

**2019-2020
PUTNAM COUNTY R-I
MIDDLE SCHOOL STUDENT HANDBOOK**

Home of the Midgets

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Table of contents:	Page:
A WORD TO PARENTS	4
ACADEMIC PROGRESS REPORTS	5
AGENDAS	5
ANONYMOUS REPORTING	5
ASSEMBLIES	5
ATHLETIC ELIGIBILITY	5
ATTENDANCE APPEALS PROCESS	5
ATTENDANCE POLICY	6
AUTHORITY	44
BELL SCHEDULE	6
CAFETERIA	7
CARE AND USE OF TEXTBOOKS	7
CARE OF SCHOOL PROPERTY	4
CHANGING BETWEEN CLASS PERIODS	8
CHECK-IN/CHECK-OUT AT OFFICE	8
CITIZENSHIP	8
CLASS FUNDS	8
CLOSED CAMPUS	8
CODE OF CONDUCT	9-19
COMPUTER USAGE	20
COOPERATION WITH THE CUSTODIANS	20
CREDIT RECOVERY	20
DANCES	20
DETENTION	20
DISCIPLINE	20
EMERGENCIES	21
EMERGENCY DRILL INSTRUCTIONS	21-22
EXTRA-CURRICULAR ACTIVITIES	22
GENERAL INFORMATION	4
GRADING	22
GRAND RIVER CONFERENCE	23
GUIDANCE PROGRAM	23
HALL PASSES	23
HEALTH SERVICES	24
HONOR ROLL	24
HOW YOU CAN SHOW YOUR SCHOOL SPIRIT	4
INTERVENTION PLAN	24-25
LATE WORK POLICY	25
LIBRARY	25
LITERACY PLAN	25-27
LOCKERS	27

LOST AND FOUND	27
LUNCH PROGRAM	28
MANDATORY SUMMER SCHOOL	28
MISSOURI ASSESSMENT PROGRAM (MAP TESTING)	28
MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOC.	28-30
NON-DISCRIMINATION	30
PARENT-TEACHER CONFERENCES	30
PARTICIPATION IN ACTIVITIES	30
PUPIL INFORMATION	30
RANDOM DRUG TESTING POLICY	30-31
SAFE SCHOOLS ACT	32
SAFETY	33
SATURDAY DETENTION	33
SCHOOL BUS REGULATIONS	33
SCHOOL BUSES	34
SCHOOL MESSENGER	35
SCHOOL SONG	35
SEARCHES	35
SNOW AND ICE	35
SUBSTITUTE TEACHERS.	35
SUSPENSION AND EXPULSION	35-36
TECHNOLOGY- ACCEPTABLE USE POLICY FOR COMPUTERS	36-40
TECHNOLOGY- CHROMEBOOKS	41-44
UNPAID BILLS	44
VISITORS	44
WELCOME	4
WHO OWNS THIS SCHOOL	4
YEARLY PLANNER	
SIGNATURE SHEET	

“Creating Opportunities through Quality Education”

WELCOME

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

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

A WORD TO PARENTS

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

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

GENERAL INFORMATION

WHO OWNS THIS SCHOOL

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

CARE OF SCHOOL PROPERTY

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

HOW YOU CAN SHOW YOUR SCHOOL SPIRIT

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

ACADEMIC PROGRESS REPORTS

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

AGENDAS

Student agendas will be made available at registration each August. These are small booklets that can assist in organization and planning. Students may sign up for one if they would like to use one. The school will provide the first one free. Replacements must be purchased.

ANONYMOUS REPORTING OF THREATS

The District takes threats to school safety seriously. Students or staff may submit anonymous reports regarding concerns that affect their safety, including someone carrying a weapon, making threats, or creating a crisis situation. The school recommends using the Missouri School Violence Hotline (866-748-7047). Additionally, students and staff may use the Anon Tell software program on district computers to make reports. With this program you may choose to disclose your identity or to make a report anonymously.

ASSEMBLIES

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

ATHLETIC ELIGIBILITY

Middle School students participating in athletics must maintain their eligibility by following the MSHSAA eligibility requirements. They also may not be failing any classes. Local requirements include random drug testing of athletes during their season of participation. Also, athletes receiving a failing grade during a grading period will participate in academic intervention strategies prior to competing again.

ATTENDANCE APPEALS PROCESS

If a student exceeds the attendance policy, they will automatically be required to make it up during summer school OR they may appeal. If a parent or guardian believes that his/her son's/daughter's absences in excess of seven days are due to unusual or **extenuating** circumstances, the absences may be appealed to be waived. A review board made up of at least three staff members will hear the appeal.

Procedure for attendance appeals:

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

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

1. Any further absence this semester must be accompanied by a doctor's note or court documentation.
2. You may not have any further discipline referrals to the office this semester.

3. You may not fail any classes for this semester.
4. Middle and High School students will attend summer school based on the following sliding scale. For every 8 periods over seven days missed per semester, two days of summer school must be made up, with a minimum of two full days of summer school attendance. For examples:
 - a. 0-8 periods = 2 days
 - b. 9-16 periods = 4 days

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

ATTENDANCE POLICY

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

Any student that misses a class more than seven days in a semester will receive NO CREDIT per class. Any **extenuating** circumstances may be presented by a parent or guardian to a review board to have this loss of credit waived. After an absence, a student must report to the office with a written reason for the absence from a parent or guardian. (Exception: excuse by phone). An admit slip will then be issued, marked with verified or unverified. The slip is to be shown to each of the student’s teachers. An excused admit slip means that all work can be made up without any penalty. If an admit slip reads unverified, a 25% deduction is taken from the student’s assignment or test that was administered on the day of the absence. If a parent or guardian does not contact the school concerning an absence, the admit slip will be marked unverified. After a note is brought, it is the responsibility of the student to bring the note to the office as soon as possible to receive a new admit slip. The student should then show the new note to their teachers.

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

BELL SCHEDULE

Breakfast Bell	8:05 a.m.
Period 1	8:15 — 8:59
Period 2	9:02 — 9:46
Period 3	9:49 — 10:33
Period 4	10:36 — 11:20
Period 5	11:23 — 12:27 (lunch)
Period 6	12:30 — 1:14
Period 7	1:17 — 2:01
Period 8	2:04 — 2:48
Midget Time	2:51-3:25

1:14 Early-out Schedule:	
Dates: 9/3, 9/4, 9/5, 10/17, 11/26, 12/20, 4/9, 5/1, 5/8	Bell Schedule
Breakfast Bell	8:05
Period 1	8:15-8:59
Period 2	9:02-9:46
Period 3	9:49-10:33
Period 4	10:36-11:20
Period 5	11:23-12:27
Period 6	12:30-1:14

Middle school student supervision begins at 8:00 a.m. each school day in the west hallway and in the commons. After-school supervision of students outside the building occurs until school buses are loaded. *Students should not arrive at school prior to 8:00 a.m. unless under direct teacher or coach supervision.* Upon arrival students should promptly enter the building and remain in the commons or hallways until 8:05 a.m. Students will leave the school property immediately following school dismissal unless under direct teacher or coach supervision. Parents should not drop off or leave children at the school during unsupervised periods.

CAFETERIA

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

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

CARE AND USE OF TEXTBOOKS

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

CHANGING BETWEEN CLASS PERIODS

At every change of classes, there will be large numbers of pupils going from one room to another. In order to keep the noise and confusion at a minimum, you are asked to show respect for your fellow students and make the change as quickly and quietly as possible. The three minutes allotted for changing classes is adequate time if not wasted.

CHECK-IN/CHECK-OUT AT OFFICE

With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal. Students are required to check in and out at the office if arriving or departing after the first bell or before the last bell of the day. During first period and prior to attendance slip collection, a student who is tardy should report to class so their teacher may correct the attendance slip.

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

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

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

CITIZENSHIP

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

CLASS FUNDS

Each class may charge dues for the purpose of paying obligations of the entire class. A student not paying his/her dues may be denied the privilege of class social activities, the right to vote, or hold class office. No middle school class shall have dues to exceed \$2.00 per school year per member. Students should always request a receipt upon payment of dues.

CLASSROOM DOORS- Teachers must keep classroom doors locked and shut while students are in the room. The only exception is if there is only one student in the room, the door must remain open or cracked. All classroom door windows must remain uncovered unless under an intruder attack.

CLOSED CAMPUS

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

CODE OF CONDUCT

Background and purpose:

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

1. study and learn under the direction of the teaching staff and the administration.
2. behave in a manner which promotes positive social interactions.
3. follow the rules as set forth by the Board, the administration, and the classroom teacher.

Philosophy

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

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

Classroom discipline guidelines:

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

Steps for in-class disciplinary action:

Initial problem -teacher confers with student

Continued problem- teacher refers student to the office

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

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

Tardy policy: Tardiness accrues in each individual class period per semester. This policy emphasizes the

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

- 1st tardy - teacher confers with student
- 2nd tardy - teacher gives detention warning
- 3rd tardy – teacher will refer student to the office; detention will be assigned
- 4th tardy - teacher refers to office; Saturday or Teacher Workday detention (3 hrs.)
- subsequent tardiness - ISS

LEVEL ONE:

Level one disciplinary action upon office referral:

1st offense - up to three (3) days detention or suspension

2nd offense - up to five (5) days suspension

3rd and subsequent offense - up to ten (10) days suspension

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

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

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

Recognizing that most students are aware of these facts and dress appropriately, but also aware of the fact that some

do need guidance, the following requirements are set forth:

- a. Shoes must be worn at all times.
- b. Caps, hats, or hoods will not be worn in the school building until final dismissal.
- c. Exposure of underwear is inappropriate.
- d. Tank top straps for both genders should be at least two fingers wide to cover shoulder area and the back must be covered.
- e. Sheer bottoms (leggings, tights, yoga and running pants) should not be worn alone as pants. Leggings, skin-tight, or revealing clothing is not appropriate without wearing a garment that extends to fingertips when arms are placed at sides.
- f. Bare-midribs are inappropriate.
- g. Clothing which bears or connotes obscene slogans, gestures, lyrics or advertises drugs, alcohol, or tobacco is not acceptable at school.
- h. Clothing which is ripped or torn baring skin between mid-thigh and the torso is inappropriate.
- i. Any clothing which might create a disruption in the educational process will not be worn.
- j. Dress that exposes or bears gang-related writing or tattoos is not acceptable at school, because it creates the potential for substantial disruption.
- k. Cutoffs (shirts with sides cut out) should not show skin below the bra for females. Males should not show pectoral muscles.

Student Dress Disciplinary Action:

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

Level one disciplinary action upon office referral:

1st offense - up to three (3) days detention or suspension

2nd offense - up to five (5) days suspension

3rd and subsequent offense - up to ten (10) days suspension

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

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

Policy 2656 Student Electronic Device Use

Students

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

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

Beginning with the 2014-2015 school year, (High School students in the High School building alone) electronic devices will be allowed prior to school until 8:05a.m., between classes, during assigned lunch shifts and immediately following the last bell of the school day. **Cell phones can be turned on but must be programmed to silent. (Neither sound nor vibration are allowed!)**

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

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

1st offense-- phone confiscation and a warning

2nd offense – phone confiscated and parents must pick up from office
up electronic device from office

3rd offense – a minimum of before/after school detention; electronic device confiscated and parent/guardian must pick up electronic device from office

4th offense- a minimum of 2 days ISS; parent/guardian must pick up the electronic device from the office

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

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LEVEL TWO:

Level two disciplinary action:

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

2nd and subsequent offenses - up to 180 days suspension

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

1. classroom disruptions including, but not limited to excessive talking, out-of-seat, throwing object(s), disturbing others, note passing, and/or other actions which interfere with the educational process
2. disrespect or direct disobedience/insubordination (flagrant disregard for authority)
3. theft and/or alteration of school or student records or documents (includes but not limited

to grade book, report cards, computer, computer records, etc.)

4. possession, distribution, smoking or use of any tobacco or tobacco-related product including electronic cigarettes, matches, paper, lighter, etc. on any school property before, during, or after school hours
5. words or actions used to invite or cause a fight
6. inappropriate physical contact or conduct (fighting)
7. negligent behavior causing injury to or endangering the safety of another person (including, but not limited to the use of "shock" toys and other irresponsible behavior)
8. vandalism resulting in destruction/damage to public or private property (restitution required), including but not limited to real or electronic of less than \$100
9. theft of money or property (public or private) less than \$100.00
10. membership in a secret society/gang, and/or "club" that is prejudicial to the good order of school
11. flashing and/or writing gang symbols or signs
12. forgery of parent/guardian signature
13. forging a teacher or school official signature (hall passes, admit slips, etc.)
14. minor vandalism requiring additional custodial time for cleaning; restitution will be included
15. deliberately making false accusations against student or staff
16. inappropriate, unauthorized use of an electronic device that captures, transmits or duplicates an unauthorized picture of school staff, students, or school documents
17. removal of another person's or one's own attire exposing any private area
18. possession or viewing of materials that are considered pornographic or obscene and/or are sexually explicit
19. possession, use or under the influence of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, or controlled substances; or possession of paraphernalia (i.e. scales, pipes) or items represented to be drug paraphernalia for use of illegal controlled substances;

- Students taking over-the-counter or prescription medication must take it immediately to the school nurse upon arrival with it on campus, and have the medication administered by the school nurse at the proper time(s).

-Controlled substances: Possession of or being under the influence of alcohol, drugs, or tobacco products will result in notification of law enforcement.

-Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

- The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

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

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

"Possession" means the act or condition of having on one's person, or in or on property belonging, assigned, or

entrusted to the possession or control of a student any of the items or substances listed in the code of conduct.

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

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

Level two disciplinary action:

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

2nd and subsequent offenses - up to 180 days suspension

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

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

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

Level two disciplinary action for harassment or bullying:

1st offense - up to 30 days suspension

2nd offense - up to 180 days suspension

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

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

PRF 2130 Harassment

Students

Nondiscrimination and Student Rights

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

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

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

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

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

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

Bullying: threatening, intimidating, or causing bodily harm to any school employee or any student (including gestures) and/or bullying – see §160.775 RSMo. - "Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, 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.

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

Putnam County R-I Schools will foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult. - § 170.315 RSMo.2013

District employees will report any instance of bullying of which the employee has firsthand knowledge. A district employee who witnesses an incident of bullying will report the incident to the district's Title IX coordinator at the school within two school days of the employee witnessing the incident. Policy and procedure regarding bullying are publicized through discussion at freshman orientation meetings, at the student assembly on the first day of school by the principal, and by posting student handbooks on the district's website.

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

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

Level two disciplinary action for harassment or bullying:

- 1st offense - up to 30 days suspension
- 2nd offense - up to 180 days suspension

LEVEL THREE:

Disciplinary action:

- 1st offense - up to 180 days suspension
- Any subsequent level 3 offenses - may lead to expulsion*

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

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

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

- a. attempts to cause or recklessly causes physical injury to another person.
 - b. is criminally negligent in causing physical injury to another person by means of a deadly weapon.
 - c. purposely places another person in fear of immediate physical injury (a threat can constitute a 3rd degree assault).
 - d. acts recklessly resulting in the grave risk of death or serious physical injury to another.
 - e. knowingly causes physical contact with another person knowing the other person will regard the conduct as offensive or provocative.
 - f. knowingly causes offenses or provocative physical contact with an incapacitated person.
3. riotous activity (more than 2 students), fighting or any act that represents fighting or causing a fight
 4. acts of extortion including but not limited to: threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from that person
 5. sexual misconduct
 6. repeated sexual harassment and/or harassment or discrimination on the basis of race, sex, religion or any other characteristic protected by state or federal law
 7. entering a motel room, locker room or restroom of the opposite gender or inviting someone of the opposite gender into your motel room, locker room, or restroom
 8. vandalism resulting in destruction/damage to public or private property (restitution required), including but not

- limited to real or electronic in excess of \$100.00
9. theft of money or property (public or private) in excess of \$100.00
 10. in possession of stolen property greater than \$100.00
 11. threatening the life of another person
 12. setting off a false alarm or filing a false police report (example: dialing 911)
 13. threatening to use weapons or explosives at school or threatening to bring weapons or explosives to school; bomb scare
 14. possession or use of fireworks
 15. possession, distribution or sale of counterfeit money
 16. sale, distribution, or purchase of alcohol, "non-alcoholic" malt beverages, illegal drugs, controlled substances, prescription drugs, or substance represented by the seller to be alcohol, "non-alcoholic malt beverages, illegal drugs, controlled substances or prescription drugs
 17. possession of a knife that is not a Safe Schools Act violation (blade length 4" or less)
 18. verbal or written abuse to a student or staff member, including but not limited to disparaging, demeaning, disrespectful or threatening language, threatening gestures, sexually suggestive and/or obscene language regarding a person's religion, race, ethnic origin or gender (may also result in a Title IX referral)

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

RF 4810 Sexual Harassment

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

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

Disciplinary action:

1st offense - up to 180 days suspension

Any subsequent level 3 offenses - may lead to expulsion*

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

Consequences for infractions will depend upon the level of severity of the infraction. Any level three violation may

be considered a level four violation if deemed serious enough by a building administrator.

LEVEL FOUR:

Disciplinary action:

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

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

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

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

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

- a. Attempts to kill or knowingly causes or attempts to cause serious physical injury to another person under the influence of sudden passion arising out of adequate cause; or
 - b. Attempts to cause or knowingly causes physical injury to another person by means of a deadly weapon or dangerous instrument; or
 - c. Recklessly causes serious physical injury to another person; or
 - d. While in an intoxicated condition or under the influence of controlled substances or drugs, operates a motor vehicle in this state and, when so operating, acts with criminal negligence to cause physical injury to any other person than himself; or
 - e. Recklessly causes physical injury to another person by means of discharge of a firearm; or
 - f. Operates a motor vehicle in violation of subsection 2 of section 304.022, and when so operating, acts with criminal negligence to cause physical injury to any person authorized to operate an emergency vehicle, as defined in section 304.022, while such person is in the performance of official duties.
3. act of arson, including but not limited to all fires or attempts to set fires to real or personal property, facilities, persons, or any other item
 4. possession of a weapon, which shall include the following:
 - a. a firearm, as defined under 18 U.S.C. 921
 - b. items defined as a weapon in § 571.010 RSMo: an antique/curio or relic firearm, a blackjack, a blasting agent, a concealable firearm, a detonator, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a short barrel, a shotgun, a spring gun, a switchblade knife - For purposes of determining Safe Schools violations, a "knife" does not include any ordinary pocketknife with no blade more than four inches in length.
 - c. items not included in the definitions under letters a & b herein as follows: chains, live bullets, Chinese stars, clubs, night sticks, nunchucks, lasers (other than pointers, which are addressed under level 1), stun guns, all look-alike weapons and/or objects that are represented to be weapons, all guns, regardless of whether they are operable
 - d. other items not listed above that are used in a threatening manner and/or that are used to cause injury

Note: Some coursework requires the use of utility knives or Exacto-style knives such as art, agriculture, shop, or building trades. Use of such tools will occur with direct approval and supervision from either an administrator or course instructor. Additionally, firearms may be brought on campus with instructor and administrator knowledge

and permission by trap shoot team members for the sole purpose of attending competition. Such firearms will be left immediately upon arrival on campus in the superintendent's office along with, but separate from ammunition. Trigger locks will be provided.

Disciplinary action:

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

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

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

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

Special education discipline provision regarding out-of-school suspensions (OSS): Students currently receiving special education services will be disciplined in the same manner as other members of the student body except as noted on the individual student's Individualized Education Plan (IEP). In cases where special education students are recommended for out of school suspension for over ten(10) school days, either cumulative or in a single incident, a Manifestation Determination meeting will be held to determine whether or not the infraction was related to the student's disabling condition and to recommend disciplinary alternatives, if appropriate. A hearing will be held to discuss any appropriate recommendations within ten (10) school days of the initial suspension date. The ten (10) day maximum is the entire school year, beginning date to ending date.

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

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

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

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

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

COMPUTER USE

Students are to have a signed copy of the “Acceptable Use Policy” on file in the principal’s office. Computer usage will be followed as stated in this document and inappropriate usage will result in denied computer privileges. The computer use policy must be signed and on file prior to using a network connected computer.

COOPERATION WITH THE CUSTODIANS

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

CREDIT RECOVERY

Any core (English, Math, Science, Social Studies, and Middle School Reading) class that is not passed during a regular school semester may be recovered during summer school credit recovery with the following guidelines. A student must have demonstrated a significant effort to pass a course during the regular school year. The school may consider the number of incomplete, late, or missing assignments as part of the decision-making process to determine if a student is eligible to attend credit recovery. A student may recover 0.5 credit per semester course with a maximum of 1.0 unit of credit recovered per school year. Each 0.5 unit of credit must be recovered in separate courses. Two credit recovery sessions may be offered each summer, with a minimum attendance requirement for one or both sessions in order to recover any credit. A student must be well-behaved and make adequate daily progress on the assigned coursework. A student may be dismissed from the credit recovery program at any time for not meeting these guidelines.

DANCES

Middle School students are encouraged to attend all middle school sponsored dances. Guests brought to middle school dances must be a middle school age student and the individual’s name must be placed on the list at the office no later than the deadline indicated in the daily bulletin for that particular dance. It is a privilege to attend school-sponsored dances. Students must have their fines, fees, and lunch account paid down below \$50 to attend. Guests will be allowed by administrative approval only. Out-of-school guests must be signed up in the office before a dance. They must also be approved without reservation by an administrator at their home school. A sign-up sheet for guests will be provided in the middle school office for each dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. Law enforcement may be involved as deemed necessary by the district.

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

DETENTION

Detention period is a time when the student is assigned to report early before school or stay after school for any misconduct. The principal may assign before/after school detention. The principal may also assign detention on a Teacher Workday, early out Wednesday (12:50-3:50 p.m.) or Saturday (8:30-11:30). A student is given at least one day’s notice when detention is assigned so that he/she can arrange transportation.

DISCIPLINE

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

EMERGENCIES

In the case of an emergency which will cause the school campus to be locked down (i.e. tornado, earthquake, etc.), an off-campus communication center will be provided where parents may go to get information. Administrative staff will provide updated information as it can be released through avenues such as the district website, Community Connection (free service, but you must enroll through Farmer's Bank), School Reach, or the local cable television information channel (Channel 50).

EMERGENCY DRILLS

- **EARTHQUAKE DRILL INSTRUCTIONS**

1. Alarm: AN ALL-CALL OVER THE INTERCOM SYSTEM
2. Students should take cover under desks, tables, or other furniture in a ball position with arms and hands protecting the head.

- **FIRE DRILL INSTRUCTIONS**

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

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

1. Intruder alert will be announced over the intercom system.

2. Teachers will read a detailed scenario to the students then direct students next step according to A.L.I.C.E. protocol
3. Afterwards the teacher will lead the students in a classroom discussion about the scenario and the steps taken

- **TORNADO DRILL INSTRUCTIONS**

1. Alarm: CONTINUOUS RINGING OF THE BELLS.
2. If the alarm is sounded, all students, teachers, and school personnel will go to the following locations and take a ball position, covering their head, and facing the wall.
 - MS Rooms 1, 2 and 3 go to the girl's restrooms.
 - MS Rooms 4, 5 and 6 go to the boy's restroom
 - MS Room 7, 8, 9, and 10 go to Tornado Alley and ramp leading to Ag Hallway
3. If the alarm is sounded when classes are in session, teachers will stay with their classes. If classes are not in session, teachers will space themselves at intervals in the hallway to give commands.
4. If there is not time to take shelter in the hallway, move away from the walls and curl up on the floor on your knees, placing your hands over your head.
5. If you are caught out in the open and cannot get to shelter, try to get to a nearby ditch or ravine and lie face down, hands over head.
6. After receiving notice that the drill is over, return to the room as quickly and quietly as possible.

EXTRA-CURRICULAR ACTIVITIES

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

Several additional (non-MSHSAA) extracurricular opportunities exist for Putnam County Middle School students. Additional extracurricular organizations sponsored by the school include student council, yearbook, book club and 8th grade play.

In the MS there will be a grade check every Monday. Middle School students with F's will be ineligible for extracurricular events until they get their grades up to a passing mark. This will be determined by the Middle School Principal.

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

.GRADING

The middle school grading scale is:

100-90 = A

- 89- 80= B
- 79-70 = C
- 69-60 = D
- 59 and below = F.

Students earn a grade for each quarter. The two quarter grades for each semester are averaged together to determine the semester grade earned.

GRAND RIVER CONFERENCE

Starting in the 2016-2017 school year, Putnam County R-I Schools became part of the two division Grand River Conference. With a total of 16 teams in softball and basketball an inter-division championship game will be conducted as an end-of-year event between regular-season victors of its Eastern and Western GRC divisions. In 2019 baseball also became a conference sport and like softball will determine a conference champion by a divisional crossover game in 2020. At the end of each season both divisions of Track and Golf will compete at a single location to determine a conference champion. Likewise, Scholar Bowl competitors will participate in an Academic Bowl-Round Robin Pod Play to determine their conference winner. The Grand River Conference is the only conference in Missouri to sanction o both 8-man and 11-man football as championship sports.

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

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

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

GUIDANCE PROGRAM

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

HALL PASSES

1. Students should not be allowed out of the classroom during the instructional/lecture portion of the class.
2. Each teacher will have a sign out sheet on a clipboard and a pencil pass hanging near their door.
3. After being granted permission by the teacher the student will sign out their name, reason, & time signed out. Then the student will take the pencil pass and leave the classroom for the appropriate destination. When the student returns they will sign back in and return the pencil pass to the screw on the wall.
4. Only one student will be out of the room at a time. If the hall pass is gone then no one else can leave.
5. Teachers will be able to document students that abuse the privilege of leaving the classroom because they will have a log of who has left the class over the course of the year. If a student is abusing the privilege- they may lose

the privilege to leave the classroom.

6. Students going to see the nurse will be issued a special pass to do so.

HEALTH SERVICES

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

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

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

HONOR ROLL

A quarterly and semester honor roll will be published following the completion of each quarter and semester. Students must have achieved a 3.50 grade point average (GPA) to be on the honor roll.

INTERVENTION PLAN

Level 1: Core Program

- ◆ Period 9 will be an intervention time
 - Character education and MAP activities.
 - Used for reteaching.
 - This period will also be used weekly for teachers in the same content area to have weekly collaborative meetings
- ◆ 5th grade transition program. Counselor driven
- ◆ 6th grade orientation during August
 - ◆ Identify at risk 5th graders and assign a faculty mentor or counselor meets with them every week for 1st quarter. Have a magic minute every day.
- ◆ All classes meet or exceed state standards.
- ◆ Identified essential standards for every course.
 - ◆ NJHS and A+ students are assigned during Study skills to help with homework, skill development or enrichment.
 - ◆ Common assessments developed for all courses. These could determine if a student is in skill development or enrichment.
 - ◆ School-wide recognition program
 - Student of the Month
 - Character Student of the Month
 - Good Attitude Award
 - Honor Roll
 - Positive Behavior Referrals.
- ◆ Develop counselor watch program. Students that might be at risk.
- ◆ Grades figured every two weeks for "D" and "F" students, beginning after first quarter mid-term.
 - ◆ No student will participate in extra-curricular activities while they have an "F". i.e.: band events, field trips, or athletic events
 - ◆ Study skills available to all students at the end of the day.
 - ◆ Homework Hero Movie once per quarter

Level 2: Supplemental Program

◆ Targeted Supplemental Support

- Parent contact- Any D's or F's will result in a phone call home.
 - Students with missing assignments will be identified every Monday morning and assigned to a homework room during Study Skills until they have completed the missing work
 - After three missing assignments students will be assigned a lunch detention
- New students have a buddy who is a member of NJHS.
- NJHS Tutoring
 - Flexibility for enrichment will be determined by teaching staff; students can be pulled from study skills for intensive tutoring and make-up work.

Level 3: Intensive Program

- ◆ STAR scores will determine placement
- ◆ Student Contracts
- ◆ Reading Enrichment

Level 4: Special Education Testing

LATE WORK POLICY

Special marks will be used in teacher grade books to indicate late work.

Late 1 = 75% of full credit is earned; the deadline is the end of the unit of study for that corresponding class

Late 2 = After the current unit of study is over in each class, the grade for late work becomes a 0%; There is no unexcused absence work anymore. If they are unexcused then the work is late.

LIBRARY

The library is now located in the high school and may be used in the morning before classes begin for studying when a staff member is available to supervise. Unless you intend to study, do not go to the library during this time. All students in school are entitled to use the library. No books may be taken from the library without being checked out by the student. Reference books, such as encyclopedias, dictionaries, and magazines are to be used only in the library. Reserved books may be checked out for one period or at the close of school and should be returned before the first period class the following day. All other books may be checked out for two weeks. Damage to books beyond reasonable wear and all book losses become a financial obligation of the student to the school.

LITERACY PLAN

COMPONENT 1: GOALS

Reading development is one of the most important goals of Putnam County R-I. Every staff member at Putnam County is committed to building and sustaining a school culture in which high quality reading instruction for all students is our most important priority. Our primary reading goal is to have every child read at grade level or above. However, this goal alone is insufficient and requires that students accomplish several smaller formative reading goals along the way in order to reach our primary reading goal. These formative goals will be measurable, based on a variety of assessments.

For some children, physiological, medical, or attendance issues may interfere with the goal of grade level reading. Our goal for students for whom grade level reading goals are not realistic is to provide them with the best reading instruction possible, to document the instruction provided, and to clearly indicate the progress children are making toward challenging reading goals.

COMPONENT 2: ASSESSMENT

Reading assessments are necessary to (a) determine if children are reading at grade level, (b) monitor reading progress, and (c) plan instruction. All children, grades 1-12, will be assessed at the beginning and end of the year to determine if they are reading at grade level using the STAR test and also Reading Plus. Children not reading at grade level in the elementary building will be assessed regularly to monitor their reading progress. Assessments to monitor reading progress will be brief and take little time away from reading instruction. These assessments will be used to plan the instruction necessary to increase student reading progress. We will use measures for these purposes that have research-based evidence documenting their reliability and validity for the specific purposes for which they are being used.

COMPONENT 3: INSTRUCTION

Sufficient time for reading instruction is necessary for children to read at grade level. All children in K-5 will receive a minimum of 90 minutes of reading/language arts instruction each day. Reading instruction will begin during the first week of school and will continue through the last week of school. Children not reading at grade level will receive more than 90 minutes of reading instruction each day in the elementary building. Minutes of reading instruction vary at the middle and high school level.

Schools and teachers require high quality instructional programs and materials to provide high quality reading instruction to all children. A core reading program will be used in K-5 with children reading at or above grade level. For children reading below grade level, some combination of the core reading program with additional highly specific supplemental reading materials and intervention programs will be used for reading instruction. The combination of materials used will be based on the learning needs of students. All programs and materials used at Putnam County will be constructed according to principles of scientifically-based reading research and, to the greatest degree possible, these programs and materials will be demonstrated to be effective in rigorous scientific studies.

Effective reading instruction for all children is achieved through differentiated instruction. Our commitment is to identify children who are reading below grade level, or who are otherwise at risk for reading problems, and provide these students with instruction that is differentiated for them based on need. Differentiated instruction will help children make the progress necessary to reach grade level reading performance.

COMPONENT 4: LEADERSHIP

At Putnam County we are committed to making sure that effective leadership begins with the visible involvement of the building principal. To the greatest degree possible, leadership support will also involve Title I teachers and targeted grade level teachers at the elementary level. Our school will operate as one cohesive system to best meet the needs of all of our students rather than as a group of isolated programs. Together, identified building leaders will help ensure that the components of a good reading plan are in place and that the implementation of these components is aligned with scientifically-based reading research.

COMPONENT 5: PROFESSIONAL DEVELOPMENT

The effective use of reading assessments and instructional programs and materials requires high quality professional development for teachers and other staff members. Prior to using reading assessments or instructional programs and materials in the classroom, staff members will receive thorough training in their appropriate use. Staff members who require additional professional development to use assessments and instructional programs and materials appropriately will receive it. The building principal will be responsible for making sure all staff members have the training they need to use reading assessments and instructional materials appropriately.

At Putnam County Elementary School, every week throughout the year, all K-5 staff will meet in grade level meetings to discuss, monitor, and plan reading instruction and achievement. Professional development will be offered to support our reading program.

COMPONENT 6: COMMITMENT

As a school, we are committed to making decisions about reading assessments, instructional programs and materials, and professional development on the basis rigorous scientific research, to the greatest degree possible.

We will commit to sharing student performance data with stakeholders and to celebrating our continued success in improving reading. This school-wide commitment is fundamental to our school's mission because we believe that from kindergarten through fifth grade, strong and explicit reading instruction is critical in helping all children develop the skills, habits, and dedication to reading that will serve them throughout their lives.

PURPOSES/USES OF LITERACY PLAN

Putnam County is committed to implementing the above critical components to ensure that all students are reading at grade level or above by third grade. This literacy plan will be at the heart of everything we do in our building in reading. It will drive our day-to-day reading instruction and our decision making. We will use this plan to share our commitment with others in and out of education. We will present the plan to our school district, superintendent, and school board for their support and approval. The plan will provide the criteria for hiring new teachers and administrators in our building. The district will work with us to make sure only those educators committed to this plan work in our building. We will provide the district, superintendent, and school board with frequent updates on how well children are learning to read in our school. Most importantly, this literacy plan is the commitment that we make to the parents of the children in our school and to the children themselves. The plan allows us to convey to parents that we are serious about reading instruction and meeting our goal of all children reading at or above grade level. The plan shows parents what we will do to make sure each child reaches that goal.

We, however, know that some students need more time than the typical school year provides. Therefore, we will implement the following summer school program so that students can have additional time to reach their reading goals.

Starting at the end of kindergarten, the district will recommend that a student should attend summer school if their STAR Reading Scores are below grade level or they have not met grade level criteria developed by teachers and administration. They will be required to attend summer school if the average of their two highest reading scores are more than one grade level below expected levels. If they do not attend summer school, they may be retained for the following year.

Ie: At the end of 2nd grade, students should receive a reading score of 2.9 to be on grade level. 2.9 means they are reading at the 2nd grade, ninth month. If a student receives a score from 2.0-2.8, summer school is recommended. If the student's reading score is below 2.0, they will be required to come to summer school.

LOCKERS

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

LOST AND FOUND

Make every effort to look out for your belongings. Write your name plainly on your P.E. clothes, shoes, boots, etc. and in textbooks and notebooks. Items that have been misplaced and found by another individual should be returned to the office. Lost and found items will be kept in the lost and found bin in the east hallway for a reasonable time.

DO NOT bring large sums of money or other valuables to school. Students who leave billfolds, purses, or other items of value in the dressing room unattended assume all responsibility for lost articles. The school is not responsible for

lost or stolen items. If it is deemed absolutely necessary to bring something of value, students are encouraged to leave it in the office until after school. Valuables should be left in the coach's office during P.E. class.

LUNCH PROGRAM

The food service provided for the students at Putnam County R1 School is an important part of the total education program. Lunch and breakfast prices are set each August. Free and reduced price meals shall be granted in accordance with Federal free lunch guidelines and school board policy. Students are encouraged to eat school lunch or bring a sack lunch; however, ordering out will not be permitted. Students with a lunch balance greater than \$20 will be given an alternative lunch.

MANDATORY SUMMER SCHOOL

Students will be required to attend summer school:

- If their reading scores are more than one grade level below expected levels.
- In the middle or high school, if a student misses more than seven days per semester per period, they must appeal or attend summer school
- Failure of core classes.
- Teacher or principal recommendation

MISSOURI ASSESSMENT PROGRAM (MAP TESTING)

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

In the Middle School sixth and seventh grade students take the MAP language arts and math assessments. In eighth grade, students take the MAP science, math, and language arts assessments.

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSAA)

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

- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes. MSHSAA By-Law 212:
- A. Law Enforcement – A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility unless they involve drugs, alcohol, accidents, or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- B. Local school:
 1. 1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
 2. 2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local authorities.
 3. 3. A student shall not be considered eligible while serving an out-of-school suspension.
 4. 4. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.

- 5. Each school shall diligently and completely investigate any issue that could affect student eligibility.
- C. Student responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the (MSHSAA) Board of Directors.

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

MSHSAA participants must pass 3.0 units of credit or 80% of the maximum allowable credits, whichever is greater. Eligibility for the fall will be based upon a student meeting these standards during the spring semester.

MSHSAA Guidelines for Fan/Spectator Support Items

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

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

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

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

¹ state only

(Adopted September 2012, Revised 2019)

BOARD POLICY

NON-DISCRIMINATION

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

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled at specific times during the school year. During this scheduled time for conferences, parents are urged to come to the school and confer with their child's teachers. A conference will be scheduled at any other time during the year that a student or parent would like to visit with a teacher on a one-on-one basis.

PARTICIPATION IN ACTIVITIES

Students are encouraged to take part in a reasonable number of extra-curricular activities. To participate, a student must meet the requirements set forth by the Missouri State High School Activities Association or the respective state/national organization. Local requirements include random drug testing. A student participating in activities representing the school in any public contest or show shall be doing creditable work. Students participating in

activities are under the direction of coaches or sponsors of that particular activity. Failure to adhere to their rules and regulations or the guidelines set forth by the MSHAA or the respective state/national organization may result in a student being dropped from the activity. A student must be in attendance for at least five of the eight class periods on days of extra-curricular participation. Exceptions may be granted in special cases.

PUPIL INFORMATION

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

RANDOM DRUG TESTING POLICY

STUDENTS

Policy 2642

Random Drug and Alcohol Testing Program for Extracurricular activities

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

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

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

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

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

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

Non-negative Test: If a student's test is non-negative, a second test will be administered from the original sample

to confirm the initial results. If the second test is negative, no further action will be taken. If the second test is non-negative, the student and, if the student is under 18, parents or guardian will be notified.

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

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

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

Adopted: September 10, 1998

Revised: May 7, 2003

Revised: July 9, 2009

Revised: July 19, 2014

Putnam County R-I Board of Education

SAFE SCHOOLS ACT

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

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

- (1) First degree murder under section 565.020;
- (2) Second degree murder under section 565.021;
- (3) Kidnapping under section 565.110;
- (4) First degree assault under section 565.050;
- (5) Rape in the first degree under section 566.030;
- (6) Sodomy in the first degree under section 566.060;
- (7) Burglary in the first degree under section 569.160;
- (8) Burglary in the second degree under section 569.170;
- (9) Robbery in the first degree under section 569.020;
- (10) Distribution of drugs under section 195.211;
- (11) Distribution of drugs to a minor under section 195.212;
- (12) Arson in the first degree under section 569.040;
- (13) Voluntary manslaughter under section 565.023;
- (14) Involuntary manslaughter under section 565.024;
- (15) Second degree assault under section 565.060;
- (16) Rape in the second degree under section 566.031;

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

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

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

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

SAFETY

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

SATURDAY DETENTION

Saturday detention may serve as an alternative to an in-school suspension or excessive before and after school detentions. Saturday detention rules are as follows:

1. Hours: 8:30 a.m. - 11:30 a.m.
2. Students MUST arrive on time. Students arriving late will not be allowed to enter and will be assigned an additional Saturday detention. The detention will start according to the school clocks. Therefore, it is suggested that the students arrive 5-10 minutes ahead of schedule.
3. Students MUST work on school-related materials.
4. no talking
5. no sleeping
6. One restroom break determined by the supervisor.
7. One warning will be issued in case of an infraction. A second reprimand will result in immediate dismissal which will result in a one day out-of-school suspension. This rule applies to rules 4, 5, and 6.

SCHOOL BUS REGULATIONS

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

- 1- Drivers will assign the seats of their bus from front to rear with kindergarten in the front and seniors in the rear.
 - a. Only one student per seat will be assigned when possible.
 - b. Remember to leave one or two seats empty in the front, if you have room, to be used for dealing with discipline issues.
- 2- Drivers will give each student one verbal warning for improper conduct.
 - a. Drivers will make sure the student clearly understands their misconduct.
 - b. Drivers will push the event marker on the DVR system. (the button with the green light around it)
- 3- If the student does not comply with the verbal warning, the driver will move the student to the front seat/seats reserved for discipline.
- 4- If the student remains unruly and disrespectful, the driver will inform them that he/she will be recommending to their administrator that they be suspended from riding the bus. The administrator will decide upon the length of the suspension that will increase progressively if behavior continues to be a problem.

PUPIL BUS RESPONSIBILITIES/REGULATIONS

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

SCHOOL BUSES

Riding the school buses is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey his/her requests. Specific regulations are posted in each bus. Students riding the bus are expected to go directly from the bus to the building each morning and after school are to board the bus without leaving the school property.

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

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

If parents are unable to make contact with the head coach/sponsor, the parents may sign a student off the bus with the administrator on duty. Thanks for your cooperation!

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

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

SCHOOL MESSENGER

School Messenger is an automated telephone service utilized by the district to notify select groups of parents regarding changes or notices that affect their student(s). The calls are based upon phone number information provided to the school at registration each year. If you believe messages are not reaching your family, please contact the office.

SCHOOL SONG

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

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

SEARCHES

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

may be conducted in accordance with the law. The school district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances

SNOW AND ICE

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

SUBSTITUTE TEACHERS

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

SUSPENSIONS AND EXPULSION

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

- In-School-Suspension – The student attends school in a restricted, isolated environment. Schoolwork will be assigned with full value.
- Out-of-School-Suspension – The student may not attend school or activities. Schoolwork will be assigned, but 75% will be the maximum amount of credit per assignment a student can receive (25% reduction)
- Expulsion (defined) - Permanent elimination from school.

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

Procedure for Suspension:

1. Parents will be notified before a suspension becomes effective. Pupils will not be sent home during the regular school day, unless prior notice is given to parents.
2. Official notification of a pupil's suspension will be mailed to the parents of the pupil. The written notification will include a brief summary of the situation and the reasons for the suspension.
3. Parents will be provided the opportunity for a personal conference regarding the reasons for the suspension and the conditions under which the pupil may be permitted to re-enter school.
4. The decision of the principal may be appealed to the Superintendent of Schools and ultimately to the Board of Education.

Procedure for Expulsion:

Only the Board of Education has the authority to expel a student. A written record of the reasons for the expulsion will be presented to the Board of Education and the pupil who has been recommended for expulsion will be given the right to appear with his parents before the Board of Education for a hearing.

TECHNOLOGY ACCEPTABLE USE POLICY

Acceptable Use Policy
2018-2019 School Year
(Rev.1819-01a)

I. Users

A. Student Users

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

B. Employee Users

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

C. Board Member Users

Members of the school Board may be granted user privileges, including an email address, upon completion of an *Application for User Account Creation/Renewal*. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

D. External Users

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

II. Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain, improve, remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Only authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on any district technology resources at any time. The district may monitor any user's technology usage at any time. Electronic communications, all data stored on the district's technology resources, and downloaded

material, including files deleted from a user's account, may be intercepted, accessed, archived, and/or searched by district administrators or designees at any time.

III. Violations of Technology Usage Policies and Procedures

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

IV. Damages

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

V. Exceptions

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

VI. Personal Equipment Use

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

- A. The Technology Coordinator may at anytime have complete access to any and all data stored on the device.
- B. The Technology Coordinator may install any software deemed necessary by the Technology Coordinator or designees.
- C. The Technology Coordinator may remove any software deemed harmful or disruptive to other district technology resources or resources under the management scope of the Technology Coordinator.
- D. The Technology Coordinator may make any system change(s) to the device(s) that are deemed necessary.

VII. General Rules and Responsibilities

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

- A. Applying for a user ID under false pretenses is prohibited.
- B. Using another person's user ID and/or password for **any reason** is prohibited.
- C. Sharing one's user ID and/or password with any other person is prohibited.
- D. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
- E. Mass consumption of technology resources that inhibits use by others is prohibited.
- F. Unless authorized by the district, non-educational Internet usage is prohibited.
- G. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- H. Accessing any fee services without permission from an administrator is prohibited. Any user who accesses such services without permission is solely responsible for all charges incurred.

- I. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- J. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- K. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- L. Accessing, viewing or disseminating information using district resources including e-mail or Internet access that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that because of their content or their manner of distribution will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations, is prohibited.
- M. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- N. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- O. Users may only use properly licensed software, audio or video media purchased by the district and/or approved for use by the Technology Coordinator. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
- P. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- Q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from the Technology Coordinator. All users will be held accountable for any damage they cause to district technology resources.
- R. Users may not install software unless authorized by the Technology Coordinator.
- S. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- T. The User will be held responsible for all activity on the network and computer systems where their account is used. Even if the activity was not the action of that person.

VIII. Technology Security and Unauthorized Access

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

- A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

- C. The unauthorized copying of system files is prohibited.
- D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited including, but not limited to computer "viruses," "hacking" tools, scripts, & logic bombs.
- G. Accessing Proxy servers for any reason without permission from the Technology Coordinator is prohibited.
- H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.
- I. Any attempt to connect to district resources using equipment not approved by the technology coordinator is prohibited.
- J. Use of personal hotspots is prohibited.

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

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

X. Electronic Communication

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

XI. Waiver

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

XII. No Warranty/No Endorsement

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

XIII. Exception of Terms and Conditions

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

TECHNOLOGY CHROMEBOOKS (2018-19)

Student Computer Program (1:1) Overview

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

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

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

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

Student Responsibilities

Student will be responsible for:

- Abiding by the Putnam County R-I Acceptable Use Policy.
- **Always having in their possession a charged and functional chromebook.**

- Attending each class with their chromebook unless directed otherwise by the teacher.
- Logging in under their assigned username and password and not sharing their password with any other person.
- Backing up their data to their Google Drive.
- Proper maintenance and care of the device.
- Any non-warranty repair costs. (see Fees on page 2)

Family Responsibilities

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

- To insure <<Full Name>>'s computer and charger up to the total cost of \$200/claim
- To help cover the cost non-warranty repairs.
- To alleviate some of the financial burden on the family for computer maintenance and repair.
- To cover 1 claim per year with a \$50 deductible (repairs under \$50 cannot be counted as a claim). Example: A new Chromebook with power supply is ~\$250 so insurance would cover \$200.

What is not covered under the insurance?

Including but not limited to:

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

Loss of Computer

If a chromebook is reported lost a loaner will be issued with standard fees of \$5/day until the original chromebook is found and the loaner returned or until the total fees for that instance equals the cost of replacement (\$230). The original device will be locked.

If the original device is not found by the date of collection then a fine of \$230 will be assessed to replace the device. The loaner fees from this incident will be applied to the \$230. A student will not be fined more than \$230 for the loss of the chromebook (this does not include the power adapter).

A Lost device is not eligible for insurance claims.

Theft of Computer

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

Care and Maintenance

When using your computer at home:

- DO NOT EAT near your computer. Crumbs and debris can get into the keyboard causing damage.
- Have a set location at home for the computer. This location should have adequate room for the computer to sit safely. This area should also be near a power outlet so that the computer can fully charge while at home.

- Keep the computer clean. You should only use microfiber cloth to wipe the screen.
- Trackpads can be damaged if not used properly. Never use a pencil, eraser or other object on the trackpad.
- Do not place heavy objects on top of the computer. This may cause damage to the screen. The laptop should never be in a pile or shoved at the bottom of a heavy bag.
- Do not place stickers or skins on the inside of the computer.
- Be careful with the screen. Do not touch the screen with your fingers.
- Do not place anything between the screen and the keyboard when you close the computer.
- Do not forcibly bend the AC adapter cord. Leave plenty of room for the wire to reach the computer.

To maximize battery life:

- Mute volume.
- Turn down brightness.
- Close any tabs and windows you are not using.
- Shut-down computer completely when not in use. (hold power button for 10 seconds)

During Classes:

- Dim your screen to conserve power and make your battery charge last longer.
- Work on a flat and level surface and not on top of other items on your desk.
- Do not leave your computer on your desk where it may get knocked off when not in direct use.

After School and at Home:

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

Fees

Insurance

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

Loaner availability may vary daily

- Chromebook - \$5 per day up to \$230
 - Each calendar day that the device is not in the tech office.
 - Weekends and Holidays may incur several days of use.
 - If the price limit is reached then the Loaner is permanently assigned to <<Full Name>>

- AC Power Adapter - \$5 per day up to \$40

Parts prices may vary depending on availability

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

- Keyboard key (full assembly) - \$5
- Screen (no case damage) - \$50
- Keyboard replacement - \$110
 - Keyboard
 - Trackpad
 - Palm rest
- Outer case - \$100
- Right hand USB port - \$20
- Wireless card - \$20
- Battery - \$50
- Webcam - \$20
- AC adapter - \$40
- Rubber feet - \$10
- Motherboard - \$200
- Power port - \$15
- Speakers - \$15
- Screen hinge - \$20

Additional Accessories (NOT REQUIRED but recommended)

These are fully purchased from the school and are not returned with the chromebook.

- Computer case/bag - \$30
- USB mouse - \$5

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

UNPAID BILLS

The school has had to address large amounts of unpaid bills over the past few years. We have set the limit on unpaid bills at \$50 per student. If your account exceeds this amount, you may not be eligible to attend field trips or extracurricular activities at which you are not a helper, performer, or competitor.

Please pay bills in a timely manner, and contact the superintendent's secretary if you or your family desires to establish a payment plan.

In order for a student to participate on the 8th grade field trip they will need to have a balance \$0. This will ensure that students are not ineligible for high school activities as a result of unpaid middle school bills.

VISITORS

Parents are always welcome but required to check in at the office. The school policy is to accept only those visitors who have legitimate business at the school.

Guests and visitors must register in the office and are expected to leave promptly when their business is completed. All visitors to classrooms are also required to complete a background check and be on the approved list before being allowed to enter the classroom. (Exceptions to this would include days in which the school invites members of the community in.) Forms for the background checks are available in the middle school office.

Students wishing to bring a guest to school must obtain prior approval from the office and secure a visitor pass. The approval will be given to a student for only one period.

AUTHORITY

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

2019-2020 MIDDLE SCHOOL HANDBOOK **PARENT/STUDENT CONTRACT**

Please **sign and return** to the Middle School Office after **reading and reviewing** with your child the **Putnam County Middle School Handbook, Technology Acceptable Use Policy, Literacy Plan and Code of Conduct**. The handbook was given to the students present the first day of school.

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

Student signature

_____ Date _____

Parent/Guardian signature

_____ Date _____