class

Sophomores: Biology, American History, Language Arts II, Personal Finance, Health, and a math class

Juniors: Language Arts III, a math class, Biology 2, and Government

Seniors: Language Arts IV or College English

Note: Students may double up on language arts and social studies classes to finish them prior to their junior or senior years.

#### **SAFE SCHOOLS ACT**

This act requires that school administrators report to appropriate law enforcement officials when assaults or more serious situations occur on school property, at school activities, or on school buses. The law enforcement officials will also be notified when a student is in possession of a weapon while on school property, at school activities, or on school buses. Consequences may be served at school in addition to what is deemed necessary by law enforcement.

School administrators will report, as soon as reasonably practicable, to the appropriate law enforcement agency any of the following felonies or any act which if committed by an adult would be one of the following felonies:

- (1) First degree murder under section 565.020;
- (2) Second degree murder under section 565.021;
- (3) Kidnapping under section 565.110;
- (4) First degree assault under section 565.050;
- (5) Rape in the first degree under section 566.030;
- (6) Sodomy in the first degree under section 566.060;
- (7) Burglary in the first degree under section 569.160;
- (8) Burglary in the second degree under section 569.170;
- (9) Robbery in the first degree under section 569.020;
- (10) Distribution of drugs under section 195.211;
- (11) Distribution of drugs to a minor under section 195.212;
- (12) Arson in the first degree under section 569.040;
- (13) Voluntary manslaughter under section 565.023;

- (14) Involuntary manslaughter under section 565.024;
- (15) Second degree assault under section 565.060;
- (16) Rape in the second degree under section 566.031;
- (17) Felonious restraint under section 565.120;
- (18) Property damage in the first degree under section 569.100;
- (19) The possession of a weapon under chapter 571;
- (20) Child molestation in the first degree pursuant to section 566.067;
- (21) Sodomy in the second degree pursuant to section 566.061;
- (22) Sexual misconduct involving a child pursuant to section 566.083;
- (23) Sexual abuse in the first degree pursuant to section 566.100;
- (24) Harassment under section 565.090; or
- (25) Stalking under section 565.225;

If such an act is committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities.

§ 566.147 RSMo. - Offenders that have pleaded guilty to or *nolo contendere* to, or have been convicted of certain crimes including invasion of privacy, endangering the welfare of a child in the first degree, use of a child in a sexual performance, promoting a sexual performance by a child, sexual exploitation of a minor, promoting child pornography in the first or second degree, possession of child pornography, or furnishing pornographic material to minors shall not establish residency within 1,000 feet of any public school, private school, or child-care facility which is in existence at the time such residency is established.

§ 566.149 RSMo — Persons convicted of certain sex offenses shall not be present in or loiter within 500 feet of any school building, on real property comprising a school, or in a vehicle owned, leased, or contracted by the school to transport students to or from school, or at a school-related activity when minors are present in the building, grounds, or vehicle. Parents who are convicted offenders may be present under certain conditions.

## **SAFETY**

The safety of each student is paramount at all times. During cases of disaster, each student should be familiar with safety procedures. Fire drills, severe weather drills, and earthquake drills will be conducted as needed during school time.

## **SCHEDULE CHANGES AND/OR DROPS**

Courses selected during registration should be considered final. Books and supplies are ordered and teachers are scheduled on the basis of your selections. Only changes necessitated by course cancellation, failure, or irresolvable conflicts will be considered. All changes must be made within the first few days of the school year.

All class withdrawals or transfers will only be considered after the request has been presented to the guidance staff. The request may be reviewed by the administration and accepted or rejected. It will also be decided if a student is to be withdrawn with or without penalty. Changes of this type will have the instructor, counselor, and administrator's approval.

## **SCHOOL BUS REGULATIONS**

The school bus rider policy and rules are provided to each student in the first-day packet annually.

1. Drivers will assign the seats of their bus from front to rear with kindergarten in the front and seniors in the rear.
  - a. Only one student per seat will be assigned when possible.
  - b. Remember to leave one or two seats empty in the front, if you have room, to be used for dealing with discipline issues.
2. Drivers will give each student one verbal warning for improper conduct.
  - a. Drivers will make sure the student clearly understands their misconduct.
  - b. Drivers will push the event marker on the DVR system. (the button with the green light around it)

3. If the student does not comply with the verbal warning, the driver will move the student to the front seat/seats reserved for discipline.
4. If the student remains unruly and disrespectful, the driver will inform them that he/she will be recommending to their administrator that they are suspended from riding the bus. The administrator will decide upon the length of the suspension that will increase progressively if the behavior continues to be a problem.

#### ● **PUPIL BUS RESPONSIBILITIES/REGULATIONS**

1. There will be no pushing or scuffling while the bus is loading.
2. Pupils will go immediately to a seat and sit down upon entering the bus.
3. Pupils will keep arms, hands, head, and all parts of the body inside the bus when in motion.
4. Pupils will not throw objects out of the bus while it is standing or moving.
5. Pupils will keep books, packages, equipment, or other objects out of the aisles at all times. Articles should either be placed under the seat or on the pupil's lap.
6. All talks should be in conversational tones. There should be no shouting or loud talking which may distract the bus driver. Riders should not carry on an unnecessary conversation with the driver.
7. Scuffling, playing, or fighting on the bus will not be allowed. This may endanger all the pupils.
8. Pupils will remain in their seats at bus stops until the bus is completely stopped. Pupils should be at the bus stop at the time the bus is scheduled to arrive.
9. When it is necessary for a pupil to cross the road at a bus stop, the crossing should be made only in front of the bus, after looking both ways to make sure no traffic is approaching from either direction and upon a signal from the driver.
10. Pupils should instantly obey any command or suggestions from the drivers.
11. Profanity, vulgarity, or indecent language will not be tolerated.
12. Repeated acts of misconduct may result in the revocation of riding privileges.
13. Malicious damage to the bus will not be tolerated. Remuneration will be made to the District and riding privileges may be suspended or revoked.

#### **SCHOOL BUSES**

All pupils being transported are under the authority of the bus driver and must obey his/her requests. Specific regulations are posted on each bus. Students riding the bus are expected to go directly from the bus to the building each morning and after school, students are to board the bus without leaving the school property.

In the interest of student welfare, students are to ride the school bus to a school-sponsored event and may ride home in another vehicle or may be delivered off along the way by following these guidelines:

- A parent may write a note for his/her student to ride home with another adult who is not a current high school student or dropout. This must be done before each game on a per game basis. No notes of this nature will be accepted for more than one game at a time. This note must first be taken to the office during regular school hours for the principal's signature and then given to the head coach/sponsor. The parent may also call the school office during the regular school day in place of sending a note. The adult responsible for the student must sign the student off the bus prior to taking the student.
- A parent may take his/her child off the bus by talking to the head coach/sponsor before the bus returns. Parents will be required to sign the student off the bus.
- A student may be dropped off or picked up at predetermined drop-off points with administrative approval.
- A parent may write a note (for the season) for his/her child to get off the bus at a convenient location. If a car is not waiting for the student, he/she will be brought to the school.
- The head coach/Sponsor reserves the right to request that a student ride the bus home.

If parents are unable to make contact with the head coach/sponsor, the parents may sign a student off the bus with the

administrator on duty. Thanks for your cooperation!

Students living one mile or more from the school are able to ride a school bus. Students living less than one mile, where traffic safety is critical, are transported from pick-up points designated by the Director of Transportation.

**Riding a school bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct.**

### **SCHOOL MESSENGER**

School Messenger is an automated telephone service utilized by the district to notify select groups of parents regarding changes or notices that affect their student(s). The notifications are based upon information provided to the school at registration each year. If you believe messages are not reaching your family, please contact the office. You can opt-in to receive text messages by texting the letter y to 67587. There is a free app available for your smartphone called School Messenger.

### **SCHOOL SONG**

Onward Midgets! Onward Midgets! Fight right through that line.  
Run the ball clear round old (insert opponent school)  
Touchdown (basket) sure this time Rah! Rah! Rah!

Onward Midgets! Onward Midgets! Fight on for our fame!  
Come on and fight, fellows fight,  
And we will win this game.

### **SEARCHES**

The school district may conduct searches in accordance with the law. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The school district may conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The school district may use dogs to indicate the presence of alcohol, drugs, weapons, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars may be conducted in accordance with the law. The school 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.

### **SENIOR TRIP**

Students must maintain good citizenship standards and be in good standing with the school district in order to attend the senior trip. Only full-time 8-semester students at Putnam County R-I High School are eligible to attend the senior trip.

### **SNOW AND ICE**

If it becomes necessary to cancel or delay school because of a snow or ice storm, the notification can be heard on radio stations KCOG AM/FM, KIRX, KTUF, KRES, KTTN, KNEM, KZBK, and television station KTVO. School closings may also be found at [www.ktvo.com](http://www.ktvo.com), [www.putnamcountyr1.net](http://www.putnamcountyr1.net), Community Connection (a text and email messaging service provided by Farmers Bank), the school Facebook page, and through School Messenger. Unplanned early dismissal may find parents away from home when students are released. Alternative arrangements need to be in place with family, friends, and neighbors to provide child care in this type of situation.

### **SPECIAL EDUCATION SERVICES**

Special education services are provided for students who require individual education plans. Evaluation, educational and related services, such as speech/language therapy, physical therapy, and occupational therapy are available for qualifying school-age children. Early Childhood Special Education services (ECSE) are available for 3, 4, and 5-year-old preschoolers who meet eligibility. Parents of children in these programs are heavily involved in the placement of their

children. Questions concerning Special Services should be directed to Mrs. Monica Casady, Special Services Coordinator, at 947-3361, extension 382.

### **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being as polite, helpful, and considerate as you would be to your regular teacher.

### **SUPERVISION**

High school student supervision begins at 8:00 a.m. each school day in the west hallway and in the commons.

After-school supervision of students outside the building occurs until school buses are loaded. *Students should not arrive at school prior to 8:00 a.m. unless under direct teacher or coach supervision.* Upon arrival, students should promptly enter the building and remain in the commons or hallways until the first bell rings at 8:15 a.m. in which students are expected to go directly to class. Students will leave the school property immediately following school dismissal unless under direct teacher or coach supervision. Parents should not drop off or leave children at the school during unsupervised periods.

### **SUSPENSION AND EXPULSION**

Suspension- (defined) Elimination from school for a limited period of time.

In-School-Suspension – The student attends school in a restricted, isolated environment. Schoolwork will be assigned with full value.

Out-of-School-Suspension – The student may not attend school or activities. Schoolwork will be assigned, but 75% will be the maximum amount of credit per assignment a student can receive (25% reduction).

Expulsion (defined) – Permanent elimination from school.

Any pupil who is guilty of violence continued opposition to the school authority, repeated offenses of bad conduct after receiving notice, habitual neglect of student duties, or whose general bad conduct tend to injure the school morale, may be suspended by the principal for a period not to exceed ten days. If, however, the student's misconduct is judged to be of such severe nature as to warrant more than a ten-day suspension, the student may receive more than a ten-day suspension from the Superintendent of Schools. This suspension will not be longer than one semester in duration. Students on suspension cannot participate in school activities during the period of suspension. Teachers will not record grades for a student during the suspension period.

- *Procedure for Suspension:*

1. Parents will be notified before a suspension becomes effective. Pupils will not be sent home during the regular school day unless prior notice is given to parents.
2. Official notification of a pupil's suspension will be mailed to the parents of the pupil. The written notification will include a brief summary of the situation and the reasons for the suspension.
3. Parents will be provided the opportunity for a personal conference regarding the reasons for the suspension and the conditions under which the pupil may be permitted to re-enter school.
4. The decision of the principal may be appealed to the Superintendent of Schools and ultimately to the Board of Education. Procedure for Expulsion:
  - Only the Board of Education has the authority to expel a student. A written record of the reasons for the expulsion will be presented to the Board of Education and the pupil who has been recommended for expulsion will be given the right to appear with his parents before the Board of Education for a hearing.

# Acceptable Use Policy

2022-2023 School Year

(Rev.2020-2021a)

## I. Users

### A. Student Users

No student will be given access to the district's technology resources until the district receives an Acceptance of Student Handbook Policies Form signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who do not have a form on file with the district may be granted permission to use district technology by the superintendent or designee.

### B. Employee Users

No employee will be given access to the district's technology resources before the district has a signed *Application for User Account Creation/Renewal* on file. Authorized employees may use the district's technology resources for reasonable, personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access that students or other users could not access, view, display, store, print or disseminate, without authorization by the district.

### C. Board Member Users

Members of the School Board may be granted user privileges, including an email address. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

### D. External Users

Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Technology Coordinator, subject to acceptance of the current Acceptable Use Policy and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

## II. 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. All district technology resources are considered district property. The district may maintain, improve, remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Only authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on any district technology resources at any time. The district may monitor any user's technology usage at any time. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, archived, and/or searched by district administrators or designees at any time.

## III. Violations of Technology Usage Policies and Procedures

A user's privileges may be suspended pending an investigation concerning the use of the district's technology resources. Any violation of district policy, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations, and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations, and/or procedures. Any attempted violation of district policy, regulations, 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 or successful violation.

## IV. Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

## V. Exceptions

Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations, or procedures. Exceptions may also be made for Technology Administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

## VI. Personal Equipment Use

Any user that wishes to use, or connect their personal technology equipment in conjunction with or in replacement of the technology resources of Putnam Co R-I Schools must allow the conditions listed below.

- A. The Technology Coordinator may at any time have complete access to any and all data stored on the device.



- B. The Technology Coordinator may install any software deemed necessary by the Technology Coordinator or designees.
- C. The Technology Coordinator may remove any software deemed harmful or disruptive to other district technology resources or resources under the management scope of the Technology Coordinator.
- D. The Technology Coordinator may make any system change(s) to the device(s) that are deemed necessary.

## **VII. General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources. Violation of these rules may result in the termination or suspension of the user's account pending investigative measures.

- A. Applying for a user ID under false pretenses is prohibited.
- B. Using another person's user ID and/or password for **any reason** is prohibited.
- C. Sharing one's user ID and/or password with any other person is prohibited.
- D. Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent is prohibited. This includes recording digital classes and/or distance learning sessions.
- E. Mass consumption of technology resources that inhibits use by others is prohibited.
- F. Unless authorized by the district, non-educational Internet usage is prohibited.
- G. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- H. Accessing any fee services without permission from an administrator is prohibited. Any user who accesses such services without permission is solely responsible for all charges incurred.
- I. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- J. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- K. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- L. Accessing, viewing or disseminating information using district resources including e-mail or Internet access that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that because of their content or their manner of distribution will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations, is prohibited.
- M. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, sexual orientation, gender/gender identity, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- N. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- O. Users may only use properly licensed software, audio, or video media purchased by the district and/or approved for use by the Technology Coordinator. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
- P. At no time will district technology or software be removed from the district premises unless authorized by the district.
- Q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved, or relocated without permission from the Technology Coordinator. All users will be held accountable for any damage they cause to district technology resources.
- R. Users may not install software unless authorized by the Technology Coordinator.
- S. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- T. The User will be held responsible for all activity on the network and computer systems where their account is used. Even if the activity was not the action of that person.

## **VIII. Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, or Technology Coordinator, or designee.

- A. The use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- B. The use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- C. The unauthorized copying of system files is prohibited.
- D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

- F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited including, but not limited to computer "viruses," "hacking" tools, scripts, & logic bombs.
- G. Accessing Proxy servers for any reason without permission from the Technology Coordinator is prohibited.
- H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.
- I. Any attempt to connect to district resources using equipment not approved by the technology coordinator is prohibited.
- J. The use of personal hotspots is prohibited.

**IX. Online Safety - Disclosure, Use, and Dissemination of Personal Information**

- A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- B. Student users are prohibited from sharing personal information about themselves or others over the Internet unless authorized by the district.
- C. Student users shall not agree to meet with someone they have met online without parental approval.
- D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
- E. Users shall receive or transmit business communications using only district-approved and district managed communication systems. Business communications include but are not limited to e-mail, messaging, video-conferencing, or chat services where school business or interests are subject or mentioned.
- F. The use of district technology for non-business communications may be limited, monitored, or blocked.
- G. All district employees will abide by state and federal law, School Board policies, and district rules when communicating personally identifiable student information.
- H. Employees shall not transmit confidential student information using district technology unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- I. No curricular or non-curricular publication distributed using district technology will include the address, phone number, or email address of any student without permission.
- J. The Putnam Co. R-I School District reserves the right to limit access to any materials designated by the Technology Coordinator.
- K. Any authorized parent or guardian may be given access to all information and data contained in any district technology resource pertaining to the student they have authority over.

**X. Electronic Communication**

- A. A user is responsible for all communications originating from the user's ID or password.
- B. Forgery or attempted forgery of electronic communications is prohibited.
- C. Unauthorized attempts to read, delete, copy, or modify electronic communications of other users are prohibited.
- D. All users must adhere to the same standards for communicating online that are expected in the classroom, and are consistent with district policies, regulations, and procedures.

**XI. Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the Technology Coordinator and the building Principal, Superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved. To be valid, notification of the waiver must be given to the Technology Coordinator, Superintendent, and any building Principal that may have administrative responsibility over that user.

**XII. No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products, and/or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for the loss of data, delays, non-deliveries, miss-deliveries, or service interruptions. The district does not guarantee the accuracy, quality, or appropriateness of information obtained from the Internet or use of its technology resources. Access does not include endorsement of the content or the accuracy of the information obtained.

**XIII. The Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Putnam Co. R-I School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.

## Student Computer Program (1:1) Overview

The purpose of our 1:1 initiative is to put current technology into the hands of all students to enhance, personalize, and accelerate the rigor of our academic program. The Putnam County R-I School District purchases, owns, and distributes them to students to use for educational purposes during the academic year. Grades 6-12 may also be required to take the computers home to complete their studies and classroom assignments. Whenever students leave our school district, as well as at the end of the school year, the Chromebooks are collected, inspected, updated, and maintained by school district technology staff.

Chromebooks will be assigned to incoming 5th graders, freshmen, and to transfer students for the entirety of their careers at Putnam County R-I. Students are responsible for ensuring the care of the equipment entrusted to them. Students will receive a computer and a charger.

Parents and students should carefully review the Family Responsibilities Section of this document. For grades 6-12 there is a non-optional insurance premium that must be paid to ensure the computer against damages. All fees are outlined on page 2.

We hope to make our 1:1 Initiative a success through collaboration among parents, educators, and students. The use of Chromebooks for teaching and learning in Putnam County Schools is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. We look forward to opening communication and to a robust partnership among our community members, parents, students, and staff in support of 1:1.

## Student Responsibilities

### Student will be responsible for:

- Abiding by the Putnam County R-I Acceptable Use Policy.
- **Always having in their possession a charged and functional Chromebook.**
- Attending each class with their Chromebook unless directed otherwise by the teacher.
- Logging in under their assigned username and password and not sharing their password with any other person.
- Proper maintenance and care of the device.
- Any non-warranty repair costs. (see Fees on page 2)

## Family Responsibilities

PCR-I has worked diligently to research best practices employed by school districts across the state. As a result of speaking to leaders in these other districts, we have developed the following procedures to ensure the success of our 1:1 Initiative. These procedures are designed to ensure that the student has continuous and high-quality access to their Chromebook as a learning tool at all times. PCR-I has established a \$25 Insurance Premium per year. The insurance is designed:

- To ensure a computer and charger up to the total cost of \$355/claim
- To help cover the cost of non-warranty repairs.
- To alleviate some of the financial burdens on the family for computer maintenance and repair.
- To cover 1 claim per year with a \$50 deductible (repairs under \$50 cannot be counted as a claim). Example: A new Chromebook with power supply is ~\$355 so insurance would cover \$305.

### What is not covered under insurance?

Including but not limited to:

- Willful abuse of the device.
- Neglect of proper care as listed under care and maintenance.
- Loss of the device. To claim insurance the device must be returned to the district.

### Loss of Computer

If a Chromebook is reported lost a loaner will be issued, the first day being free, with standard fees of \$5/day until the original Chromebook is found and the loaner returned or until the total fees for that instance equals the cost of replacement (\$355). The original device will be locked.

If the original device is not found by the date of the collection then a fine of \$355 will be assessed to replace the device. The loaner fees from this incident will be applied to the \$355. A student will not be fined more than \$355 for the loss of the Chromebook and power adapter.

A Lost device is not eligible for insurance claims.

### Theft of Computer

If the computer is stolen, a formal Police Report must be filed with the Police Department within 1 week. A copy of the Report must be submitted to the Technology Office. A replacement device will be assigned and the original device will then be tagged for location tracking and/or remotely locked until returned to the technology office. If a report is not filed with the technology office the device is assumed to be lost not stolen.

### Care and Maintenance

#### When using your computer at home:

- Keep the computer clean. You should only use a microfiber cloth to wipe the screen.

#### After School and at Home:

- Use a surge protector instead of plugging directly into the wall to protect from lightning strikes and power surges.
- Be wary of "borrowing" wireless access from others in your neighborhood. You can never be sure if others are stealing your information.
- Use your computer away from food and liquids. Spills can be deadly to your computer.
- Leave your computer in a secure place during after-school sports and activities.
- Do not leave your computer in a car overnight or for long periods. Extreme heat or cold can damage your computer.
- Keep your computer locked in a safe location when you are away.
- Keep your computer safe from pets and younger siblings.
- Only use the school-provided charger with your computer.

# Fees

## Insurance

- Premium - \$25 per year
- Deductible - \$50 per incident
  - The device must be returned to the tech office to claim insurance.
  - Loaner, repair, and other fees accumulated through the year do not count toward this amount.

## Loaner availability may vary daily

- Chromebook - First day free, then \$5 per day up to \$355
  - Each calendar day that the device is not in the tech office.
  - Weekends and Holidays may incur several days of use.

## Parts prices may vary depending on availability and Device Model

Damaged and Replacement parts are the property of PCR1 Schools and may not be returned to the user.

- Keyboard key (full assembly) - \$5
- Screen (no case damage) - \$50
- Keyboard replacement - \$25
  - Keyboard
  - Trackpad
  - Palm rest
- Outer case - \$10
- Trackpad - \$10
- Power port - \$15
- Screen hinge - \$20

## Additional Accessories (NOT REQUIRED but recommended)

- Computer case/bag

**If you are having issues, or your Chromebook is locked up, hold the power button and refresh button for 10 seconds and then try to power it back on.**

## UNPAID BILLS

A student's grade card & transcripts will be held in the office if he/she has a financial obligation. A cap and gown will not be issued to a student unless all of his/her bills and dues to the school are paid.

The school has set the limit on unpaid bills at \$50 per student. If your account exceeds this amount, you may not be eligible to attend field trips or extracurricular activities at which you are not a helper, performer, or competitor. Please pay bills in a timely manner, and contact the superintendent's secretary if you or your family desire to establish a payment plan.

## VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office and are expected to leave promptly when their business is completed. Students wishing to bring a guest to school must obtain prior approval from the office and secure a visitor pass. Approval will be given to a student for only one period.

Parents, grandparents, or guardians are welcome to visit a child's classroom if the visit has been **pre-arranged with a teacher and approved by the principal**. **All visitors are required to stop at the office.**

## WEIGHTED CLASSES

Grade point average points are weighted for college classes. A letter grade of A in a weighted class equals 5-grade points.

Grade	Unweighted Grade Points	Weighted Grade Points
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0.0	0.0

### **WITHDRAWAL**

In accordance with state law, students must remain in school until age 17 or until they have earned 16 credits toward graduation. The procedure for withdrawal follows.

1. Authorization for withdrawal must be made by telephone or in-person by your parent or guardian.
2. Obtain appropriate forms from the principal's office.
3. Have the forms filled out by teachers, return all school books and library books and make sure all fines are paid. Take completed forms to the principal's office for final clearance.

Cut here and return the bottom portion to the high school office no later than 8/27/21.

### **AUTHORITY**

If a discrepancy should occur between this handbook and School Board policy, the School Board policy will always prevail. *Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area. For access to School Board policies visit the district's website at [www.putnamcountyr1.net](http://www.putnamcountyr1.net).*

### **2022-2023 HIGH SCHOOL STUDENT HANDBOOK PARENT/STUDENT CONTRACT**

Please sign and return to the High School Office after reading and reviewing with your child the Putnam County High School Handbook, Code of Conduct, Technology Acceptable Use Policy, and School-Parent-Student Compact. The handbook was given to the students present on the first day of school.

*I hereby acknowledge that I have read and agree to abide by the rules and procedures specified in the Putnam County High School Handbook, Code of Conduct, and Technology Acceptable Use Policy.*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*