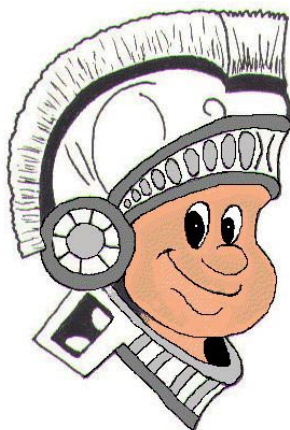


*"Whatever It Takes  
To Educate" - Mission*



**2017 - 2018  
Potosi Elementary School  
Handbook**

*"Teaching Today's Learners,  
To Be Tomorrow's Leaders." - Vision*

205 State Hwy. P  
Potosi, MO 63664  
Phone 573-438-2223

[www.potosir3.org](http://www.potosir3.org)

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# POTOSI ELEMENTARY SCHOOL STUDENT HANDBOOK

Welcome to Potosi Elementary School! We are excited to be partners with you in your child’s education. Together we can make this a great school year.

Communication between home and school is vital. In an effort to make valuable information available to you, we have created this handbook and a website accessible by logging onto the Potosi R-3 School District’s website at *www.potosischools.com* to find information about the school, to access the on-line school calendar, the district policy manual, etc.

Please take the time to read through this handbook we have developed for you and your child. Once you have read the handbook, please sign, date, and return the *Parent Response Page* to your child’s teacher.

## Potosi R-3 School District 2017-2018 Board of Education

Terri Dobbs.....	President
Kathy Silvey .....	Vice-President
Rhonda Phares.....	Secretary
Jimmy W. Gibson.....	Treasurer
Dr. Jimmy Robart.....	Member
Bill Short.....	Member
Randy Barron.....	Member

## Administrative Staff

Dr. Shawn McCue.....	Superintendent
Mr. Adam Portell.....	Asst. Superintendent
Ms. Laurie Huff.....	Director of Curriculum Instruction Assessment
Mr. Shane Blair.....	Director of Transportation
Mrs. Jennifer Woods.....	Principal Pre K, K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grades
Mr. Brant Hubbs.....	Assistant Principal
Mrs. Kim Hartley.....	Director of Special Ed.
Mrs. Tommie McMahan.....	Counselor PK-1 <sup>st</sup> Grade
Mrs. Rocky Boyer.....	Counselor 2 <sup>nd</sup> & 3 <sup>rd</sup> Grade
Mrs. Paula Pashia.....	Social Worker

# PARENT RESPONSE PAGE

Please check the following items on page two and three to indicate you agree with the statement and return this page to your child's teacher.

- I have read and discussed the Potosi R-3 Discipline Policy with my child.
  
- I give my permission for my child \_\_\_\_\_ to go on school-sponsored field trips.
  
- I would like to volunteer in my child's classroom on a regular basis. I have read the guidelines & expectations on page 36.
  
- I understand the importance of reading and am committed to helping my child become a better reader. I will spend 15 minutes per night reading with or to my child.
  
- On occasion, my child's photograph/name may be published in the newspaper, videotaped, or on our school web page. I give my permission to allow this to occur.
  
- I understand the District's policy on attendance and discipline for my child.
  
- I have read the Potosi R-3 School District Technology Usage policy and procedure. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if

**Please complete Page 3**

# PARENT RESPONSE PAGE

the district's technology resources are accessed remotely.

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

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

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented:

Revised: March 29, 2012

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**TECHNOLOGY USAGE**  
***(Parent/Guardian Technology Agreement)***

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

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

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

I give permission for my child to utilize the school district's technology resources.

I give partial permission for my child to utilize the school district's technology resources. I do not wish for my child to utilize:

\_\_\_\_\_

\_\_\_\_\_

I do not give permission for my child to utilize the school district's technology resources.

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

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

Name of School: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Note: *The reader is encouraged to review policies and/or forms for related information in this administrative area.***



## Potosi Elementary Teachers 2017-2018

Jennifer Woods, Principal

<u>Kindergarten</u>	<u>Room #</u>
Cheryl Hector.....	57
Heather DeGonia.....	59
Tiffany Gibson.....	52
Rita Dotson.....	51
Abbie McAnally.....	50
Sarah Shaffer.....	54
Melinda Saunders.....	58
Stacy Trentman.....	60
<u>First Grade</u>	<u>Room #</u>
Bree Allen.....	63
Crystal Grant.....	62
Heather Riddle.....	1
	48
Amy Kitchell.....	49
Sarah White.....	61
Erin Weiss.....	2
Kelsey Wyrick.....	3
Melissa Gazaway.....	4
<u>Second Grade</u>	<u>Room #</u>
Jill Sansegraw.....	10
Kay Malugen.....	9
Kelly Dickey.....	5
Charlotte Beck.....	6
Tabitha Herman.....	12
LaDonna Harmon.....	7
Janet Fowler.....	8
Susan Merkel.....	11
<u>Third Grade</u>	<u>Room #</u>
Katie Eden.....	23
Melonie Smith.....	26
Heather Reary.....	27
Vicki McCoy.....	25
Kari Mueller.....	22
Luci Martin.....	24
Amy Hager.....	21
<u>Art</u>	<u>Room #</u>
Diane Hill...(1-3).....	70
Rebecca Hermann...(K)...	69
<u>Music</u>	<u>Room#</u>
Caroline Meyers...(K).....	69
Dwight Petete...(1-3).....	68
<u>P.E.</u>	<u>Room #</u>
Edward Haar...(1-3).....	44
Debbie Davis...( K).....	66
<u>Keyboarding</u>	<u>Room #</u>
Rebecca Hermann.....	35
<u>Social Worker</u>	<u>Room #</u>
Paula Pashia.....	71

Brant Hubbs, Assistant Principal

<u>Nurse</u>	<u>Room #</u>
Jessica Higginbotham.....	33
Asst. Brittany Litton	
<u>Library</u>	<u>Room #</u>
Amanda Webb.....	35
Library.....	36
<u>Special Programs</u>	
<u>Gifted</u>	<u>Room #</u>
Amanda Hedgecorth.....	28
<u>EMH</u>	<u>Room #</u>
Donna Boyster.....	82
Jessica Bales.....	81
Natalie Hoehn.....	72
<u>LD</u>	<u>Room #</u>
Jackie Wright.....	18
Tonya Missey.....	13
Caroline Meyers (AM).....	75B
<u>BD</u>	<u>Room #</u>
Sally Sansegraw.....	75A
<u>Early Childhood</u>	<u>Room#</u>
Loretta Bouse.....	78
<u>Speech</u>	<u>Room#</u>
Alesha Sikes.....	76A
Kari Price.....	76B
<u>Title One</u>	<u>Room#</u>
Michelle Boyer.....	16
Sonya Hyde.....	42
Christina Jackson.....	64
Chala Short.....	43
Amber Beers.....	15
Amanda Simmons.....	15
Sandy Nickelson.....	30
<u>District Pre-School</u>	<u>Room #</u>
Amy Owens.....	73
Valeria Craig .....	80
Stephanie Bone .....	74
Billie Bourbon.....	79
<u>P.A.T. Coordinator</u>	<u>Room #</u>
Sharon Gibson & Educators.	77
<u>Counselors</u>	<u>Room #</u>
Rocky Boyer (2-3).....	29
Tommi McMahan (PK-1).....	32
<u>Paraprofessionals</u>	<u>Room #</u>
Tashia Benson.....	ECSE
Heather Blanks.....	ECSE
Breanna Hamilton.....	ECSE
Jessica Sutton.....	Resource 72
Vicki Gross.....	Resource
Shana Engelage.....	Resource



**Secretaries**

Kristin McCourtney .....Attendance, Budget-71  
Brittany Litton.....Title 1, Receptionist-71  
Louise Newcomer .....Receptionist-71

**Cooks**

Lana Boyer 65  
Marsha Breakfield  
Bambi Gibson  
Rhonda Woods

**Custodians**

James Turnbull (Head Custodian)  
65 Don Dement  
65 Brian Russell  
65 Jim Witcher

**POTOSI ELEMENTARY PARENT TEACHERS ASSOCIATION**

The Potosi Elementary P.T.A. organization consists of parents and teachers working together in the education of Potosi’s children. P.T.A. offers the service of keeping parents informed on educational concerns, while promoting the welfare of the children.

All parents and teachers are encouraged to attend and participate in the regular meetings of the P.T.A.

**Potosi P.T.A. Officers**

*President* Mrs. Tiffany Hatfield  
*1<sup>st</sup> Vice President* (programs)  
*2<sup>nd</sup> Vice President* (membership) Mrs. Laura King  
*3<sup>rd</sup> Vice President*(hospitality) Mrs. Stefania Gibson  
*Secretary* Mrs. Mandy Kamper  
*Treasurer* Mrs. Adrienne Logsden  
*Historian*

**UPCOMING EVENTS AT POTOSI ELEMENTARY SCHOOL**

**SCHOOL PICTURES -** Picture Date – Thursday, 10/5/2017  
Make-up Picture Date – Thursday, 11/9/2017

**MUSIC PROGRAM DATES**

3<sup>rd</sup> Grade Thursday, October 26, 2017 Theme: Science  
2<sup>nd</sup> Grade Thursday, December 14, 2017 Theme: Christmas Program  
1<sup>st</sup> Grade Thursday, March 15, 2018 Theme: Using the Imagination

**P.D.C. MEMBERS (PROFESSIONAL DEVELOPMENT COMMITTEE)**

Heather DeGonia Jackie Wright Amanda Hedgecorth

# Potosi R-3 School District Calendar

**2017 - 2018**

## **August**

- 11 New Teacher Orientation
- 14 Teacher Workshop (T1)
- 15 Teacher Workshop (T2)
- 16 Teacher Workshop (T3)
- 17 First Day Of Attendance

## **September**

- 1 Teacher Workshop PD (No School) (T4)
- 4 Labor Day (No School)

## **October**

- 13 1st Quarter Ends
- 19 Parent Teacher Conferences (1:00 p.m. Dismissal)
- 20 Parent Teacher Conferences (No School) (T5)

## **November**

- 4 Teacher Workshop PD (No School) (T6)
- 22 Thanksgiving Break (1:00 p.m. Dismissal)
- 23 Thanksgiving Break (No School)
- 24 Thanksgiving Break (No School)

## **December**

- 20 1st Semester Ends (1:00 p.m. Dismissal)
- 21 Christmas Break (No School)
- 22 Christmas Break (No School)
- 25 Christmas Break (No School)
- 26 Christmas Break (No School)
- 27 Christmas Break (No School)
- 28 Christmas Break (No School)
- 29 Christmas Break (No School)

## **January**

- 1 New Year's Day (No School)
- 2 Christmas Break (No School)
- 3 School Resumes
- 15 Teacher Workshop (No School) (T7)

## **February**

- 19 Presidents' Day (No School) (W6)

## **March**

- 9 3rd Quarter Ends
- 29 Easter Break (No School)
- 30 Easter Break (No School)

## **April**

- 2 Easter Break (No School)

## **May**

- 15 Students' Last Day (1:00 p.m. Dismissal)
- 16 (W1) Teacher Workshop
- 17 (W2) 18 (W3) 21 (W4) 22 (W5) 28 Memorial Day (No School)

**Potosi Elementary  
Daily Schedule 2017-2018**

- 7:25-7:50 Breakfast served
- 7:45 All teachers report to classrooms
- 7:50 Bell – Students report to class
- 7:55 Bell – Pledges & Announcements
- 8:00 Tardy bell – classes begin
- 9:15-10:00 **Kindergarten Recess**  
     \*9:15-9:30 - Saunders, DeGonia, Shaffer, Trentman  
     \*9:45-10:00 - Hector, Gibson, McAnally, Dotson, Nickelson
- 10:05-10:20 **3<sup>rd</sup> Grade Recess**
- 10:25-10:55 **1<sup>st</sup> Grade Recess**  
     \*10:25-10:40 - Riddle, Grant, White, Weiss  
     \*10:40-10:55 - Wyrick, Gazaway, Kitchell, Allen
- 10:30-10:50 **4<sup>th</sup> Qtr Preschool Lunch**
- 10:45-11:10 **Kindergarten Lunch (25 minutes)**
- 11:00-11:25 **1<sup>st</sup> Grade Lunch (25 minutes)**
- 11:05-11:20 **2<sup>nd</sup> Grade Recess**  
     \***K/1/2 PLAYGROUND** -Merkel, Sansegraw J., Malugen, Beck  
     \***2/3 PLAYGROUND** - Dickey, Harmon, Fowler, T. Herman
- 11:30-11:55 **2<sup>nd</sup> Grade Lunch (25 minutes)**
- 11:45-12:10 **3<sup>rd</sup> Grade Lunch (25 minutes)**
- 12:10-12:25 **3<sup>rd</sup> Grade Recess**
- 1:00-1:30 **Kindergarten Recess**  
     1:00-1:15 –Daily- Meyers  
     1:00-1:15 - McAnally, Saunders, Shaffer, Trentman  
     1:15-1:30 - Hector, Dotson, Degonia, Gibson, Nickelson
- 1:30-2:00 **1<sup>st</sup> Grade Recess**  
     1:30-1:45 - Riddle, Grant, White, Weiss  
     1:45-2:00-**K/1 Playground** Wyrick, Gazaway, Kitchell, Allen  
     **2<sup>st</sup> Grade Recess - All on 2/3 playground**
- 2:05-2:35 1<sup>st</sup> - 3<sup>rd</sup> (RTI) Response to Intervention by grade level
- 2:45 Riders-K & 1<sup>st</sup> lower hall - Mrs. Boyer & Mrs. L. Bouse will come by the classrooms
- 2:50 Riders - 1<sup>st</sup> - 3<sup>rd</sup> upper hall - dismiss to hallway by library
- 2:55 Early bus riders exit through front doors
- Tentative early buses: 140, 187, 1, 38, 14, 13, 24, 18, 29, 10, 22, 17, 5, 6
- 3:00 School dismissed-Late bus riders are brought to the cafeteria  
     Tentative late buses: 39, 23, 4, 16, 40, 36, 19, 21, 3, 2, 35, 20, 41, 25, 43, 33

The District Policy Manual can be located at [www.potosischools.com](http://www.potosischools.com) under the district, administration board policy links.

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

### **GENERAL POLICY**

All students are expected to attend school regularly. Parents are responsible to call the office to report a child's daily absence @438-2223. Being punctual allows students to get the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance, class failure, and the school dropout rate. Students who have good attendance generally achieve higher grades, enjoy school more, and are more desirable employees after leaving school.

### **STUDENT ARRIVAL TIME**

Students should not arrive at Potosi Elementary School until after **7:25 a.m.** each day. There are no teachers on duty to supervise your child prior to that time. Students should plan to arrive prior to 7:50 a.m. each day. Students who are planning to eat breakfast should report to the cafeteria. Students in first through third grades arriving between 7:30 a.m. and 7:50 a.m. should enter the building through the cafeteria and report to the old gymnasium. Students in Kindergarten and Early Childhood Special Education should report to the cafeteria. Students arriving after 7:50 a.m. should go directly to their classrooms.

### **ATTENDANCE**

A perfect attendance award will be presented to a student who has not missed any school days or hours during the year. 93% attendance must be maintained to attend the field trips. Toddlers and siblings are not allowed to attend field trips.

### **FIELD TRIPS**

Students who are being taken on an educational field trip outside the school grounds must have written permission from a parent or guardian. Overnight co-educational trips must be approved by the Superintendent of Schools. Please see form in front of handbook. Any student averaging below a 93% attendance will not attend the field trip. Special circumstances will be reviewed by a committee. Toddlers and siblings are not allowed to attend field trips.

### **Excused Absences**

- Doctor Appointment
- Dental Appointments
- Funeral
- Court appointments

It is very important to bring in excused absences for documentation and turn in to the elementary office. Excused absences do not remove the hours that the child is absent.

### **Unexcused Absences**

- Personal illness not requiring doctor's appointment
- Personal or family situations

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

Any student who arrives at school after 8:00 a.m., no matter what the reason, **must be signed in at the office by a parent/guardian.**

Any student who must leave school before dismissal time at 3:00 p.m. must be signed out of school through the office. A teacher shall not release a student from his/her classroom unless he/she is given a release from the office or a student is called to the office over the intercom.

A student who leaves school grounds before school dismisses must accompany their legal parent or guardian. Should there be unusual circumstances prohibiting a parent or guardian from leaving with the student, arrangements must be made through the office before the student will be allowed to leave. Parents may be asked to show identification by office staff. Parents are reminded however that the student should be present to obtain the maximum benefit from school.

### **TARDINESS TO SCHOOL**

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

### **FOOTBALL HOMECOMING PARADE**

Students that participate in the school parade have to be signed out by parent or coach. As of May 2012, parents do not have to sign students back in after parade.

### **PLAYDAY END OF YEAR**

As of May 2016 all parents attending Playday must be on the volunteer list. Parents attending Playday will be assigned to help and assist with student stations for Playday activities.

### **PARENT CONTACT**

After a student misses 5, 7 or 10 days of school, the school will inform the parents of these absences by letter. The letter will state not only the days absent, but remind the parents of the **mandatory ten (10) day parent conference.** This conference will be held with the principal and/or the school social worker. The primary purpose of the conference is to attempt to determine the cause of the student's attendance problems and to bring the resources of the

school and/or community to bear upon these problems. Typical actions of these conferences might include the following:

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

### **MAKE-UP WORK**

After the **second day** of a student's absence, a parent may request that the classroom teacher send the previous day's assignments home.

Students who are absent less than two days will not have homework assignments sent home.

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

### **HOMEWORK**

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

Homework for grades K-1-2-3 is limited to special assignments between teachers and parents of no more than 30 minutes in duration.

Homework excludes work missed due to absences and will be accepted until the end of the quarter.

Parent should:

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

## **RETESTING AND TUTORING POLICY**

### RETESTING:

If a student scores below an 80% on an assessment in a core subject area, he/she will be required to attend tutoring for reteaching the instruction of nonmastered GLE's, then retest. After retaking the test, the highest score will be recorded as the grade, however the highest grade the student can earn will be an 80%.

### TUTORING:

Any student working below average grade level expectations will be required to attend tutoring until improvement is determined.

## **SCHOOL CLOSINGS DUE TO WEATHER**

Whenever there appears to be doubt as to whether school will be in session due to severe weather conditions, announcements will be made on the following radio and tv stations: KTJJ – 98.5 FM, KREI – 800 AM, KSDK - Channel 5, KMOV-Channel 4, KTVI-Channel 2.

### PARENTAL NOTIFICATION SYSTEM:

To sign up to receive a text message, an email or a voice phone call about early release and/or emergencies at the Potosi R-3 school district, go to [alert@potosir3.org](mailto:alert@potosir3.org).

Announcements will be made at approximately 6:15 a.m. if at all possible.

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

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

*(Grades K-6)*

**FILE: JG-R1**

Critical

The Potosi R-III Schools are designed and intended to be a place where orderly learning is possible and encouraged. Effective schools are those that work hard to provide an orderly atmosphere conducive to learning. To establish and maintain the proper atmosphere for learning and to ensure the safety and well being of the students, certain rules and standards of conduct are important and necessary. Students would be informed as to what is acceptable and unacceptable behavior, and know that unacceptable behavior results in consequences that will be administered in a firm and fair manner. Guidelines setting forth standards of expected behavior and consequences for misbehavior are established to assure an orderly atmosphere conducive to learning. Any conduct not included, herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the

principal, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

**CORPORAL PUNISHMENT**

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of a teacher. It should never be inflicted in the presence of other pupils, nor without a witness.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. (Policy JGA-1)

**Reporting to Law Enforcement**

It is the policy of the Potosi R-III School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

**Documentation in Student's Discipline Record**

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

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

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by



policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

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

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

**Impact on Grades**

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

**Prohibited Conduct**

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

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

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

## **Assault**

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

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

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

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

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

Subsequent Offense: Expulsion

## **Bullying and Cyberbullying (see Board policy JFCF)**

### **General**

In order to promote a safe learning environment for all students, the Potosi R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, putdowns, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to

the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

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

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

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

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

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

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

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

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

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

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and

illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

**Electronic Communication Devices, Possession** – Cell phones and electronic pagers are not to be used and turned off during instructional time. Cell phones and other electronic devices are not to be used to transmit information. Electronic toys, CD players, walkie-talkies and radios are not to be brought to school. The school will not be responsible for the loss or theft of these items if they are brought to school. The following discipline/consequences will be followed if a student does not follow the telephone and electronic device rules established by the school.

First Offense: Principal/Student conference, phone/electronic device will be held in the office for parents to pick up.

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

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

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

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

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

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

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

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and

whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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

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

First Offense: Restitution. Principal/Student conference, detention, inschool suspension, 1-180 days out-of-school suspension, or expulsion.

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

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Administrators will use discretion when assessing penalties. The aggressor may be punished more severely.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, corporal punishment and juvenile authorities contacted.

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

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

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

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

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

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

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

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

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

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

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

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

### **Leaving School Without Permission**

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

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

**Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

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

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

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

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

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

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

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

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

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

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

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

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

2. Violations other than those listed in(1) above, of Board policy EHB,KKB procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices, including student possession of electronic pictures or text, the district will consider it the same as a hard-copy possession.

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

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

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

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

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

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

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

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

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

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

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

### **Tobacco**

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

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, inschool suspension, or 1-10 days out-of-school suspension.

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

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

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

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

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

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

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



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

**Vandalism (see Board policy ECA )** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

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

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

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

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

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

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

Subsequent Offense: Expulsion.

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

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

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

Approved: 07/20/1999

Revised: 02/15/2005; 07/19/2005; 05/20/2008; 04/21/2009; 02/15/2011, 4/16/2013

### **Statement of Prior Suspension, Expulsion or Criminal Offense**

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as part of the student's scholastic record.

### **NOTICE REGARDING SEARCHES - JFG**

a) Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.

- b) The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- c) The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- d) Additional searches of bags, purses, coats, electronic devices, and other personal possession and cars in accordance with law.
- e) The district may require a student to submit to a drug or alcohol test if there is a reasonable suspicion that the student has consumed prohibited substances.
- f) The details of extracurricular drug testing, if applicable. (4<sup>th</sup> Amendment of the U.S. Constitution, Policy JFG)

**DRESS CODE**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

1. Students should be neat in dress with attention given to personal grooming and with the philosophy of building personal pride and a desirable image of our school.
2. Skirts, dresses, and shorts should be worn at a length that reflects good taste and common decency and should be no shorter than mid-thigh. Tank tops, bare midriff (front or back) and see-through clothing are examples of clothing which are not acceptable.
3. Clothing apparel and accessories should not have any reference to drugs, alcohol, or writing of a suggestive nature.
4. Student's hair must be clean and well-groomed.
5. Hats are not to be worn at anytime in the building unless a special "hat" day has been announced.
6. Final decisions on what constitutes acceptable dress and grooming will be left to the administration.

Adopted: 06/17/2003 Revised: 02/15/2005

**TECHNOLOGY USAGE**

The Potosi R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and

increases engagement of students’ families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

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

Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

**Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware and software. Technology resources may include technologies, devices and services provided to the district by a third party.

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

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

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

**Authorized Users**

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

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

### **Electronic Communication**

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

### **User Privacy**

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

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

### **Technology Administration**

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

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

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

### **Content Filtering and Monitoring**

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

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

### **Online Safety, Security and Confidentiality (IGAEB)**

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

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

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information

about personally identifiable students to prevent unlawful disclosure of student information or records.

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

### **Closed Forum**

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

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

### **Records Retention**

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

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

## **Violations of Technology Usage Policies and Procedures**

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

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

## **Damages**

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

## **No Warranty/No Endorsement**

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

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

Adopted: 07/20/1999 Revised: 03/18/2003; 05/20/2008; 06/26/2012

## **TECHNOLOGY USAGE** ***(Technology Safety)***

FILE: EHB-AP  
Critical

## **Student Users**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with

the district may be granted permission to use the district's technology resources by the superintendent or designee.

### **Employee Users**

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

### **External Users**

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

### **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.



6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The 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.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. 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.
10. The district prohibits the use of district technology resources to access, view or disseminate information 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, they 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 district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. 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.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.

15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

### **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

4. The unauthorized copying of system files is prohibited.

5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.

7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### **Online Safety and Confidentiality**

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

### **Electronic Mail and Messaging**

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

### **Communication Devices**

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will 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.

### **Waiver**

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their 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.

**Note: *The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: 07/17/2001 Revised: 03/18/2003; 05/20/2008; 06/26/2012

## **BUILDING RULES**

1. Students should not bring toy guns, knives, throwing stars, collecting cards, pogo balls, radios, or any valuable items that you do not want stolen or broken.
2. Wrestling, "pretend" fighting, or kung fu is not allowed in the building or on the playground.
3. No pulling on or snatching of clothing in the building or on the playground.
4. Students should not run in any room, hall or bus line.
5. Students should walk all the way down the hall to the restrooms or other classes in a straight orderly line. Students should form lines near the center of the hallway away from the area of opening doors.
6. Students should put on and take off their coats and other wraps in their classroom rather than in the hall or outdoors.
7. Students should stay in their classroom if kept in due to illness, uncompleted work, etc. (must be supervised.) Teachers are to pick students up from the cafeteria near the cafeteria doors.
8. Students that are being kept in at noon time must be supervised by a teacher.
9. No kicking, tripping, pushing, hitting, or spitting while in school or on the playground.
10. Students should not beat on the handrailings in the kindergarten/first grade hallways ramp area.
11. Students should not chew gum anytime during the school day.
12. Students are to follow the "No Touch" rule.
13. Soda should not be brought to school. No glass containers.

## **POTOSI ELEMENTARY PLAYGROUND RULES**

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

1. Students should not eat candy or any other food item on the playground.
2. Students should not throw any objects on the playground other than playground balls or Nerf balls.
3. Students are to walk to and from the playground and remain in line. Do not line up early unless requested to do so by the duty teacher.
4. Students should use caution when running on the playground. Be aware of other students and avoid running into other students.
5. Students should not run near or around the playground equipment.
6. Students are not allowed to play in the weeds, bushes near the fence, or the ditches.
7. There are to be only five (5) students at a time on the top of the towers.
8. All children are to be away from the parked cars when playing on the asphalted areas.
9. Students are not to perform any gymnastics on the playground (This includes handstands & flips).

10. Students are not to jump off of the swings, swing standing up, twist swings, or stand directly in front of or directly behind the swings.
11. Students are not to stand or squat when going down the slide. Students are to go down the slide in single file.
12. Students are not to stand up on the jungle gym. If they hang by their legs, they are to hang only as high as the third bar in height.

## **TRANSPORTATION ISSUES**

### **POTOSI SCHOOL TRANSPORTATION DEPARTMENT BUS POLICIES**

#### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

FILE: JFCC  
Critical

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

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

Adopted: 11/20/2001

#### **Enroute to Bus Stop:**

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

#### **Be Prompt:**

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

#### **At the Bus Stop:**

While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others.

Students are expected to respect others' property. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

**Driver Authority:**

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

**Boarding/Departing Bus:**

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

**Passenger Conduct:**

Safe, respectful conduct is expected of all passengers to insure safety:

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

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

- fighting on the bus
- throwing objects in or out of the bus
- possession of dangerous weapons or articles
- destroying or defacing district or private property
- use of sparking devices
- smoking, or use/possession of drugs, alcohol or any form of tobacco
- obscene gestures or profanity directed at the bus driver or others
- any part of the body extended outside of the bus
- assault on a bus driver will result in indefinite suspension and possible criminal charges
- pointing a laser pointer at a bus driver will result in suspension from the bus and possible criminal charges

**Accidents/Breakdowns:**

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

**Snow Days:**

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

**Items Not Allowed on the Bus:**

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

- Glass objects; bottles, jars, etc.

- Open containers of food, drink, gum

- Inflated balloons

- Live animals, bugs, worms

- Plants, dirt, other growing projects

- Oversized objects and instruments; those that cannot fit safely in the seat with the student

- Weapons; guns, knives, razor blades, etc. (real or toy)

- Sports equipment which could endanger others; like javelins, pole vaults or shot puts

- Skate boards and baseball bats

- Any item which cannot be transported easily or which creates a safety concern

- Distractive electronic devices or trading cards

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

**Student Discipline:**

The district has adopted a progressive discipline policy, which emphasizes logical consequences for inappropriate behavior. The written tool for this is the "Bus Discipline Referral". If warranted, your child will be issued a written notice for you to review and sign. You may be asked to accompany your student for a conference with the driver, Principal and the Transportation Director. Camera boxes are mounted in district buses. Cameras are randomly and/or selectively rotated through the buses. Student behavior may be monitored or observed from the video system. Parents are encouraged to contact the Transportation Director any time they have concerns. If appropriate, a conference with other parties including the student and the driver may be arranged.

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

**BUS PROCEDURES/BUS NOTE POLICY**

Students are expected to ride their regular bus every day. If at any time a situation arises which requires the student to ride a different bus, the school must be notified **in writing** of the situation. The note must include child's

name, teacher's name, the name of the person, address, and phone number of where the child is going. To insure the safety of all students, bus changes will only be made over the telephone in case of extreme emergency. If at any time a parent has a concern about a bus issue, he/she may call Mr. Blair, Transportation Director, at 438-5881.

### **RULES AND SAFETY REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES**

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

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

### **VIDEO CAMERAS ON SCHOOL BUSES**

The Board of Education authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders



during their transport to and from school and school activities. Video cameras will generally be placed in the interior front of school buses, facing the rear.

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

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

## **FROM THE SCHOOL NURSE**

### **INOCULATIONS OF STUDENTS**

FILE: JHCB / 11-16-04  
Critical

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

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with the law. Parents and guardians may request if there are children currently enrolled in preschool that are exempt from immunizations.

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

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

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

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

### **SCREENINGS**

Screenings are performed (vision and hearing) on all new students to the school district. Transfer students will be screened for vision and hearing within 2 days of enrolling in R-3 unless they come with documentation of screenings in the past 12 months. Building principals/counselors need to notify the building nurse at least 24 hours after a new student enrolls. New students are the highest priority group of the students who are screened every year. This gives a baseline so we can be alert to future academic problems.

A teacher, parent or the student may request a vision or hearing test. School nurses will complete these within 2 days of receiving the request. Teachers need to use the hearing and vision forms. A referral letter will be completed on students who need evaluation by an eye or hearing professional.

We will be screening the following students on an annual basis: Kindergarten (screened during spring and fall enrollments), second grade, fifth grade, seventh grade and ninth grade. If a student is failing in first or third grade at the end of the first quarter, please refer to the nurse for vision/hearing screening.

Vision and hearing screenings need to be completed by the end of the first quarter. Referral letters for further evaluation will be mailed to the student's parents/guardian. If there is no response to the referral letter, a phone call will be made to the parents/guardian to determine action on the referral letter.

Nurses will coordinate times for screenings with building principals and classroom teachers. This revised vision and hearing-screening schedule will give priority to the students who will most benefit from screening. Our goal is to enhance academic success for the entire student population.

Nurses will also perform height and weight measurements during hearing/vision screenings. Blood pressure screening will be performed for juniors. Parents/guardians will be notified of abnormal blood pressure readings.

Vision and hearing screening, heights, and weights are done once a year. Fluoride mouthrinse program is once a week in grades 1-3.

## **STUDENT HEALTH SERVICES AND REQUIREMENTS**

### ***(Head Lice)***

FILE: JHCC-AP2

Critical

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

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.

The address of the Department of Elementary and Secondary Education website on the Trauma-Informed Schools Initiative to parents/guardians. (§161.1050, RSMo.) Website located at: <https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>

## **MEDICATION POLICY**

### **ADMINISTRATION OF MEDICATIONS TO STUDENTS** FILE: JHCD

#### Critical

##### **Definitions**

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

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

#### General

The Potosi R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The district prohibits students from possessing or self-administering medications while on the district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

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

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to administer prescription medications themselves when possible.

**Over-the-Counter Medications (JHCD)**

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

**Prescription Medications**

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

**Possession and Self-Administration of Medications**

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

**Students with Diabetes**

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

functions. The student should have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access.

**Emergency Medication JHCD**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse when the nurse believes, based on his or her training, that a student is having a life threatening anaphylactic reaction. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

**Consequences**

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

**ALLERGIES**

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

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

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

**CAFETERIA PROGRAM**

Breakfast and Lunch are served in our cafeteria daily. The Board of Education approved a new option available to school districts participating in the National School Lunch and Breakfast Programs. The new program is called the Community Eligibility Provision (CEP).

Under the CEP, our District will be able to provide healthy breakfasts and lunches FREE for ALL students enrolled in the Potosi R-3 School District.

Applications for free and reduced meals will not be collected and food accounts will no longer be a concern for ALL students who choose to participate. However, lunch cards will remain in use daily for tracking student lunch and breakfast counts.

	Daily	1 Week (5 days)	1 Month (20 days)	Yearly (175 days)
Adult Lunch	\$1.95	9.75	39.00	341.25
Adult Breakfast	\$1.25	6.25	25.00	218.75
Adult Extra	\$1.00	5.00	20.00	175.00

We at Potosi Elementary thank you for supporting a nutritious lunch program.

**SNACK/FOOD AT SCHOOL**

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

**GUIDANCE**

The elementary school counselors assist the teachers to better understand the pupils and thereby to further their social, emotional, and intellectual development. The counselor attempts to discover and eliminate blocks to learning. This may be accomplished by counseling pupils, by consulting teachers or by conferring with parents concerning the child’s progress.

When special testing is necessary for a student, the counselor administers the tests and works closely with the child’s parents, the teacher, and the principal to obtain accurate and relevant results.

**EMERGENCY DRILLS**

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

**EARTHQUAKE SAFETY FOR MISSOURI’S SCHOOLS - EBC**

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

The New Madrid Seismic Zone and surrounding region is active, averaging more than 200 measured events per year (magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (magnitude 2.5-3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

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

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

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

When will another great earthquake the size of those in 1811-12 happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7-10% probability.

What can we do to protect ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.



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

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

### ***Eliminate Hazards***

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

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

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

### ***Know What To Do When The Shaking BEGINS***

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

### ***Know What To Do AFTER The Shaking Stops***

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

## **ACADEMICS**

### **POTOSI ELEMENTARY SCHOOL STUDENT ACHIEVEMENT**

#### **ASSESSMENT PROGRAM**

FILE: IL/02-15-2005

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

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

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act. (IDEA)

#### **District Assessment Plan**

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

The purpose of the districtwide assessment plan is to facilitate and provide information for the following:

1. *Student achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations

of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.

2. *Student Counseling* - To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
3. *Instructional Change* - To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* - To provide indicators of the progress of the district toward established goals.

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

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to a district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessment will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

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

### **Statewide Assessments (IL)**

During the school year.

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all third grade students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education in the Spring.

During the current school year.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district’s policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

**National Assessment of Education Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

**GRADING SCALE**

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

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

**STUDENT OF THE WEEK**

The faculty of Potosi Elementary will be recognizing a “Student of the Week” from each of the classrooms. The Student of the Week Award is given in recognition of deserving students chosen on the basis of personal characteristics and classroom achievement. Students chosen for this award will be rewarded with various activities.

**REPORTING TO PARENTS**

At the end of each nine weeks a report of pupil progress is sent to the parents of each elementary child on a regular report form. The report includes the pupil’s attendance and his progress in school subjects, in personal and social characteristics, and in work and study habits. In addition to the report form, numerous other means of reporting to and involving parents in planning for the child’s growth are utilized. Parent-teacher conferences are used frequently. School personnel are available to parents at all times to help interpret and report a child’s progress. The use of informal notes, telephone calls, and sending samples of pupil’s work are other methods that will be used. Student progress reports will be sent at the end of the fifth week of each quarter.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled at end of first quarter. However, if at any time you feel a conference is necessary with the teacher, do not hesitate to call. Parent/school communication is vital in a child's progress. Please request a conference if you feel there is a need.

## **LIBRARY PROCEDURES**

Students in the Potosi Elementary School will go to the library once every week.

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

Students in kindergarten & first grade may check out only one book until the month of January, then they may check out two books.

Students in the third grade are encouraged to check out two books each time they visit the library. These books are due back in the library on the next visit. Books may be re-checked out a second time. A student may have no more than two books checked out at a time.

Books not returned to the library by second week of May must be paid for by the students. If these are not paid for or returned, then the report cards are not released to those children.

## **PROMOTION, ACCELERATION AND RETENTION OF STUDENTS**

### **FILE: IKE**

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

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

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

**Promotion**

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

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

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

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

**Acceleration**

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

**Retention**

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

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

***Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.***

Adopted: 07/20/1999

Last Revised: 09/18/2001

## **SPECIAL SERVICES PROGRAMS**

### **PUBLIC NOTICE**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the Special Services Director, 573-438-2315.

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

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

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

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees

are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information, Directory Information, Parent and Eligible Student Access, Law Enforcement Access, Children's Division Access.

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one( 21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Kim Hartley, Director of Special Services, Potosi R-3 School District at 438-2315.

This notice will be provided in native languages as appropriate.

### **SPECIAL EDUCATION SERVICES**

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

### **SPEECH THERAPY/HEARING**

The staff of Potosi Elementary includes fully certified speech therapists qualified to diagnose and treat speech impediments of all types. At the start of each year, an individualized educational program (IEP) is developed for each child in the program that is designed to help correct his/her speech disorder. During the year the IEP is followed and progress is noted. At the end of the year, parents are notified as to the students progress and needs for the future. Special Education services are provided for any child with special needs in the area of behavior. A certified teacher of the Behaviorally Disordered offers small group and individualized instruction.

### **EARLY CHILDHOOD SPECIAL EDUCATION**

Early Childhood Special Education programs are designed for 3 and 4 year old children who are diagnosed as disabled. The Early Childhood Special Education program provides one half day of instruction for the following disabilities:



Speech/Language Disorders  
Deaf/Blind  
Visually/Hearing Impaired  
Mental Retardation  
Autistic  
and any other physical impairment.

Anyone interested in obtaining additional information about this program may contact Kim Hartley, Director of Special Services, at 438-2315.

### **REMEDIAL READING/MATHEMATICS**

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

### **GIFTED**

A Gifted Education Program is provided by Potosi Elementary School. This program consists of a resource room with a full-time gifted instructor. The student, who qualifies through a series of recommendations and tests, spends one day a week in this resource room where his or her special needs and interest are addressed. Also small group interaction is available with emphasis on research and critical thinking skills.

### **SEXUALITY EDUCATION**

The Board recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction related to human sexuality and sexually transmitted diseases, the faculty will follow the guidelines of Board policy IGAEB.

### **PARENTS AS TEACHERS PROGRAM**

The Parents As Teachers Program is a state funded service offered in every school district as of 1985. This program offers practical information and guidance to parents who have children from birth to the age of five years. This home/school partnership increases parent's knowledge and skills in fostering their child's development and identifies potential handicaps of children before they start school. Also, Parents As Teachers provides periodic screenings, home visits, and group meetings for the parents.

Parents wishing to inquire about this program should contact:

Coordinator, PAT                      438-4856

## **TITLE VI, IX, SECTION 504**

### **Grievance Procedure**

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

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

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

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

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**

### **General Rule**

The Potosi R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is

strictly prohibited in accordance with law. The Potosi R-III School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

**Asst. Superintendent**

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

Asst. Superintendent  
Potosi R-III School District, 400 North Mine, Potosi, MO 63664  
Phone (573) 438-2315, Fax (573) 438-5487

**\* For additional information, refer to Board Policy AC**

**MISSOURI DEPT. OF ELEMENTARY & SECONDARY EDUCATION**  
**NO CHILD LEFT BEHIND ACT OF 2001 (NCLB)**  
**COMPLAINT PROCEDURES (KL)**

<p style="text-align: center;"><b>Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents</b></p> <p><b>General Information</b></p> <ul style="list-style-type: none"><li>1. What is a complaint under NCLB?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ul> <p><b>Complaints Filed with LEA</b></p> <ul style="list-style-type: none"><li>4. How will a complaint filed with the LEA be investigated?</li><li>5. What happens if a complaint is not resolved at the local level (LEA)?</li></ul> <p><b>Complaints filed with the Department</b></p> <ul style="list-style-type: none"><li>6. How can a complaint be filed with the Department?</li><li>7. How will a complaint filed with the Department be investigated?</li><li>8. How are complaints related to equitable services to private school children handled differently?</li></ul> <p><b>Appeals</b></p> <ul style="list-style-type: none"><li>9. How will appeals to the Department be investigated?</li><li>10. What happens if the complaint is not resolved at the state level (the Department)?</li></ul>
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**1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

- 1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
- 2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint

will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10 What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**PARENT’S RIGHT TO KNOW (GBL)**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

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

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

## **TITLE I SCHOOL-PARENT-STUDENT COMPACT**

Potosi Elementary School and parents will participate in Title I activities, services, and programs, agreement to this compact outlines how the Title I staff, the parents, and the students share the responsibility for improved student academic achievement.

### **School Responsibilities - Potosi Elementary School and its staff will:**

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

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

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

***Student Responsibilities --I, as a student will share the responsibility to improve my academic performance to meet the Show-Me Standards and will:***

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

**OTHER**

**SCHOOL VOLUNTEER PROGRAM**

**FILE:** IICC Basic/7-19-05

The Potosi Elementary believes that parent involvement is an important component to a child's success in the home and school environment. Parents are encouraged to participate in the Volunteer Program at the Elementary School. If interested in volunteering on a regular basis at school please review the Board Policy IICC & mark the parent volunteer page in the front of the book and return to your child's teacher. Interested parents that fill out the form will receive an application for a background check. Those approved will be notified of a scheduled meeting date to discuss parent volunteer information, schedules, and assignments. Please keep in mind this is for volunteering on a regular basis. It is not necessary for parent helpers/chaperones (those assisting with parties or field trips) to complete the requirements in Policy IICC.

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of higher student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.



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

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

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

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

FILE: JHDA/07-19-05

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

### **Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

## **ADMISSION OF RESIDENT STUDENTS**

FILE: JFCA/04-21-2009

In order to register a student, the parent, legal guardian, military guardian, person acting as a parent or the student shall provide proof of residency or request a waiver of proof of residency as outlined below and shall complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not meet the residency requirements and are not eligible for a waiver of proof of residency may only apply for admission in accordance with Board policy JECB.

A student is a "resident" student if he or she meets at least one (1) of the following criteria:

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. A "power of attorney" document alone, except a special power of attorney document relevant to the guardianship of a child in the household of an active duty member of the military, is insufficient to satisfy the "court-appointed legal guardian" requirement.
2. The student physically resides in the district for reasons other than obtaining access to the district's schools, regardless of with whom the student is living, and has a waiver of proof of residency on file.
3. The student is otherwise legally entitled to attend school in the district including, but not limited to: a student who is a homeless child; a student attending a school not in the student's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program; a student who is a ward of the state and has been placed in a residential care facility by state officials; a student who has been placed in a residential care facility due to a mental illness or developmental disability; a student attending a school pursuant to §§ 167.121 and 167.151, RSMo.; a student placed in a residential facility by a juvenile court; a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's education program; or a student attending an alternative education program on a contractual basis.
4. The student is a transitioning military student who was enrolled in the Potosi R-III School District, but is placed in the care of someone other than the student's parent or military or legal guardian who resides in another school district. Such student will be allowed to continue to attend school in the Potosi R-III School District without payment of tuition. A transitioning military student is a student who is in the process of transferring from one (1) state or school district to another state or school district and was or is

currently in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law.

### **CONFIDENTIALITY AND RECORDS MANAGEMENT**

Title IV Privacy Rights of Parents and Students provides parents the right to inspect and review their child's educational records. This right is also available to divorced or separated parents even if the guardian or former spouse (unless this right has been restricted by court order). Students who are eighteen years of age or older and students attending post secondary institutions have access to their own records and may be responsible for consent. However, a handicapped student's consent rights may be curtailed or denied depending on the type or severity of the student's handicap.

Access to school records is generally only permitted when consent is given by the parents or by an eligible student (over eighteen years of age). Exceptions to the consent requirements do exist. Educators with legitimate educational interest and certain other organizations as outlined in the law may have access to a child's record without consent.

When written consent for access to a child's file is required, the records being requested must be identified, the proposed use of the information must be specified, and the methods of acquiring the data must be explained. A record must be kept in the child's file of all nonexempt individuals who have accessed the child's file. Access to a child's file (for someone who has consent) must be given within 45 days of the request.

In each of our schools, a list of individuals who may have access to student records without obtaining parental consent is posted on the file cabinet containing handicapped students' records for proper educational programming. Any other educator who has a legitimate reason to access the child's file must sign the record of disclosure (contained within the file) stating your name, the date, and the reason or purpose for reviewing the confidentiality. It is important to protect the child's right to privacy and confidentiality. Information in students' records should only be shared and discussed with those who have a legitimate need to know.

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

Federal regulations under the Asbestos Hazard Emergency Response Act (AHERA) requires public notice to parents, guardians, and employees of the availability of an Updated ASBESTOS MANAGEMENT PLAN.

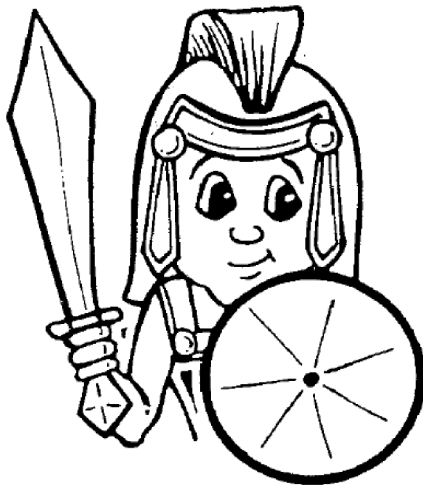
Potosi R-3 School District Superintendent, in charge of compliance for the district, has announced that in compliance with the regulations, Potosi R-3 School District's approved plans are available from each building Administrator and at the Superintendent's Office, located at 400 N. Mine St., Potosi,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

# AAA STUDENT

I am a Triple A student  
That's what I want to be.  
A Triple A student  
Just watch my life and see.

I'll have a healthy **Attitude**  
Keep the rules and not be rude  
Good **Attendance** every day  
Be on time and stay all day

Set a goal. **Achieve** it too,  
These three things I'm going to do.  
Triple A student that's what I'm Going  
to be.



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Potosi, MO  
(573) 438-0663