

# 2025-2026

*Board Approved August 12, 2025*



# STUDENT/PARENT HANDBOOK

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## Phelps County R-III

17790 State Route M

Edgar Springs, MO 65462

573-435-6293

Dear Parents/Guardians,

Welcome to Phelps County R-III (PCR3) School District! We are thrilled to begin the 2025–2026 school year and are looking forward to working together to make it a successful and enriching experience for all students.

We are proud of our school community—our dedicated teachers, hardworking staff, and, most importantly, our outstanding students. Our team has been busy preparing for the year ahead, ensuring that classrooms are ready, lessons are planned, and everything is in place for a smooth and exciting start. We are confident this will be a fantastic year of growth and learning.

At PCR3, we believe that strong communication and collaboration between home and school are essential to student success. One of the most powerful ways you can support your child's education is by ensuring consistent school attendance. Research shows that students who attend school regularly perform better academically and develop stronger social-emotional skills.

This year, we will continue offering attendance incentives for both individuals and classrooms. In addition, students must maintain at least **90% attendance** to be eligible for field trips. Attendance not only benefits your child's learning but also plays a significant role in determining our school's state funding, which is based on average daily attendance.

To help you stay informed and engaged, we encourage you to visit our school website regularly at [www.pcr3.k12.mo.us](http://www.pcr3.k12.mo.us) and follow our PCR3 FaceBook page. Teachers will update their classroom pages weekly with announcements, photos, and helpful information. You'll also find district policies, a live calendar of events, and other important updates. Printed materials and flyers will be sent home periodically as well, so please check your child's backpack regularly.

At PCR3, we are striving to be "*The best little rural school*" in the state. We are excited to share this journey with you and invite you to be an active part of your child's educational experience. Let's work together to make this year one of growth, achievement, and joyful learning.

Sincerely,

Dr. Sara Calderon, Principal

Mr. Bob Cottengim, Superintendent

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# PHELPS COUNTY R-III



## ***Our Vision***

Phelps County R-III is committed to developing lifelong learners and productive citizens through a partnership with our teachers, parents, and community.

## ***Our Mission***

Engage. Educate. Empower.

## ***Our Collective Commitments***

- We are committed to consistency and accountability for each student's success.
- We are committed to a safe, trusting and collaborative environment.
- We are committed to high expectations for learning, behavior, and citizenship.
- We are committed to quality communication and positive relationships with students, teachers, parents, and community.
- We are committed to data-driven curriculum and instruction with real world applications.
- We are committed to the physical, social, and emotional well-being of students.

## **School Board Members**

We are grateful for the dedication and leadership of our School Board members, who work tirelessly to support a positive and enriching learning environment for all students. Below are the members of the Phelps County R-III School Board and their respective positions for the 2025–2026 school year.

President: Jeremiah Harris, 2027

Vice President/ Treasurer: Sherryl Burrus, 2028

Board Secretary: Lahne Black

Superintendent: Bobby Cottengim

Board Member: Tameka Hey, 2026

Board Member: Jim Rector, 2026

Board Member: Misti Wilson, 2026

Board Member: Chase Lambert, 2027

Board Member: George Robbins, 2028

## **Administration, Faculty and Staff**

Jennifer Mathis	Preschool and Parents as Teachers (PAT)
Rebecca Mitchell	Kindergarten
Jenna McCann	First Grade
Cathy Blake	Second Grade
Faith Ford	Third Grade
Kimberly Robison	Fourth Grade
Christin Hicks	Fifth Grade
Monica Hagen	Special Education Director and Special Education Grades 5-8
Judy Gale	Special Education Grades K-4
Stephanie Davis	Junior High Language Arts
Melinda Rector	Junior High Math
Katie Moore	Junior High Science/Librarian
Manden Deremo	Junior High Social Studies/PE/Athletic Director
David Harmon	Art
Connie Buckner	Music
Ginger Struempf	Counselor
Jamie Medearis	Title I
Amy Mason	Nurse
Udena (Nug) Davis	Paraprofessional
Judy Boswell	Preschool Paraprofessional
Morgan Rector	Paraprofessional
Delaney Dean	Library Aide
Tom Robinson	Maintenance/Custodian
Colton Davis	Custodian
Beau Black	Bus Driver
Jim Huddleston	Bus Driver
Susan Kennedy	Bus Driver
Cary Hagen	Bus Driver
Dora Greer	Food Service Director
Vaunda Richardson	Cook
Jessica Farr	Cook
Lahne Black	Bookkeeper/Board Secretary
Debbie Brown	Administrative Assistant
Megan Duckett	Secretary
Sara Calderon	Principal
Bob Cottengim	Superintendent

## **Staff Contact Information**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Email</u></b>
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	Jenna McCann	<a href="mailto:jmccann@pcr3.k12.mo.us">jmccann@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	Faith Ford	<a href="mailto:fford@pcr3.k12.mo.us">fford@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	Stephanie Davis	<a href="mailto:sdavis@pcr3.k12.mo.us">sdavis@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	Manden Deremo	<a href="mailto:mderemo@pcr3.k12.mo.us">mderemo@pcr3.k12.mo.us</a>
Music	Connie Buckner	<a href="mailto:cbuckner@pcr3.k12.mo.us">cbuckner@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	Amy Mason	<a href="mailto:amason@pcr3.k12.mo.us">amason@pcr3.k12.mo.us</a>
Library Aide	Delaney Dean	<a href="mailto:ddean@pcr3.k12.mo.us">ddean@pcr3.k12.mo.us</a>
Administrative Assistant	Debbie Brown	<a href="mailto:dbrown@pcr3.k12.mo.us">dbrown@pcr3.k12.mo.us</a>
Secretary	Megan Duckett	<a href="mailto:mduckett@pcr3.k12.mo.us">mduckett@pcr3.k12.mo.us</a>
Bookkeeper/Board Secretary	Lahne Black	<a href="mailto:lblack@pcr3.k12.mo.us">lblack@pcr3.k12.mo.us</a>
Principal	Sara Calderon	<a href="mailto:scalderon@pcr3.k12.mo.us">scalderon@pcr3.k12.mo.us</a>
Superintendent	Bob Cottengim	<a href="mailto:bcottengim@pcr3.k12.mo.us">bcottengim@pcr3.k12.mo.us</a>

\*\*\*The Phelps County R-III School District reserves the right to amend this document at any time, as necessary, to reflect current events, changing policies, or unforeseen circumstances. Any updates will be communicated to students, parents, and staff in a timely manner.\*\*\*

# **WELCOME To the PHELPS COUNTY R-III School District**

School hours are 7:50 a.m. to 3:43 p.m., Tuesday through Friday. If your child does not ride a bus to school, he/she should not arrive earlier than 7:30 a.m. Car riders should be dropped off in the car rider line on the north side of the building, where they will be greeted by staff and let into the cafeteria.

Students need to be in their classroom by 7:50 a.m. and will be considered tardy after 7:55 a.m. If a student arrives late to school, he/she shall report to the office with a parent or guardian to receive a tardy slip to class.

## **Daily Schedule**

### **PreK-4th Grade**

7:40 a.m.	Building Opens
7:50 a.m.	Classes Begin/Breakfast Begins
11:15 a.m.	PreK, KDG, 1st Lunch/Recess
12:00 p.m.	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Lunch/Recess
1:00 p.m.	5 <sup>th</sup> Lunch/Recess
3:43 p.m.	Dismissal – Car Riders/Bus Riders

### **Grades 5-8**

First Hour:	7:50 a.m. – 8:47 a.m.
RTI/Breakfast:	8:50 a.m. – 9:05 a.m.
Second Hour:	9:08 a.m. – 10:03 a.m.
Third Hour:	10:06 a.m. – 11:01 a.m.
Fourth Hour:	11:04 a.m. – 11:59 a.m.
Fifth Hour:	12:02 p.m. – 12:57 p.m.
Lunch:	1:00 p.m. – 1:20 p.m.
Recess:	1:20 p.m. – 1:40 p.m.
Sixth Hour:	1:43 p.m. – 2:38 p.m.
Seventh Hour:	2:41 p.m. - 3:43 p.m.



# **Chain of Command**

The Phelps County R-III School District desires to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In the Phelps County R-III School District, the Chain of Command refers to communication levels of authority in the school district. School Districts institute the Chain of Command to provide stakeholders at all levels with a person they may ask questions or report complaints. The value of having an established Chain of Command is an efficient tool that provides a roadmap when reporting concerns or communicating with school staff members.

## **Chain of Commands for PCR3 School District are as follows:**

### **Academic/Behavior/Discipline/Instruction/Support Services**

- 1) Teacher, Bus Driver, Paraprofessional, School Nurse, Custodian, etc.
- 2) Building Principal
- 3) Superintendent
- 4) Board of Education

### **Athletics/Extracurricular Activities**

- 1) Coach
- 2) Athletic Director
- 3) Building Principal
- 4) Superintendent
- 5) Board of Education

### **Personnel Issues (Start with the person you have a concern)**

- 1) Teacher, Bus Driver, Paraprofessional, School Nurse, Custodian, etc
- 2) Athletic Director (if it involves extracurricular activity personnel)
- 3) Building Principal
- 4) Superintendent
- 5) Board of Education

## **Chain of command FREQUENTLY ASKED QUESTIONS:**

### **What is “Chain of Command”?**

In the Phelps County R-III School District, the chain of command refers to communication levels of authority in the school district. The Phelps County R-III School District uses the Chain of Command as an essential tool in the complaint process.

### **Where do I begin the process if I have a concern?**

Many questions are quickly and completely answered by communicating directly with the affected staff member. Each situation is different. Below are some examples to help you begin your journey.

### **Why can't I start right at the top with the Board of Education (BOE) like I do with other organizations?**

The BOE must be able to make an impartial judgment in the concern brought to the BOE for consideration. It is the BOE's legal obligation to be the judge and jury. This means the school district has a legal obligation to provide due process for both students and employees. If the BOE is prejudiced against an employee or student, has prior knowledge, or has made a judgment, then the employee or student will not get a fair process and the concern could be dismissed. BOE will only review concerns that are unresolved after completing the complaint process.

### **Why is using this multilayered problem solving process important?**

The Board of Education (BOE) is purposefully the last link in the chain or roadmap. By law, the BOE becomes the Judge and Jury for unresolved complaints that come before them. Thus, it is important to begin the process at the lowest level. Many questions are quickly and completely answered by communicating directly with the affected staff person.

## **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.

## **SCHOOL CLOSING AND CANCELLATIONS**

As soon as a decision is made, it will be posted on KY3 and KOLR 10 out of Springfield. In addition it will be posted on our school FB page and an announcement will be sent via TeacherEase. Please update your phone number through the office.

## **PLEDGE OF ALLEGIANCE**

In accordance with Missouri State Law, the Pledge of Allegiance will be recited daily during the morning announcements.

## **ATTENDANCE**

Pursuant to Section 167.031 RSMo., it is the responsibility of the parent, guardian, or other person having charge, control, or custody of a child between the ages of seven and sixteen years, to cause said child to regularly attend school. Furthermore, Section 167.111 RSMo., lists school personnel as officials who are to report and enforce the compulsory school attendance law. Therefore, it is the responsibility of said personnel to report violations of this law to the Missouri Children's Division. Once the Children's Division has completed an investigation or assessment, the law requires the Division to send its report back to the school district. It is then the responsibility of the school district to forward all necessary information to the Prosecuting Attorney for disposition. Upon receipt of the initial referral of violation of the compulsory school attendance law, the Prosecuting Attorney will send notification to the parent, guardian, or custodian of the juvenile involved. This notification will outline the responsibility of the parents, as well as the consequences of violating the compulsory school attendance law. The school district will continue to report additional violations as they occur. May it be understood that the Phelps County R-III School District will abide by, and adhere to, the statutes as outlined above regarding violation of the compulsory school attendance law.

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 governance in the school district.

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

***\*Students will be allowed 5 absences per semester before their absences will be considered excessive.***

Students who are absent for five (5) or more days will be monitored by the school counselor. Additional absences will be evaluated on a case-by-case basis and areas such as notes or phone calls from a parent/guardian verifying the absence, notes from a physician, make-up work completion, and/or current grades will be taken into consideration by the school counselor to legitimize an absence.

## **Excessive Absences**

- When a student has three (3) absences in a semester, during the current academic school year, a letter will be sent home to the child's parent notifying them of the number of absences their child has accumulated. The purpose of the letter is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly. The principal or designee may set up a conference with a parent at this time if it is deemed necessary.
- When a student has accumulated five (5) absences in a semester, during the current academic school year, parents will receive a letter informing them of their child's attendance and the principal and/or counselor will schedule a conference with the parents at a time convenient for the parents. One (1) or more of the student's teachers may be in attendance. The purpose of this conference is to determine why the student is not attending school regularly; to ensure all proper documentation has been provided to the school by the parent for any days the student has been absent; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; and to elicit suggestions from family members about increasing the student's engagement with school.
- When a student has accumulated more than five (5) absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is in violation of state compulsory attendance laws. If so, the district will contact the Department of Family Services.

**\*\* \*\***More than five absences, during an academic semester, will result in the review of the student's compulsory attendance history by the principal and/or attendance committee. At this time all relevant

doctors' notes, record of parent contact with the school district, the students' academic performance and all other relevant information will be reviewed. This review may determine the promotion or retention of the student and/or the notification to the Prosecuting Attorney pursuant to Section 167.031 (RSMo).

## **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.
- A student may be granted one pre-arranged absence per year for absences scheduled for the convenience of the family (vacations). The prearranged absence is not to exceed four (4) consecutive days. ALL SCHOOL WORK MISSED DURING A PRE-ARRANGED ABSENCE WILL BE DUE THE DAY THE STUDENT RETURNS TO SCHOOL.
- It is the student's responsibility to request any and all make-up work from their teacher when they return to class. Once the student has returned to class, all assignments they have not received must be completed within 2 school days.

The parent or guardian of a student who anticipates missing more than five (5) days in a semester 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 five (5) absences. If the parent does not submit such a request prior to the date on which five (5) absences have accrued, procedure for excessive absences will be followed.

## **Bus**

### **Rules and Regulations**

In order to provide a safe transportation system, it is necessary to have rules and regulations that promote proper student behavior while they are being transported to and from the school and 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 ensure students maintain good bus behavior. **If the driver of the bus cannot get a student to follow rules, the driver will issue a "red card" (discipline referral) to the student. A copy is to be signed by a parent and returned to the office. The issuance of 3 "red cards" may result in up to a 3 day bus suspension. Additional "red cards" may result in additional loss of bus privileges, including field trips.**

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
- Consuming or accessing food, gum, or drinks on the bus.

<b>1st Offense</b>	The student will be given a warning or if the action is severe, a suspension of bus riding privileges will occur. Parent/Legal Guardian will be notified by phone and/or letter.
<b>2nd Offense</b>	Assigned seats and/or conference with an administrator. Parents will be notified by phone and/or letter.
<b>3rd Offense</b>	Up to three days of suspension from bus riding privileges. Parents will be notified by phone and/or letter.
<b>4th Offense</b>	Suspension from bus privileges up to 30 days or longer, to be determined by the administration. Parents will be notified by phone and/or letter.

**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. If a student has a bus suspension during the school year, they may be prohibited from going on field trips.**

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

Route #1	Beau Black	(573) 578-3801
Route #2	Susan Kennedy	(573) 308-7112
Route #3	Cary Hagen	(573) 612-5169
Route #4	Jim Huddleston	(573) 202-4644

### **VISITORS**

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. Students are not permitted to bring visitors to the school during the regular school day.

## **OFFICE**

The office window is also a place to transact all business. School office hours are 7:30 a.m. to 4:00 p.m., Tuesday through Friday during the regular school term. Students needing admission slips after an absence or needing to see the principal or superintendent on a discipline referral are asked to be seated as directed by the attendance secretary or to make an appointment. The principal or superintendent will see you as soon as possible according to current availability and/or calendar availability. The office phone number is (573) 435-6293. Calling ahead and making an appointment is recommended.

## **PRINCIPAL/SUPERINTENDENT'S OFFICE**

The Principal's Office is the place to transact school business and every student/stakeholder is welcome for that purpose. The principal/superintendent will see visitors at their earliest convenience. Office hours are 7:30 a.m. to 4:00 p.m. It is recommended that stakeholders call or email ahead of time to make an appointment. Students will take priority.

## **GUIDANCE OFFICE**

Mrs. Ginger Struempfh, our counselor, is available to assist students with planning, and situations that interfere with learning. Parents are encouraged to contact the counselor for sharing 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 her.

### **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.

## **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 may 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 (100o or Higher)  
Active Head Lice or Bed Bugs  
Impetigo/Skin Eruptions

Communicable Diseases  
Pink Eye

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

\*\*\*\*In most cases, when a student has a confirmed Communicable Disease, Active Head Lice, or Bed Bugs, a general informational note will be sent home to the members of the students class so parents are aware and can watch for symptoms in their own student.

### **Medication Policy**

All medications must be checked in by a parent or guardian with the school nurse before they can be taken at school. \*Prescription medication must be brought in by the parent in the original prescription bottle and delivered to the nurse's office. 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.

## **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. Forms will be sent home. 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) 435-6293.

## **CAFETERIA**

The National School Breakfast/Lunch Program provides guidelines for breakfast and lunch served at school. 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 2025-2026 school year are:



Breakfast:	<b>\$1.80</b> full price
	<b>\$0.30</b> reduced price
Lunch	<b>\$2.30</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 through TeacherEase.
- **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 TeacherEase 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.

\*Students who do not bring lunch from home will be required to take a school lunch.

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, audiotape, 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.***

## **LIBRARY**

The library will be open each day from 8:00 a.m. to 3:15 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. Between 7:30 and 7:40, students dropped off will be required to go to the cafeteria. 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.

## **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.

## **SCHOOL ACTIVITIES FOR PARENTS/GUARDIANS/COMMUNITY MEMBERS**

**We invite and urge you to attend school activities:**

- ... to become more involved with the school
- ... to get to know the teachers better
- ... to get to know the administration and support staff better
- ... to know what is going on in your school.

**Some of our school activities may include:**

- ... Parents as Teachers/Teachers as Parents
- ... Parent/Teacher Organization (PTO)
- ... Veteran's Day Program
- ... Breakfast with your Cardinal
- ... Christmas Program
- ... Grandparent's Day
- ... Music and Choir Programs
- ... Field Trips
- ... Talent Show
- ... Spelling Bee
- ... Sports Activities
- ... Holiday or classroom parties
- ... PTO Carnival
- ... Other activities yet to be determined.

\*Activities listed above are subject to change.

## **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 SPIRIT and COOPERATION among the entire school community.

Playground and sports equipment, media equipment, library books, art projects, teacher grants, 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.

## **HOLIDAY AND BIRTHDAY CELEBRATIONS**

There are three official classroom parties parents are invited to attend each year for grades PK-4. These are the **Halloween party and costume parade**, the **Christmas party**, and the **Valentine's Day party**. PK-1 students will also have an egg hunt and party for Easter. Although the individual teacher decides how to organize the celebrations, parents may be asked to send food and drinks for the class. In addition to these, a child in grades PK-4 may bring a treat on his/her **birthday** to be shared with classmates during the day. Students in grades 5-8 may bring a treat during lunch when it is their birthday. A child with a birthday falling during vacation or the summer months may choose a day during the school year to celebrate with their class. Arrangements for birthday treats must be scheduled with the classroom teacher ahead of time. Please inquire with your child's teacher to see how many treats you will need to provide. **All treats must be pre-packaged and bought from a store.** Please note that class parties are a privilege, and that a student may be removed from portions or, in extreme cases, the entirety of a party due to attendance, missing work, or disciplinary concerns as determined by the classroom teacher. (Quarterly celebrations are different from these official classroom parties and are described on page 20.)

## **CLASS DOJO**

Class Dojo is a website and application that connects teachers, students, and families all in one space. **Class Dojo accounts are requested of each parent or guardian.** These accounts require either an email or a phone number. Should you need assistance setting up an account, please contact the front office or your child's teacher. Communication with teachers should be limited to Tuesdays - Fridays between the hours of 7:15 a.m. and 5:00 p.m. Teachers will respond at their earliest convenience.

## **FIELD TRIPS and Celebrations**

Each year, various classes may participate in field trips or celebrations at nearby locations to enrich the educational experience. Teachers have the autonomy to determine if, when, and where these trips will occur based on their instructional goals. The primary expectation for students attending a field trip is that they demonstrate responsible and respectful behavior, maintain regular attendance, and complete all assignments on time, showing that they are engaged and active learners. Some field trips are specifically aligned with academic or behavioral goals.

All students must submit a signed permission form before participating in any off-campus activity. While on a field trip, students are expected to conduct themselves appropriately, follow all school and bus rules, and represent the school in a positive manner.

A student may lose the privilege of attending a field trip due to ongoing behavioral issues, excessive absences, failing grades, or failure to consistently complete assigned work. In such cases, students will remain at school and continue their learning there.

Students are required to ride the bus both to and from the field trip destination. If a parent or guardian needs to transport their child home from the trip, they must sign the student out with the supervising teacher. Parents who attend the trip and choose to leave with their child must also sign the student out upon arrival at the destination. Once signed out, the student becomes the parent's responsibility. Please note that teachers are not responsible for any personal items that are lost or damaged during field trips or celebrations.

## **Eligibility**

### **Semesterly (2 times per school year):**

Some classes choose to go on a class trip either mid-year, at the end-of-the-year, or both. It is not guaranteed that every class will go on such a trip. Field Trip eligibility is based on everything except academics for each semester. The standard for being eligible for a field trip is as follows:

- Students must have no OSS for the semester
- No more than one day of ISS for the semester
- Students must maintain a 90% or higher cumulative attendance for the semester \*, \*\*
- Discipline issues on any previous field trip(s) during the current school year, may result in disqualification from a future field trip. \*\*\*

\*Superintendent, Principal, or other designee will provide this information to teachers during the last month of each semester upon request by the teacher.

\*\*More than 2 consecutive days missed due to illness must be excused with a doctor's note.

\*\*\*Final decisions for this type of disqualification will be made on an individual basis and by a team that could include: the Student, Principal and/or Superintendent, Teacher(s), Parent/Guardian, and Counselor.

A form with these qualifications will be sent home with each student at the beginning of the year. This form MUST be signed and returned before a student is eligible to attend a field trip and/or party.

### **Quarterly (4 times per school year):**

Quarterly Celebration (This can be a field trip but would only disqualify a student for not reaching academic goals or having a history of significant disciplinary issues on previous field trips for the current school year.) This is a Celebration for students for academic achievement. In order to attend such a celebration, students must meet the following minimum criteria for the quarter:

- Reach 100% of your AR Goal with 80% accuracy.\*
- Carry a minimum of C- in all subjects.\*
- Discipline issues on any previous field trip(s) during the current school year, may result in disqualification from a future field trip. \*\*\*

\*These are the minimal requirements to attend the quarterly celebration, each classroom teacher may set a higher standard for classroom purposes.

\*\*\*Final decisions for this type of disqualification will be made on an individual basis and by a team that could include: the Student, Principal and/or Superintendent, Teacher(s), Parent/Guardian, and Counselor.

A form with these qualifications will be sent home with each student at the beginning of the year. This form **MUST** be signed and returned before a student is eligible to attend a field trip and/or Celebration.

## **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 and there will be consequences.

## **LOST AND FOUND**

Students should put their names in ink/permanent marker 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. 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.

## **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 problems occur with the 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.

**Junior High students must keep all bags including but not limited to backpacks, purses, and satchels in their lockers during the school day. Sports bags must be kept in the area designated by the athletic director.**

If students need to change lockers during the year, they must request approval from the office. Locker changes are not allowed without this approval, as students are responsible for the locker assigned to them. Additionally, if a student is absent and requires textbooks, the office needs to know the location of those textbooks.

**Lockers are not to be decorated on the outside except if done so under the supervision and approval of a club sponsor or coach.**

## **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 achieve a passing score (70% or above) on the United States Constitution and Missouri Constitution tests 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 each year. Parents/Guardians will be notified by the school of the day and time. However, we encourage parents to visit with their child's teacher more often.

## **REPORTING STUDENT PROGRESS**

### **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.

TeacherEase 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. Students receiving all A's on their report card will be included on the "All A Honor Roll". Students receiving all A's and B's on their report card will be included on the "A-B Honor Roll".

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/subjects may be considered for retention. Students with excessive absences may also 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.

## **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,** 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



## **STUDENT DRESS**

The administration of 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 that rolls is prohibited.
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 are prohibited.
5. Caps, hats, hoods, bandanas, or other types of headgear or sunglasses shall not be worn in any school facility. (Hats should be left in the student's locker.) Hats and caps may be worn as deemed necessary for warmth or safety by the classroom teacher or as allowed for special occasions or events by administration.
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. Athletic shoes should be worn for P.E. class, and metal toe or heel taps are not permitted.
9. Students shall not wear shorts or leggings that expose or reveal undergarments, shorts that expose the buttocks are not to be worn and leggings must be covered by loose upper apparel that extends below the buttocks. **Shorts or leggings must be thumb-tip length all the way around while the student is standing upright and not looking down.**
10. Student tops, blouses, shirts, etc., must have sleeves. **Spaghetti straps, tank shirts, muscle shirts, halter tops, tube tops, etc., will not be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes midriff (even when arms are raised), 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.
13. Students will not wear pajamas or costumes except for during specific class or school-wide events. Notices will be sent out for these specific events.
14. This list is not exhaustive and could change according to clothing fads and situations.

If a student's grooming, clothes or accessories fail to comply with these regulations, the student will be referred to the principal. The student may 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 being

prohibited from attending class until the student achieves compliance. At the third violation disciplinary action could result in detention, suspension, or other appropriate disciplinary action. Before the third violation, if the student becomes belligerent about changing, refuses to comply, or the dress standard is significantly inappropriate, disciplinary action may also be taken.

## **PERSONAL ELECTRONIC DEVICE USAGE**

*NO CELL-BELL TO BELL*

*SENATE BILL 68*

[https://www.senate.mo.gov/25info/BTS\\_Web/Summary.aspx?SessionType=R&SummaryID=11248272&BillID=422](https://www.senate.mo.gov/25info/BTS_Web/Summary.aspx?SessionType=R&SummaryID=11248272&BillID=422)

**In response to Senate Bill 68, the Phelps County R-III School District will prohibit the use of Personal E-devices (cell phones, personal iPods, iPads, smart watches, etc.) from the beginning of the school day until the end of the school day.** If a student brings a device to school, it must be turned off or silenced and kept in the students locker during school hours (7:40 a.m. - 3:43 p.m.). Students' personal E-devices may not be used in the classroom, hallways, restrooms, cafeteria, or other common areas. No camera or video-capable electronic devices may be used on campus. E-devices shall not be used to connect to district electronic equipment or district electronic networks at any time.

The only exception to this policy is for medical situations. In these cases, a 504 plan must be in effect under federal law. Further, all stakeholders must be aware of the medical situation and the 504 plan.

Failure to comply with this policy will result in the following consequences:

<b>1st Offense</b>	Electronics will be confiscated, parents will be contacted to pick-up the device no later than 4:00 p.m. at the school office.
<b>2nd Offense</b>	Electronics will be confiscated, parents will be contacted to pick-up the device no later than 4:00 p.m. at the school office, 1 Detention.
<b>Repeated Offenses</b>	Electronics will be confiscated, parents will be contacted to pick-up the device no later than 4:00 p.m. at the school office, 1 day of ISS for each additional offense. For example: 3rd offense = 1 day of ISS 4th offense = 2 days of ISS, etc. Possible other consequences such as turning in the device to the office at the beginning of the day and then retrieving it at the end of the day for special cases may be considered.
<b>Camera or video usage</b>	If a student is found to be <b><u>videoing or taking an inappropriate picture</u></b> of themselves or others on school grounds, the electronic device will be confiscated, parents will be contacted to pick up the device no later than 4:00 p.m. from the principal and a conference with the principal, parents/guardians, and the student will take

	place to collaboratively decide further consequences. This could consist of direct ISS up to 5 days, OSS, Loss of other privileges, etc. for the <b>first</b> offense.
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## **RECESS WEATHER POLICY**

Every effort will be made for students to have outdoor recess, so please dress your child appropriately each day. All students will go outside for recess unless the outdoor temperature falls below district standards - if the “feels like” temperature is below 32 degrees F or if it is precipitating.

## **EMERGENCY PROCEDURES**

There will be regular tornado, intruder, earthquake, and fire evacuation drills held at various times during the school year.

## **PBiS AND GENERAL SCHOOL BEHAVIOR EXPECTATIONS**

***BE RESPECTFUL***

***BE RESPONSIBLE***

***BE SAFE***

The Phelps County R-3 school district is a participant in the Positive Behavior Support (PBiS) initiative. PBiS is a process for understanding and resolving the problem behavior of children that is based on values and empirical research. It offers an approach for developing an understanding of why the child engages in problem behavior and strategies for preventing the occurrence of problem behavior while teaching the child new skills. Positive behavior support offers a holistic approach that considers all factors that impact on a child and the child’s behavior. It can be used to address problem behaviors that range from aggression, tantrums, and property destruction to social withdrawal.

PBiS Universals (“Big 3”) - Be Respectful, Be Responsible, Be Safe, remind everyone of the expectation for 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. Parents should encourage their child/ren to talk about all they are learning. We will have a positive year with GREAT behavior!



## Phelps County R3 Behavior Expectations



**\*KHFOOTY - Keep Hands Feet Other Objects To Yourself**  
**SSS- Short, Straight, and Silent**

Be...	All Settings	Classroom	Hallways	Cafeteria	Restroom	Play-ground	Bus
<b>Safe</b>	* KHFOOTY * Ask permission before leaving any setting. * Walk Softly *SSS	* KHFOOTY * Maintain personal space. * Use supplies properly. * Sit Smart	* KHFOOTY * Walk at all times. * Keep to the right.	* KHFOOTY * Sit correctly at the table. * Report spills immediately. * Be aware of others.	* KHFOOTY * Be neat and clean. * Wash hands with soap and water.	* KHFOOTY * Use equipment for intended purposes. * Everything on the ground stays on the ground. * Stay in approved areas.	* KHFOOTY * Face forward. * Keep backs to the seat. * Keep aisles clear.
<b>Respectful</b>	* KHFOOTY * Treat others the way you want to be treated. * Follow all adult directions. * Take care of your school. * Be Kind	* KHFOOTY * Be Honest * Raise Hand * Be Helpful	* KHFOOTY * Allow others to learn . * SSS * Voice level 0.	* KHFOOTY * Use proper table manners. * Voice Level 1.	* KHFOOTY * Clean up after yourself. * Respect others' privacy. * Voice level 0 or 1.	* KHFOOTY * Enter and exit the building quietly. * Share the equipment and take turns. * Invite others to join you.	* KHFOOTY * Keep bus clean. * Voice level 1.
<b>Responsible</b>	* KHFOOTY * Give your best effort. * Be a team player. * Make good choices . * Take care of yourself.	* KHFOOTY * Come to class prepared. * Return to class promptly. * Stay on task.	* KHFOOTY * Clean up after yourself. * Respect others' privacy.	* KHFOOTY * Come to the cafeteria prepared. * Gather all meal items before sitting. * Clean up after yourself.	* KHFOOTY * Use only what you need. * Return to class promptly.	* KHFOOTY * Line up at the first signal. * Be a problem solver. * Everyone gathers all of the equipment.	* KHFOOTY * Control all of your belongings. * Watch for your stop.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

PCR-3 recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies including the internet, desktop computers, chromebooks, and tablets. Failure to follow the guidelines and behaviors of this Acceptable Use Policy will result in access to school technologies being revoked. Remember technology privileges are not private. Additionally, an additional, more detailed, document will be sent home requiring a signature from the student and parent/guardian indicating that the policy is understood. That document is called **“The Technology Acceptable Use Policy and User Agreement”**.

### **Examples of Acceptable Use:**

I will:

- Only visit sites and use applications that are connected to a lesson or assignment.
- Only use school technologies when instructed to do so.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Lower the lid of my chromebook when the teacher/presenter is talking.
- Keep my device flat on my desk at all times.
- Keep my water bottle on the floor.
- Walk when carrying all devices.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Inform a teacher of any technical issues.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.

### **Examples of Unacceptable Use:**

I will **not**:

- Post information that could cause danger or disruption, or pose risk to personal safety.
- Engage in personal attacks, including prejudicial or discriminatory remarks, or harassment.
- Post personal information or photos on the Internet about one’s self or others.
- Attempt to gain unauthorized access to any computer system or to go beyond authorized access.
- Attempt to disrupt a computer, a network, PCR-3 computer system, and/or Internet services by either destroying data or by spreading computer viruses or by any other means.

- Use the school district’s computer systems and Internet access to engage in any illegal act.
- Load software, hardware, or additional plug-ins not purchased, provided, or approved by PCR-3.
- Remove, tamper with, or damage an electronic device’s hard drive.
- Access material that is considered offensive or inappropriate for an educational setting.
- Use personal email.
- Purposely cause damage to a device.
- Place my chromebook on the floor or an unstable surface.
- Leave my chromebook unattended.
- Carry my chromebook by the screen.
- Throw or toss my chromebook.

## Violations of the Acceptable Use Policy:

### “Minor” Infractions

- Using a device when not instructed to use it
- Visiting websites or using applications that are not connected to the lesson/assignment.
- Inappropriate web searches, inappropriate language.
- Failure to care for device:
  - not keeping the device flat on your desk at all times when in use.
  - carrying a chromebook by the screen
  - placing device on the floor/an unstable surface
  - leaving the device unattended.
  - tossing/throwing device
  - not walking with device

<b>1st Minor Offense</b>	Restitution for damages to the device, Detention, Suspension of computer use for one week
<b>2nd Minor Offense</b>	Restitution for damages to the device, Detention, Suspension of computer use for two weeks
<b>3rd Minor Offense or any Major Offense</b>	Restitution for damages to the device, Detention, Suspension of computer use for the remainder of the school year.

### “Major” Infractions

- Posting information that could cause danger or disruption, or pose risk to personal safety.

- Engaging in personal attacks, including prejudicial or discriminatory remarks, or harassment.
- Attempting to gain unauthorized access to any computer system or to go beyond authorized access.
- Attempting to disrupt a computer, a network, PCR-3 computer system, and/or Internet services by either destroying data or by spreading computer viruses or by any other means.
- Using the school district's computer systems and Internet access to engage in any illegal act.
- Loading software, hardware, or additional plug-ins not purchased, provided, or approved by PCR-3.
- Removing, tampering with, or damaging the electronic device's hard drive.
- Accessing pornographic material.
- Purposely causing damage to a device.

<b>1st Major Offense</b>	Restitution for damages on the device, Detention, Suspension of computer use for the remainder of the school year.
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## **SCHOOL DISCIPLINE POLICY AND PROCEDURES**

The district disciplinary policies are designed to foster student responsibility, respect for the rights of others and to provide for the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a specific penalty, the severity of which may vary according to the age and grade level of the student. This code includes, but is not necessarily limited to, acts of students on district property, including district playgrounds, parking lots, district transportation or at a district activity whether on or off district property.

### **Reporting to Law Enforcement**

It is the policy of the PCR-3 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. The superintendent shall also notify the appropriate law enforcement agency 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 superintendent, Principal, designee, or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law.

## **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., 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 or 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 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. "

## **Impact on Grades**

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

## **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences. **Student committal of prohibited conduct will be documented and parent contact will be made through email, ClassDOJO, or phone call.** 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.

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules and policies and may eventually lead to expulsion.



## “Minor” Infractions

### Dress Code...

Student clothing fails to comply with the regulations outlined in the school dress code policy. See preceding section on **Student Dress**.

<b>1st Offense</b>	Administration Discretion, Change Wardrobe,
<b>Subsequent Offenses</b>	Administration Discretion, Parent Contact, Change Wardrobe, Detention, ISS, 1-180 days OSS

### Disrespect...

Student engages in brief, low intensity, or socially rude interactions with others. (ex: talking back, eye rolling, rude body language)

<b>1st Offense</b>	Parent Contact, Loss of Privileges. (Classroom Level)
<b>2nd Offense</b>	Parent Contact, Loss of Privileges. (Classroom Level)
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent Contact, Detention, ISS, 1-180 days OSS. (Office/Principal Level)

### Disruption/Defiance...

Continuous behavior (including possession of toys at the elementary level) that interferes with instruction, learning, and a safe and orderly environment, which includes, but is not limited to, chronic talking, throwing objects, teasing, refusal to remain in seat, rude noises, sleeping in class etc.

<b>1st Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
<b>2nd Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent Contact, Detention, ISS, 1-180 days OSS. (Office/Principal Level)

### Inappropriate Language/Profanity...

Use of foul language in school or at after school activities. (ex: swear words not directed at a student or teacher)

<b>1st Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
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<b>2nd Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent Contact, Detention, ISS, 1-180 days OSS. (Office/Principal Level)

### **Inappropriate Physical Contact/Horseplay...**

Student engages in low intensity physical contact or horseplay without intending to do harm. (ex: playing too rough at recess, shoving)

<b>1st Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
<b>2nd Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent Contact, Detention, ISS, 1-180 days OSS. (Office/Principal Level)

### **Property Misuse...**

Student engages in low intensity misuse or mistreatment of property. (ex: damage is minor and can be cleaned up or repaired easily)

<b>1st Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
<b>2nd Offense</b>	Parent Contact, loss of privileges. (Classroom Level)
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent Contact, Detention, ISS, 1-180 days OSS. (Office/Principal Level)

### **Public Displays of Affection...**

Consensually having arms around one another, holding hands, kissing, and physical displays of affection considered improper in the school setting.

<b>1st Offense</b>	Administrator/Student Conference, Parent Contact, loss of privileges. (Office/Principal Level)
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent Contact, Detention, ISS, 1-180 days OSS, expulsion. (Office/Principal Level)

### **Technology Violations - Minor...**

Student engages in a minor violation of the technology use policy **See Technology Acceptable Use Policy for more detailed information.**

<b>1st Minor Offense</b>	suspension of computer use for one week or specific sites.
<b>2nd Minor Offense</b>	suspension of computer use for two weeks or specific sites
<b>3rd Offense</b>	suspension of computer use for the remainder of the school year or specific sites.

## **“Major” Infractions**

### **General District Statement:**

The following steps may be taken for all Major Infractions (where appropriate):

1. The parents or guardians will be notified.
2. The SRO/Juvenile Officer will be notified if the student is under 17 and the incident is serious enough to warrant it.
3. Students may be suspended from school up to 10 school days for the first offense and up to 30 school days for the second offense. Expulsion will be recommended to the Board of Education for a third offense.
4. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to §537.045, RSMo., 1979.

### **Academic Dishonesty...**

**Cheating-** Providing, receiving, or viewing answers to quiz or test items or independent assignments. Having books, notes/notebook out during test without permission.

**Forgery-** Purposely signing another person’s name/making/distributing realistic copies of something to deceive.

**False Information/Accusations-** Willfully or maliciously giving false information, record, or accusation against school personnel or other students.

**Plagiarism-** an act or instance of using or closely imitating the language and thoughts of another author without authorization or giving credit to that author.

<b>1st Offense</b>	Nullification of forged document. Administrator/Student Conference, parent contact, detention, ISS.
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<b>2nd Offense</b>	Nullification of forged document. Detention, ISS, 1-180 days of OSS or expulsion.
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### **Arson...**

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

<b>1st Offense</b>	Detention, 1-180 school day suspension or expulsion. Restitution if appropriate.
<b>2nd Offense</b>	Expulsion. Restitution if appropriate by the Board of Education.

### **Assault on Staff...**

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.

<b>1st Offense</b>	10 day out-of-school suspension.
<b>2nd Offense</b>	Up to expulsion, 11-180 by Board of Education only.

### **Assault on Students...**

Using physical force, such as hitting, striking, pushing and/or biting, 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..

<b>1st Offense</b>	Administrator/Student Conference, Contact Parent/Guardian, Detention, up to 10 day school suspension.
<b>2nd Offense</b>	Administrator/Student Conference, Contact Parent/Guardian, up to a 180 school-day suspension by the Board of Education.
<b>3rd Offense</b>	Up to expulsion only by the Board of Education.

# **BULLYING AND CYBERBULLYING**

## **Anti-Bullying Policy**

Missouri's definition of Bullying, is found in chapter 160, in the Title XI Education and Libraries, 160.775 Antibullying. "Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

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. 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.

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.

1. Bullying reports will need to be made to the principal.
2. Reports will be investigated in two days, if not sooner.
3. Information to students regarding bullying, including policy and other school initiatives will be provided by the school counselor.
4. Information regarding the school bullying policy will be provided to students, parents/guardians and staff annually.

<b>1st Offense</b>	Administrator/Student conference, Parent/Guardian contact, Detention, and/or up to 10 school days out-of-school suspension.
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent/Guardian contact, 11-180 school days out-of-school suspension or expulsion by the Board of Education only.

## Chronic Minor Infractions

**Three or more documented minor infractions** such as disrespect/defiance, inappropriate language/profanity, inappropriate physical contact/horseplay.

<b>1st Offense (3rd documented minor)</b>	Administrator/Student Conference, Parent/Guardian Contact, loss of privileges, detention
<b>Subsequent Offenses</b>	Administrator/Student Conference, Detention, ISS, 1-180 days OSS, expulsion.

## Drugs, Drug Paraphernalia, Alcohol

**Use of, presence under the influence of, or soon after consuming, or possession of alcoholic beverages**, unauthorized inhalants, controlled substances, substances represented to be such controlled substances, or drug paraphernalia.

<b>1st Offense</b>	10 school day suspension with provisions for reduction to 5 days.
<b>2nd Offense</b>	180 day suspension or expulsion by Board of Education only.

## **Distribution or Attempt to Distribute Drugs, Drug Paraphernalia, Alcohol, or Substances**

### Sale:

<b>1st Offense</b>	10-day suspension
<b>2nd Offense</b>	180 day suspension or expulsion by Board of Education only.

### Distribution Other than Sale:

<b>1st Offense</b>	Expulsion by Board of Education only.
<b>2nd Offense</b>	Expulsion by Board of Education only.

## **Tobacco Possession**

Possession of any tobacco products, electronic cigarettes/Vapes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, tobacco products will be confiscated and destroyed. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district Policy JHCD.

<b>1st Offense</b>	Confiscation, Parent/Guardian Conference, 3 days of ISS and/or 1 day of OSS and/or Online program for tobacco awareness.
<b>2nd Offense</b>	Confiscation, Parent/Guardian Conference, 5 days of ISS/or 3 days of OSS, and/or Online program for tobacco awareness.
<b>3rd Offense</b>	Confiscation, Parent/Guardian Conference, up to 10 days of OSS.
<b>Subsequent Offenses</b>	Up to a 180 school day suspension by Board of Education only.

## **Tobacco Use**

Use of any tobacco products, electronic cigarettes/ Vapes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, tobacco products will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

<b>1st Offense</b>	Confiscation, Parent/Guardian Conference, 3 days of ISS and/or 1 day of OSS and/or Online program for tobacco awareness.
<b>2nd Offense</b>	Confiscation, Parent/Guardian Conference, 5 days of ISS/or 3 days of OSS, and/or Online program for tobacco awareness.
<b>3rd Offense</b>	Confiscation, Parent/Guardian Conference, up to 10 days of OSS.
<b>Subsequent Offenses</b>	Up to a 180 school day suspension by Board of Education only.

### **Extortion...**

Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

<b>1st Offense</b>	Administrator/Student Conference, Parent/Guardian Conference, Detention, up to a 10 school day suspension.
<b>2nd Offense</b>	Administrator/Student Conference, Parent/Guardian conference, and up to a 180 school day suspension by Board of Education only.
<b>3rd Offense</b>	Expulsion by Board of Education only.

### **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.

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.

<b>1st Offense</b>	Verbal warning, detention, up to 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
<b>Subsequent Offenses</b>	Verbal warning, detention, up to 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 of false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people,



disrupting the educational environment or causing the evacuation or closure of school property.

<b>1st Offense</b>	Restitution. 10 school day suspension.
<b>2nd Offense</b>	Restitution. Expulsion by Board of Education.

## Fighting

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

<b>1st Offense</b>	Administrator/Student conference, Parent/Guardian Contact, Detention, up to 5 school day suspension.
<b>2nd Offense</b>	Administrator conference, Parent/Guardian Contact, up to a 10 school day suspension.
<b>3rd Offense</b>	10-180 school day suspension or expulsion by the Board of Education only.

## Harassment

1. Use of material which includes 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.

<b>1st Offense</b>	Administrator/Student conference, Parent/Guardian Contact, Detention, and up to 10 days out-of-school suspension.
<b>Subsequent Offenses</b>	Administrator/Student conference and up to 180 days out-of-school suspension, or expulsion by Board of Education only.

## Sexual Harassment

2. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on sex. Examples of illegal harassment include, but are not limited to, gender or sexual jokes or comments; requests for sexual favors and other unwelcome sexual advances.

<b>1st Offense</b>	Administrator/Student conference, Parent/Guardian Contact, Detention, and up to 10 days out-of-school suspension.
<b>Subsequent Offenses</b>	Administrator/Student conference and up to 180 days out-of-school suspension, or expulsion by Board of Education only.

- 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. This also includes the unwelcomed manipulation of objects in a sexual manner toward another person

<b>1st Offense</b>	Administrator/Student conference and up to 10 days out-of-school suspension or expulsion.
<b>Subsequent Offenses</b>	11-180 days out-of-school suspension or expulsion by Board of Education only.

## Hazing

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

<b>1st Offense</b>	Administrator/Student conference, Parent/Guardian Contact, and up to 10 school days out-of-school suspension.
<b>Subsequent Offenses</b>	11-180 school days out-of-school suspension or expulsion by Board of Education only.

## 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.

<b>1st Offense</b>	Confiscation. Warning, administrator/student conference, Parent/Guardian Contact, Detention, In-school suspension, or out-of-school suspension.
<b>2nd Offense</b>	Confiscation. administrator/student conference, Parent/Guardian Contact, Detention, In-School suspension, or 1-10 days out-of-school suspension

## Insubordination

Refusing to follow a reasonable request to a specific direction/instruction of an adult through disobedience or noncompliance which includes, but is not limited to, walking away when an adult is talking to you, talking back to an adult, refusal to work in class, refusal to report to the office, refusal to allow search.

<b>1st Offense</b>	Administrator/Student Conference, Parent/Guardian Contact, Detention,
<b>Subsequent Offenses</b>	Administrator/Student Conference, Parent/Guardian Contact, ISS, OSS, Behavior Contract, Counselor

## 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. Further purposely flashing or otherwise displaying indecent exposure is prohibited. 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.

<b>1st Offense</b>	Confiscation. Administrator/Student Conference, Parent/Guardian Contact, Detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offenses</b>	1-180 days out-of-school suspension, or expulsion by Board of Education

## Technology Violations - Major

Student engages in a major offense of the technology use policy **See Technology Acceptable Use Policy.**

<b>1st Offense</b>	Suspension of computer use for the remainder of the school year.
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## Theft

Stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

<b>1st Offense</b>	Return of or restitution for property. Administrator/Student conference, Parent/ Guardian Contact, Detention, up to a 10 school day suspension.
<b>2nd Offense</b>	Return of or restitution for property. 1-30 school day suspension.
<b>3rd Offense</b>	Return of or restitution for property. 10 school day suspension to expulsion by Board of Education.

## Threats or Verbal Assault—

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

<b>1st Offense</b>	Administrator/student conference, Parent/Guardian Contact, Detention, up to 180 days out-of-school suspension, or expulsion.
<b>Subsequent Offenses</b>	Administrator/student conference, up to 180 school days out-of-school suspension, or expulsion.

## Truancy

Absent from school, class, or assigned area without school and/or parental permission.

<b>1st Offense</b>	Parent/Guardian conference, Detention, up to a one (1) school day suspension.
<b>2nd Offense</b>	Detention, up to a 2-10 school day suspension
<b>3rd Offense</b>	Up to a 180 school day 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.

<b>1st Offense</b>	Administrator/Student conference, Parent/ Guardian Contact, Detention, and up to 180 school days out-of-school suspension.
<b>Subsequent Offenses</b>	Suspension or loss of user privileges, up to 10 school days out-of-school suspension, or expulsion by Board of Education.

### **Vandalism—Willful Damage to School Property...**

Willfully causing damage or attempting to cause such damage to any property, real or personal, belonging to the district or participating in the littering of the district property. The district will notify legal authorities if the value of the damage exceeds \$50. Any student who is found by the school principal or designee to have willfully damaged or destroyed district property or participated in the littering of the district property will be subject to the following actions:

1. The parents or guardians will be notified.
2. The juvenile officer will be notified if the student is under 17 and the incident is serious enough to warrant it.
3. Students may be suspended from school up to 10 school days for the first offense and up to 30 school days for the second offense. Expulsion will be recommended to the Board of Education for a third offense.
4. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to §537.045, RSMo., 1979.

<b>1st Offense</b>	Arrangements for restitution and conference, up to a 10 school day suspension.
<b>2nd Offense</b>	Arrangements for restitution and 1-30 school day suspension.
<b>3rd Offense</b>	Up to expulsion.

### **Verbal Abuse to Staff—**

Disrespectful, profane or sarcastic language directed to any staff member or substitutes.

<b>1st Offense</b>	Administrator/student conference, Parent/ Guardian Contact, Detention, up to a 10 school day suspension.
<b>2nd Offense</b>	1-10 school day suspension.

<b>3rd Offense</b>	11-180 school-day suspension, up to expulsion by Board of Education.
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## Weapons

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.

<b>1st Offense</b>	In-school suspension, 10 days out-of-school suspension.
<b>Subsequent Offenses</b>	11-180 days out-of-school suspension or expulsion by Board of Education only.

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).

<b>1st Offense</b>	1 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
<b>Subsequent Offenses</b>	Expulsion by Board of Education only.

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

<b>1st Offense</b>	In-school suspension, 10 days out-of-school suspension.
<b>Subsequent Offenses</b>	11-180 days out-of-school suspension or expulsion by Board of Education only.

## DETENTION

Detention will be given as a consequence for students in grades 5-8. Students assigned to detention will be required to meet the following responsibilities:

1. Report to the assigned room before 3:45. Detention begins at 3:45 and ends at 4:45 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 comply with these responsibilities will result in further disciplinary action.
7. Failure to attend after school detention results in further disciplinary action.

## **IN-SCHOOL SUSPENSION (ISS)**

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 (OSS)**

A student may be temporarily suspended from school for major disciplinary problems as determined by the principal or superintendent. Students are not permitted to attend school functions or be on any PCR-3 campus during their out-of-school suspension, including after school and weekend events.

## **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*

## **INTERROGATIONS AND 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 of 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**

Phelps County R3 offers the following extracurricular activities in which students may participate:

- 4th - 5th Grade Basketball (August - September)
- 6th - 8th Grade Basketball (October - December)
- 4th - 8th Grade Archery (December-January)
- 6th - 8th Grade Volleyball (January - March)
- 6th -8th Grade Coed Softball (April - May)

The following are the rules and expectations that all 6-8th grade student-athletes at Phelps County R-3 must abide by. Some of the rules and expectations are governed by the Missouri State High School Activities Association (MSHSAA) while others are imposed by the coaches, administrators, or school board at Phelps County R-3.

### **Eligibility**

- 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.(Per MSHSAA approval/denial)
- A student-athlete **must have a valid sports physical on file with the school**. Physicals completed using the MSHSAA Physical Examination Form are good for two years.

- A student-athlete **must complete the MSHSAA PRE-PARTICIPATION DOCUMENTATION – ANNUAL REQUIREMENTS form.**
- A student-athlete will be ineligible if they failed any class the previous quarter.

## Grades Policy

On the day of the first practice for a particular sport, student-athletes will be under the team grades policy and will continue to be until the end of that season. Students will be expected to maintain at least a 69.5% C- in ALL classes. This includes specials such as PE, Music, and Art. Grades will be checked once a week by the Athletic Director. The official grade check for eligibility will be conducted on Tuesday mornings. If, during one of these checks, a student has a grade below 69.5% they will enter into one of three steps of our **Academic Probation**. The three steps are as follows:

- **Step 1** occurs the first time a student-athlete fails a grade check. Step 1 is a warning step and will last for 7 days. No practice or playing time will be taken away. Parent Contact will be made.
- **Step 2** occurs once a student fails a second grade check. The earliest this can happen is 7 days after entering Step 1. Players will be excused from practice if they wish to attend tutoring or go home to work on assignments. Players will also be ineligible to play in any game until they get their grade in ALL classes above a C-. They will be allowed to travel with/be with the team during this time if they wish.
- **Step 3** occurs once a student fails a third grade check. The earliest this could happen is 21 days after entering Step 1. **Players in step 3 will be dismissed from the team immediately.**

**In addition, if a student has any Ds or Fs at the end of the most recent grading period (quarter), they are ineligible to participate in a sport the following quarter.** For example, if a student receives an F on their 1st quarter report card, they are ineligible to participate in any school sport during the 2nd quarter grading period. If they fail a class 4th quarter, they are ineligible to participate in a school sport during the first quarter of the next school year.

## Behavior Policy

Student-athletes are expected to behave properly during all team functions (practices, games, bus, etc.) and at all times during school. Poor behavior could lead to missed playing time or even dismissal from the team. This is up to the coach(es) and administrators.

- First Minor write-up will result in being ineligible for the first half or first set of the next game.
- Second Minor write-up will result in being ineligible for the first half or first set of the next game.
- Third Minor write-up (which turns into their first Major) will result in being ineligible for the entire next game.
- Fourth and Fifth Minor write-ups will result in being ineligible for the entire next game.

- **Sixth Minor write-up (which turns into their second Major) will result in dismissal from the team.**
- Sometimes, a student can receive a Major write-up without first getting two minor write-ups. The first Major write-up, whenever and however it occurs, will result in a one game suspension. Once a student-athlete receives their second Major write-up they will be dismissed from the team.

The previous bullet points mostly affect a student-athlete during school. Once a student-athlete is on team time (practice, games, etc.), their behavior and the consequences for that behavior is up to the coach(es). A coach may take away playing time or even dismiss a player from the team. Some behaviors that could result in punishment include, but are not limited to: being rude and/or disrespectful to teammates, coaches, opponents, officials, etc., not following directions from a coach, insubordination, excessive tardies or missed practices, inappropriate behavior on a team bus, inappropriate behavior at any home or away game, inappropriate language, getting in trouble with the law, any other behavior deemed unbecoming of a student-athlete at Phelps County R-3.

## **Attendance**

Student-athletes are expected to attend all practices and games. **A student must attend school for the entirety of the school day in order to be eligible to practice or play in a game on the same calendar date.** An exception will be made for doctor's appointments with a note, but students still must be at school for half the day. **A student athlete is required by MSHSAA to participate in 14 practices before they are eligible to play in a game.** Excessive tardies, absences and no-shows could result in missed playing time or dismissal from the team. If a player is going to be absent from a practice or a game they are required to inform the coach BEFORE that practice or game occurs. This can be done by either the player or their parent/guardian and can include face-to-face, phone call, email, text message, or via social media. Only certain events will be excused, such as doctor appointments and emergencies. Without a valid reason for being absent, a player will be marked with an unexcused absence. Excessive unexcused absences could result in missed playing time or dismissal from the team.

- The first time a team member does not show up to a practice or game without them or a parent/guardian informing the head coach, they will receive a warning. In this situation a coach has no idea why a student-athlete is not at practice or the game and does not know where they are at.
- The second time a team member does not show up to a practice or game without first notifying the head coach, they will be ineligible for the next game.
- The third time a team member is a no-show they will be dismissed from the team.

## **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 office will verify that textbooks and materials have been returned to the proper location.

## **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 developmentally 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 compiled 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

## **SCHOOL-PARENT-STUDENT-COMPACT**

Phelps County R-3 School and the parents of students participating in Title 1.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement. All students in the school are participating in the School Wide program, which means we all participate in Title 1.A activities.

### **School Responsibilities:**

Phelps County R-3 School and its staff will:

Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children meet Missouri Learning Standards as follows:

1. Retain high quality 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 annual parent-teacher conferences to:

1. Discuss the child's progress/grades during the first quarter.
2. Discuss this compact as it relates to the child's achievement.
3. Examine the child's achievement and any pending options at the end of the 3rd quarter.

Provide parents with frequent reports on their child's progress as follows:

1. Weekly newsletter from the classroom teacher,
2. Mid-quarter report sent home by the school, and
3. Quarterly grade cards/reports sent home by the school.

Be accessible to parents through:

1. Phone calls or person to person meetings,
2. Scheduled consultation before, during, or after school.
3. Scheduled school or home visits.

Provide parents opportunities:

1. Listen to children read.
2. Help with classroom decorations and art projects.
3. Present a program on your culture, a different country, etc.
4. Assist with programs or parties, educational trips, etc.

### **Parent Responsibilities**

I, as a parent/guardian will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is complete.
3. Monitor the amount of screentime.
4. Be aware of my child's extracurricular time and activities.
5. Stay informed about my child's education by reading all communications from the school and responding appropriately.

### **Student Responsibilities**

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

1. Attend school every day possible.
2. Be respectful to others.
3. Do my homework every day and ask for help when I need it.
4. Read at least 20-30 minutes every day outside of school time.
5. Give all notes and information from my school to my parent(s)/guardian(s) daily.

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-----Detach and return to the students teacher or the office-----  
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**\*\*\*The Phelps County R-III School District reserves the right to amend this document at any time, as necessary, to reflect current events, changing policies, or unforeseen circumstances. Any updates will be communicated to students, parents, and staff in a timely manner.\*\*\***

By signing this document, I confirm that I have reviewed the Phelps County R-III Student Handbook with my student and understand and agree to follow its guidelines.

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

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

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

Date: \_\_\_\_\_