

**2022-2023**

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

**PreK-8**

**STUDENT HANDBOOK**

*Approved August 11, 2022*

August 23, 2022

Dear Parents/Guardians,

Welcome to Phelps County R-III (PCR3) school district! PCR3 will have the theme of “Adventure: Never Stop Exploring” for the 2022-2023 school year. We will have several fun activities centered on this theme. In any partnership, it is important that we work together and communicate often. We need your help and assistance in getting your child to school so that they can learn.

We have a wonderful school, a great team of teachers, an awesome staff and the best students in the state. Our teachers are wonderful. The staff members have worked many hours getting the school ready for opening day. We are looking forward to a great school year!

Our website has a wealth of information; please visit it often. The teachers will update their pages weekly, post pictures of activities, and provide information for parents (information will be sent home as well). Please check us out: [www.pcr3.k12.mo.us](http://www.pcr3.k12.mo.us) you will also find information about the school, policies, a running calendar of events, and other pertinent information on the calendar and website.

We the staff at PCR3 are striving to be the *best little rural school in the state*. Welcome back to school! We are all looking forward to a wonderful year filled with fun and learning here at PCR3. We invite you to be a part of that process, too. Watch those backpacks for fliers announcing upcoming events.

Sincerely,

Bob Cottengim  
Superintendent

# Phelps County R-III

## 2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
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31						

August 2022						
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28	29	30	31			

September 2022						
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October 2022						
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30	31					

November 2022						
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December 2022						
Su	M	Tu	W	Th	F	Sa
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January 2023						
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February 2023						
Su	M	Tu	W	Th	F	Sa
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March 2023						
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April 2023						
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May 2023						
Su	M	Tu	W	Th	F	Sa
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June 2023						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	

-  First and Last Day of School
-  No School for Students
-  School Closed
-  Professional Development Day for Teachers

- Oct 19 First Quarter Ends
- Dec 21 Second Quarter Ends
- Mar 3 Third Quarter Ends
- May 24 Fourth Quarter Ends

Aug 10-Aug 11	New Student Registration
Aug 16	Open House at 6:00 pm
Aug 16-Aug 17	Teacher Workshop Day
Aug 23	First Day of School
Sep 19	Professional Development Day for Teachers
Nov 7	Professional Development Day for Teachers
Nov 21	SCHOOL IN SESSION
Nov 23-Nov 25	Thanksgiving Break - NO SCHOOL

Dec 21	Early Dismissal at 12:22 pm
Dec 22-Jan 2	Winter Break - NO SCHOOL
Jan 3	School Resumes
Feb 13	Professional Development Day for Teachers
Mar 28-Mar 31	Spring Break - NO SCHOOL
Apr 10	Professional Development Day for Teachers
May 22	Professional Development Day for Teachers
May 24	Early Dismissal at 12:22 pm - Last Day of School

## School Board Members

Our school board members work hard to help us create a wonderful, learning environment for our students. Here are the members of the Phelps County R-III School Board and the positions held for 2019-2020.

Misty House, President, 2023

Misti Wilson, Vice-President/Treasurer, 2023

Tameka Hey, Board Member, 2024

Sherryl Burrus, Board Member, 2025

Amanda Busque, Board Member, 2024

Richard Kemper, Board Member, 2023

George Robbins, Board Member, 2025

Lahne Black, Board Secretary

Bob Cottengim, Superintendent/Principal

## Administration, Faculty and Staff

Jennifer Mathis, Preschool and Parents as Teachers (PAT)

Rebecca Mitchell, Kindergarten

Shelby Hood, First Grade

Cathy Blake, Second Grade

Mackenzie Spurgin, Third Grade

Kimberly Robison, Fourth Grade

Christin Hicks, Fifth Grade

Kailie Kinder, Junior High Language Arts

Monica Hagen, Special Education Director and Special Education Grades 5-8

Judy Gale, Special Education Grades K-4

Melinda Rector, Junior High Math

Katie Moore, Junior High Science

Ryan Jacobs, Junior High Social Studies/PE

David Harmon, Art

Terri Heiby, Music

Ginger Struempfler, Counselor

Jamie Medearis, Title I

Logann Cardin, Nurse

Kelley Henson, Library Aide

Udena (Nug) Davis, Special Education Para Professional

Judy Boswell, Preschool Para Professional

Crystal Mischke, Para Professional

Stephanie Davis, Para Professional

Tom Robinson, Maintenance/Custodian

Colton Davis, Custodian

Teresa Edgar, Bus Driver

Judy Harris, Bus Driver

Susan Kennedy, Bus Driver

Cary Hagen, Bus Driver

Kristin Moore, Food Service Director

Vaunda Richardson, Cook

Michelle Akers, Cook

Lahne Black, Bookkeeper/Board Secretary

Debbie Brown, Administrative Assistant

Dora Greer, Secretary

Bob Cottengim, Superintendent

## STAFF CONTACT INFORMATION

<u>Title</u>	<u>Name</u>	<u>Email</u>
Preschool/Parents as Teachers	Jennifer Mathis	<a href="mailto:jmathis@pcr3.k12.mo.us">jmathis@pcr3.k12.mo.us</a>
Kindergarten	Becky Mitchell	<a href="mailto:rmitchell@pcr3.k12.mo.us">rmitchell@pcr3.k12.mo.us</a>
First Grade	Shelby Hood	<a href="mailto:shood@pcr3.k12.mo.us">shood@pcr3.k12.mo.us</a>
Second Grade	Cathy Blake	<a href="mailto:cblake@pcr3.k12.mo.us">cblake@pcr3.k12.mo.us</a>
Third Grade	Mackenzie Spurgin	<a href="mailto:mspurgin@pcr3.k12.mo.us">mspurgin@pcr3.k12.mo.us</a>
Fourth Grade	Kimberly Robison	<a href="mailto:krobison@pcr3.k12.mo.us">krobison@pcr3.k12.mo.us</a>
Fifth Grade	Christin Hicks	<a href="mailto:chrhicks@pcr3.k12.mo.us">chrhicks@pcr3.k12.mo.us</a>
Special Education K-4	Judy Gale	<a href="mailto:jgale@pcr3.k12.mo.us">jgale@pcr3.k12.mo.us</a>
Special Education 5-8	Monica Hagen	<a href="mailto:mhagen@pcr3.k12.mo.us">mhagen@pcr3.k12.mo.us</a>
Junior High Language Arts	Kailie Kinder	<a href="mailto:kkinder@pcr3.k12.mo.us">kkinder@pcr3.k12.mo.us</a>
Junior High Math/Algebra 1	Melinda Rector	<a href="mailto:melrector@pcr3.k12.mo.us">melrector@pcr3.k12.mo.us</a>
Junior High Science/Library K-8	Katie Moore	<a href="mailto:kmoore@pcr3.k12.mo.us">kmoore@pcr3.k12.mo.us</a>
Junior High Social Studies/PE	Ryan Jacobs	<a href="mailto:rjacobs@pcr3.k12.mo.us">rjacobs@pcr3.k12.mo.us</a>
Music/Gifted	Terri Heiby	<a href="mailto:theiby@pcr3.k12.mo.us">theiby@pcr3.k12.mo.us</a>
Art	David Harmon	<a href="mailto:dharmon@pcr3.k12.mo.us">dharmon@pcr3.k12.mo.us</a>
Title I	Jamie Medearis	<a href="mailto:jmedearis@pcr3.k12.mo.us">jmedearis@pcr3.k12.mo.us</a>
Counselor	Ginger Struempf	<a href="mailto:gstruempf@pcr3.k12.mo.us">gstruempf@pcr3.k12.mo.us</a>
Nurse	Logann Cardin	<a href="mailto:lcardin@pcr3.k12.mo.us">lcardin@pcr3.k12.mo.us</a>
Library	Kelley Henson	<a href="mailto:khenson@pcr3.k12.mo.us">khenson@pcr3.k12.mo.us</a>
Administrative Assistant	Debbie Brown	<a href="mailto:dbrown@pcr3.k12.mo.us">dbrown@pcr3.k12.mo.us</a>
Secretary	Dora Greer	<a href="mailto:dgreer@pcr3.k12.mo.us">dgreer@pcr3.k12.mo.us</a>
Bookkeeper/Board Secretary	Lahne Black	<a href="mailto:lblack@pcr3.k12.mo.us">lblack@pcr3.k12.mo.us</a>
Superintendent	Bob Cottengim	<a href="mailto:bcottengim@pcr3.k12.mo.us">bcottengim@pcr3.k12.mo.us</a>

### **NON-DISCRIMINATION STATEMENT**

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

### **OUR VISION**

We the students of Phelps County R-III are committed to becoming lifelong learners and productive citizens through a partnership with our parents, teachers, and community.

### **OUR MISSION**

Hard Work + Positive Attitude = Achievement

### **PLEDGE OF ALLEGIANCE**

In accordance with Missouri state law, the Pledge of Allegiance will be recited daily during the announcements as a school or in the classrooms.

### **SCHOOL CLOSING & CANCELLATIONS**

As soon as a decision is made, several radio and television stations are contacted, and announcement is made through School Messenger. Please update your phone number through the office.

### **VISITORS**

Students are not permitted to bring visitors to the school during the regular school day. Of course, parents are welcome to visit the school and are encouraged to contact the school to schedule visits. It is required that building visitors report to the principal's office upon arrival at school to receive a visitors badge.

### **PRINCIPAL'S OFFICE**

The Principal's Office is the place to transact school business and every student is welcome for that purpose. The superintendent will see you at their earliest convenience. Office hours are 7:30 a.m. to 4:00 p.m.

### **OFFICE**

The office is also a place to transact all business at window. Students needing admission slips after an absence or needing to see the superintendent on a discipline referral are asked to be seated as directed by the attendance secretary. The superintendent will see you as soon as possible. The office phone number is (573) 435-6293.

### **GUIDANCE OFFICE**

Mrs. Ginger Struemph, our counselor is available to assist students with planning, and situations that interfere with learning. Parents are encouraged to contact the counselor for sharing of information about their child; the telephone number is (573) 435-6293. Students may stop by the guidance office before or after school or between classes to schedule appointments with the counselor.

### **CONFIDENTIALITY**

It is necessary for counselors to build trusting relationships with students and district staff; however, counselors are not permitted to promise students complete confidentiality. Counselors may at times be required to disclose information to parents/guardians, to report child abuse or neglect, to convey to district staff information necessary to better serve a student, or to report to supervisors as appropriate.

Care should be taken in explaining to students, in a developmentally appropriate manner, the limits of confidentiality. Notice of the limits of confidentiality may be made by a variety of methods including classroom lessons, student handbooks, the district website and guidance counseling brochures in addition to oral notification of individual students.

District counselors have the responsibility to protect the confidentiality of student records and only release information in accordance with state and federal law and BOARD POLICY. Information transmitted or stored electronically must

maintain the same level of confidentiality as traditional paper records. Care shall be taken to send sensitive information by a means that protects student identity.

#### **TELEPHONE CALLS**

A telephone is located in the office. Use of this phone is limited to before school, after school, and during passing periods. Students will not be permitted to make telephone calls during class. Students will only be called from class to accept phone calls in the event of an emergency.

#### **PARENTS AS TEACHERS/TEACHERS AS PARENTS**

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

#### **PARENT TEACHER ORGANIZATION**

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

- ENRICH the educational experiences of PCR3 students.
- Bring HOME & SCHOOL closer together.
- Promote open COMMUNICATION between teachers, administrators and parents, foster SCHOOL SPRIT and COOPERATION among the entire school community.

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

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

#### **HEALTH SERVICES**

The full-time employment of a nurse provides PCR3 an exceptional health program. Any student who needs help due to an illness or injury should first report to the teacher. The teacher will then refer them to the nurse's office. The nurse will decide if a parent needs to be contacted. The nurse administers first aid in case of injury. The district requires a current telephone number to be on file. Health forms will be sent home immediately if a student has any of the following and the student should not return until symptom free for **24 hours** or released by a physician:

Fever (100° or Higher)	Communicable Diseases
Diarrhea/Vomiting	Active Head Lice
Pink Eye	Impetigo/Skin Eruptions

**Any students treated or sent home for head lice must be brought to nurse's office by their parent/guardian to be checked by the nurse before being re-admitted to their classrooms.**

**\*Prescription medication must be brought in by the parent in original prescription bottle and delivered to the nurse's office. \***

#### **MEDICAID REIMBURSEMENT**

PCR3 may participate in the Medicaid administrative claiming and direct service programs for students who are eligible and for reimbursable services the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to the Special Program Coordinator, at 573-(573) 435-6293.

### MEDICATION POLICY

All medications must be checked in by a parent or guardian with the school nurse before they can be taken at school. **No medicine shall be brought to school by a student.** The nurse is available to administer medications to students if requested by a parent/guardian. A written permission slip is required.

If you have any questions regarding administering medication at school, please talk to the school nurse (573) 435-6293) or obtain a complete policy statement from the nurse's office.

### LIBRARY

The library will be open each day from 8:15 a.m. to 3:00 p.m. Students are welcome to visit the library at any time it is open. Those using the library during class hours must have a pass from their class. The library staff is available to give assistance in learning how to use the library, to help find materials, and to suggest good books to read. Students checking out materials are responsible for returning them. The student will be expected to pay replacement value for materials, which are lost or damaged.

### HALLWAYS

The school building is open to students at 7:40 a.m. During passing periods Junior High students are to move briskly to their destination without running or horseplay and to obey any instructions of teachers. Do not block hall traffic by standing in groups; walk on the right side of the corridors. Please be considerate of the building appearance and place trash in the waste containers provided. Students are not permitted in the building after 4:00 p.m. unless they are meeting with a teacher or attending a school activity.

### LEAVING SCHOOL GROUNDS

Students are not to leave the building or school grounds without obtaining permission from the office and signing out. In the event of a need for early dismissal from school, the student should bring a note from a parent to the attendance office before the start of school or have the parent telephone the attendance office. Students are to sign out in the office upon leaving school and sign in upon returning to school. Leaving school without permission is considered truancy.

### LOST AND FOUND

Students should put their names in ink on their possessions so they may be identified if lost. Students should be very careful with their possessions and only bring items to school that are necessary; it is strongly recommended that items such as phones and MP3 players (which are a distraction from the educational process) remain at home. ***IF THESE ITEMS ARE BROUGHT TO SCHOOL AND CAUSE A DISRUPTION DURING THE SCHOOL DAY, THEY WILL BE CONFISCATED AND ONLY RETURNED TO PARENTS OR GUARDIANS.*** Items found by students should be turned into the office immediately. Lost articles may be claimed in the office before or after school or between classes. Unclaimed items are donated to charity at the end of the school year.

### CAFETERIA

National School Breakfast/Lunch Program guidelines all used for breakfast and lunch. **Each family is encouraged to complete an application for free/reduced price meals.** List all students in the household on the same application and include all pertinent information. Students are expected to pay for meals until the application has been processed. Notification of approval or denial will be sent once the application has been certified. Applications are available in the school office.

Daily meal prices for the 2022-2023 school year are:

Breakfast:	<b>\$1.60</b> full price
	<b>\$0.30</b> reduced price
Lunch	<b>\$2.10</b> full price
	<b>\$0.40</b> reduced price

**There is a charge limit;** once the limit is reached, students must bring money in order to purchase a meal.



### Three Ways to Pay

- **ONLINE CAFETERIA PAYMENT**-Set up your account at –[www.WePay.com](http://www.WePay.com)
- **Send Cash or Check with your child.** Please write your student’s name in the memo section of your check. Students should make deposits during breakfast.
- **Bring your payment (cash or check) to the school office.**

**All parents are encouraged to set up a free account through [www.WePay.com](http://www.WePay.com) to receive low-balance email alerts and view the current balance, transactions and purchases.**

**Cafeteria balances automatically roll over at the end of the year.** Account balances transfer to the next grade level or school within the district. **Refund checks are issued by request only.** Please call the school office at 573-(573) 435-6293. Checks will be mailed only for balances greater than \$5.00. Please allow 4-6 weeks for processing.

Students may either bring their lunch from home or may purchase their lunch in the school cafeteria.

- 1) All students are to report to the cafeteria at the beginning of their lunch period. When dismissed from class, report quietly and do not run. Students are to leave book bags in their lockers.
- 2) Students are not permitted to break into the line or save places.
- 3) Display good dining room standards at the table. **No food or objects are to be thrown.** Trays are to be placed in the tray window and waste discarded in the waste containers upon dismissal.
- 4) Students are not permitted to leave the cafeteria after eating lunch until dismissed by a staff member.
- 5) Visitors are not permitted in the cafeteria without prior approval.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) or found at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992.*

*Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: 202-690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

***This institution is an equal opportunity provider.***

## WITHDRAWAL FROM SCHOOL

Students who are withdrawing from school should have their parents call or send a note to the office. At least one week's notice prior to the withdrawal date is requested when possible. The student will be issued a withdrawal form which is to be signed by the individual teachers, verifying that textbooks and materials have been returned to the proper location.

## TEXTBOOKS

Textbooks will be furnished to students at the beginning of the year and are to be returned to the teachers at the end of the course with only reasonable wear and tear. If a textbook is damaged, stolen or lost, the student will be assessed a fine or charged the replacement cost of the book. Report cards may be withheld until all fines are paid. Students also will not be permitted to enroll in school the following year until all fines from the previous year are paid.

## LOCKERS

Junior High students will be assigned a hall locker. If you have problems with your locker, notify the office promptly so it can be repaired or replaced. Lockers belong to the school and may be inspected from time to time. Drug-sniffing dogs may periodically be brought in for random searches.

If you have a need to change lockers during the year, notify the office of your request. Do not change lockers on your own, because you are responsible for your assigned locker; and when you are absent and need your textbooks, we need to know where they are located.

**Lockers are not to be decorated on the outside for any reason due to the damage that occurs to the outside of the locker.**

## COURSE REQUIREMENTS

Junior High students will be enrolled in seven hours of classes. Required courses include English, Social studies, Math, and Science. Students are also required to take Physical Education, Art and Music.

All Junior High students must pass the United States Constitution and Missouri Constitution test before graduation.

## COURSE PREREQUISITES

Most courses within the junior high school curriculum have no specific requirements which must be met before a student can enroll. Those course prerequisites about which students and parents most frequently inquire are listed below.

**ALGEBRA I:** To be determined by the school district and junior high math instructor based on student performance in mathematics grades 6-7 and/or placement test.

## PARENT CONFERENCES

Organized Student-Led Conferences will occur in October and March each year. You will be notified by the school of the day and time. We encourage parents to visit with their child's teacher more often than conferences, too.

## PROGRESS REPORTS

Progress reports will be issued at 3 week intervals throughout each quarter to notify parents of those students who are not achieving at an acceptable level of performance. All students will be issued a progress report. Teachers may also utilize letters, telephone calls, email, Parent Portal, and conferences to inform parents of their child's progress. Parents are encouraged to visit the school, email or telephone teachers at school if they have questions about their child's performance.

Parent Portal is a web-based program that is made available to all parents allowing access to pertinent information about their student's attendance, grades, homework assignments, and much more. Registration can be done by coming to the office to verify with a picture ID. If you have any questions or problems, please contact the office at (573) 435-6293.

## **GRADE REPORTS**

Grade reports will be issued to students at the end of each quarter, which consists of approximately nine weeks of school. The following grades will be used in all classes at PCR3: A, excellent; B, superior; C, average; D, inferior; F, failing. Students in the sixth, seventh, and eighth grades should be aware that semester grades will be included on their high school transcripts to determine eventual class rank upon graduation. These grades are calculated on a four-point scale (A=4, B=3, C=2, D=1, F=0).

## **HONOR ROLL**

Students will be recognized for academic achievement. All grades K-8 will be used in determining Valedictorian and Salutatorian for 8<sup>th</sup> Grade Graduation.

## **PROMOTION AND RETENTION**

Progress through the grades is a matter of achievement in the basic skills as well as age, maturation, social and civic development. Students are expected to successfully complete each of their classes in order to be promoted to the next grade. Students who have received failing grades in two or more of their classes may be considered for retention. Parents who are concerned about their child's progress should contact their child's counselor or the principal for a conference.

## **PHYSICAL EDUCATION**

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

## **SCHOOL ASSEMBLIES**

Assemblies occur periodically regarding positive character education. At all times student behavior should be responsible and respectful. Teachers and their classes are assigned specific areas for seating. Parents are welcome to attend all school assemblies.

## **DAILY SCHEDULES**

### **PreK-5<sup>th</sup> Grade Daily Schedule**

7:40 am	Building Opens
7:50 am	Classes Begin/Breakfast Begins
11:15 am	PreK, KDG, 1st Lunch/Recess
12:00 pm	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Lunch/Recess
12:54 pm	5 <sup>th</sup> Lunch/Recess
3:42 pm	Dismissal – Car Riders/Bus Riders

### **Junior High Daily Schedule**

First Hour:	7:50 am – 8:50 am
RTI/Breakfast:	8:50 am – 9:05 am
Second Hour:	9:05 am – 10:00 am
Third Hour:	10:03 am – 10:58 am
Fourth Hour:	11:01 am – 11:56 am
Fifth Hour:	11:59 pm – 12:54 pm
Lunch:	12:54 pm – 1:15 pm
Recess:	1:15 pm – 1:35 pm
Sixth Hour:	1:38 pm – 2:33 pm
Seventh Hour:	2:36 pm - 3:31 pm

## TARDY POLICY

Students will be listed as tardy if they are not in their seat when the bell rings. Students are allowed four total tardies without school penalty per semester, although individual teachers may impose in-class sanctions upon tardy students. The following consequences will be observed once a student receives a fifth tardy for the year:

5 <sup>th</sup> Tardy:	1 detention
6 <sup>th</sup> Tardy:	2 detentions
7 <sup>th</sup> Tardy:	3 detentions
8 <sup>th</sup> Tardy:	1 day ISS
9 <sup>th</sup> Tardy:	2 days ISS
10 <sup>th</sup> Tardy:	ISS/OSS

If a student arrives late to school, he or she shall report to the office. There they will be given a slip for admission.

## DEVELOPMENT OF RULES AND PROCEDURES

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

## STUDENT ABSENCES AND EXCUSES

This policy pertains to all students, except students with active federally required Individualized Educational Plans (IEP) who are exempted in their IEPs and by behavior plans in such IEPs.

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation. This policy is established to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the PCR-3, and to encourage students to assume responsibility for their conduct.

### Excessive Absences

Students will be permitted a maximum of **six (6)** absences per class per semester

If a student is absent from school due to illness for more than four (4) consecutive school days, the parent or guardian is requested to provide written verification from a physician regarding the reason for the absence.

Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements for earning credit.

### Notice and Make-Up Work

- The parent or guardian of each student who is absent must notify the principal's office of the absence and the reason for the absence before the student may be re-admitted to class. If a student will be absent from school

for two (2) or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.

- Credit for make-up work is permitted for all absences which can be made up. When absences are anticipated, such as family trips, the student is to contact his/her teacher(s) so that the student may make arrangements to complete work that will be missed.
- It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Once the student has returned to class, all make-up and alternative assignments must be completed within 2 school days

**Procedures:** Students will be given a student handbook upon enrollment. The handbook shall contain the written attendance policy. The attendance office will record each student's absence.

The parent or guardian of a student who anticipates missing more than nine (9) sessions of any class(es) due to hospitalization, prolonged illness, or other good cause may request an exception to the excessive absence policy in writing prior to the accrual of the nine (9) absences. If the parent does not submit such request prior to the date on which nine (9) absences have accrued, the parent or guardian should request an appeal of the denial of credit in the same manner as for any other appeal under the excessive absence policy.

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
3. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
4. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
5. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance is expected of each student enrolled in the Phelps County R-III School District.

**PHELPS COUNTY R-III IS A PBIS SCHOOL!**

**WE ARE WORKING TO BE THE BEST!**

***BE RESPECTFUL***

***BE RESPONSIBLE***

***BE SAFE***

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

**BUS RULES AND REGULATIONS**

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

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

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

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

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

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

Actions that would necessitate discipline procedures:

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

#### **REGULAR BUS ROUTE DRIVERS**

Route #1	Teresa Edgar	(573) 368-9238
Route #2	Susan Kennedy	(573) 308-7112
Route #3	Judy Harris	(573) 202-8529
Route #4	Cary Hagen	(573) 612-5169

#### **STUDENT DISCIPLINE**

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

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

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

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

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

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

All employees of the district shall annually receive instruction related to specific contents of the district's discipline policy. Those discussions may include any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality. The comprehensive discipline policy of the district is composed of this policy and all sub codes. A copy of the district's comprehensive discipline policy will be available upon request and will be available in the Administrator's office during normal business hours.

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

### **RULES AND REGULATIONS ON DISCIPLINE**

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

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

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

#### **Preschool – Fourth Grade**

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

#### **Fifth Grade – Eighth Grade**

Verbal Warning  
Lunch Detention  
Loss of Privileges  
ISS  
OSS

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

## **BULLYING POLICY**

### **General**

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

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

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

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

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

Repetitive or substantially likely to be repeated intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

- a.) Bullying reports will need to be made to the principal.
- b.) Reports will be investigated in two days, if not sooner.
- c.) Information to students regarding bullying, including policy and other school initiatives will be provided by the school counselor.
- d.) Information regarding the school bullying policy will be provided to students, parents/guardians and staff annually.

First Offense: Administrator conference, detention, and up to 10 school days out-of-school suspension.

Subsequent Offense: 11-180 school days of out-of-school suspension or expulsion by Board of Education only.



## STUDENT DRESS

The administration of the PCR3 expects that student dress, grooming, and personal appearance will be subject to the following guidelines:

- 1) Dress, personal appearance, and grooming must be clean and comport with appropriate health, safety, and sanitation standards.
- 2) Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational environment or to constitute a threat to the health or safety of the students or others.
- 3) All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
- 4) Metal or chain belts or swags can be used as weapons and, thus, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets is prohibited.
- 5) Caps, hats, hoods, bandanas, or other types of headgear or sunglasses shall not be worn in any school facility. (Hats must be left in the student's locker, not carried.) Hats and caps may be worn as deemed necessary for safety by the classroom teacher or as allowed for special occasions or events by administration. **These items will not be allowed at recess.**
- 6) Printed words or pictures on clothing or accessories that advertise, imply, or suggest (including any innuendo alluding to such) drug, tobacco and/or alcohol use will not be worn.
- 7) Printed words or pictures on clothing or accessories that contain, imply or suggest (including any innuendo alluding to such) sexual, violent, obscene or profane matters are prohibited.
- 8) Proper athletic attire shall be worn in physical education class. Gym shoes should be worn for P.E. class, and metal toe or heeltaps are not permitted.
- 9) Students shall not wear shorts or leggings that expose or reveal undergarments, shorts that expose the buttocks and leggings must be covered by loose upper apparel that extends below the buttocks. **Shorts or leggings must be finger-tip length.**
- 10) Student tops, blouses, shirts, etc., must have sleeves. **No cold shoulders, spaghetti straps, tank shirts, muscle shirts, halter tops, tube tops, etc., will be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing.** Also, clothing that exposes undergarments shall not be worn.
- 11) Gang-related clothing and accessories, as defined in the District's policy regarding gangs, shall not be worn.
- 12) Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these guidelines will be required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so. Refusal to comply with the district's dress policy and these guidelines will result in the student's being prohibited from attending class until the student achieves compliance. Violations will also result in detention, suspension, or other appropriate disciplinary action.

## DISPLAY OF AFFECTION

Students are expected to conduct themselves in a respectful manner at all times. Having arms around one another, holding hands, or kissing are considered improper in the school setting. Students engaging in public display of affection in a manner deemed excessive by school officials will be counseled; and further instances of such behavior may result in parent conferences and/or disciplinary action.

## DETENTION

Students assigned to detention will be required to meet the following responsibilities:

- 1) Report to assigned room before 3:15. Detention begins at 3:15 and ends at 4:15 p.m.
- 2) Bring school work with you or a book to read.
- 3) Do not talk without permission; raise your hand and wait for the teacher to acknowledge you.
- 4) Students are not to leave the room during the detention hour.
- 5) Do not bring food, drink or gum to detention.
- 6) Failure to attend after school detention results further disciplinary action.

### IN-SCHOOL SUSPENSION

- The purpose of In-School Suspension is to: Reduce the number of students suspended out of PCR3; Continue educating students who would otherwise be suspended from the school program; Provide a means of discipline which has a positive effect on teachers, students, and parents.
- ISS is an In-School Suspension program designed to provide an alternative to out-of-school suspension for students with specific disciplinary issues. Students are assigned to In-School Suspension (ISS) by the superintendent. Violation of school district policy regarding the use of drugs, alcohol, safe school violations, repeated occurrences of behavior such as classroom disruption, disrespect to staff and others will still result in out-of-school suspension.
- ISS consists of three basic elements: isolation, positive learning atmosphere, and academic assistance. The in-school suspension program provides a high degree of structure to the student's school day. The students will bring all materials for the entire day, as they will complete assignments in the ISS classroom as assigned by their teachers. The student will not be allowed to leave the classroom except for supervised restroom breaks.
- Violation of the program rules will result in additional consequences.

### OUT-OF-SCHOOL SUSPENSION

A student may be temporarily suspended from school for major disciplinary problems as determined by the principal or assistant principal. Students are not permitted to attend school functions or be on any PCR3 campus during their out-of-school suspension, including after school and weekend events.

### INTERROGATIONS & SEARCHES

The right to inspect student lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising its **in loco parentis** relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials, whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote the safety and security of persons and their property within the area of educational responsibility. In fulfilling its duties, school personnel will exercise maximum effort to: protect each student's constitutional rights, his or her rights to personal privacy, and to provide protection from coercion by others; emphasize that schools are educational and not penal, correctional, or custodial institutions; and resolve doubts where possible in favor of the student.

Students suspected to being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed appropriate by the principal.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. At any time a reasonable suspicion exists to believe that a student is in violation of school policy, the principal or designee shall have the right to search, without notice, that student's locker. In addition, the school principal or his designee shall from time to time, but in no event less than one time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent of the total lockers in the school. If an illegal article is found, school administrators shall call on the county for assistance in the investigation. Any student found to be in violation of school policy shall be subject to disciplinary actions in accordance with the provisions of school regulations and may be turned over to local law enforcement.

### EXTRACURRICULAR ACTIVITIES

#### Parent/Guardians-

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

### **Student Athletes-**

- Students shall comply with the Phelps County R-III School District's Interscholastic Athletics and Extracurricular Activities Policy.
- Students shall discuss these eligibility requirements with their Parents/Guardians and both parent and student shall sign the copy.
- Students shall maintain a minimum C average (or better) during the school year.
- Students shall display acceptable behavior.
- Students shall conduct themselves in a sportsmanlike manner at all times.
- Students shall conform to this policy and the rules established by our coaches and sponsors for the activities in which he/she is participating.
- Students shall not facilitate or participate in any form of harassment on or off the district school grounds.

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

### **Eligibility Requirements**

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

### **Grades-**

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

### **Attendance-**

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

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

## **CARDINALNET- ACCEPTABLE USE POLICY**

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

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

### **Rules for the Acceptable Use of the CardinalNet:**

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

Additions for CardinalNet for 2022-2023 school year and are in effect from this year forward (March, 2008)

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

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

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

## EXPULSION OF STUDENTS

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

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

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

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

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

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

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

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

At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the district. Prompt notice of the decision shall be given to the student, parent/guardian or others having custodial care and counsel if applicable. Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the board of education. *RMSO 569, 195,566,565,563 Adopted 1984*

## EXCEPTIONAL CHILD EDUCATION COOPERATIVE - PUBLIC NOTICE

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

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

School districts comprising the Coop assure that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the education records if they believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

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

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