

Putnam County R-I  
Elementary School  
801 South 20th  
Unionville, MO 63565  
660-947-3361



Parent and Student Handbook  
2020-2021



# **Putnam County R-I Elementary**

## ***“Creating a Community of Learners”***

### **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 community and country. It is imperative that each parent cooperates in seeing 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 toward the school so your child can follow your good example;
5. You as a parent show interest in your child’s educational pursuits, including academic, extra-curricular activities, and organizations.

We work proactively to see that all students are treated fairly in all aspects of their school life. However, if parents have a concern regarding a situation in their child’s school, they are urged to follow the outlined procedure:

1. Contact the student’s teacher to discuss the problem and possible solutions.
2. If the concern cannot be resolved at the above level, the parent should then request a conference with the principal, Mrs. Donna Altiser, ext 317.
3. If the parent still feels the concern has not received proper consideration, further recourse is available through the office of the Superintendent and the Board of Education.

## Staff of Putnam County R-I Elementary School

<b>Staff Name</b>	<b>Title</b>	<b>Room #</b>	<b>Phone</b>
Altiser, Donna	Principal	Office	317
White, Jolene	Secretary	Office	318
McClain, Diane	Counselor	2	329
Roberts, LaDonna	Pre-School	22	362
Salisbury, Stephanie	Preschool	23	371
Anders, Dennice	Kindergarten	17	365
Ingersoll, Sara	Kindergarten	20	338
Channing, Jennifer	Kindergarten	21	377
Blankenship, Tara	First Grade	19	357
Tara, Fenton	First Grade	18	372
Hamilton, Amanda	First Grade	14	339
Trimble, Jennifer	Second Grade	13	337
Jones, Ashley	Second Grade	16	358
Minear, Kaylee	Third Grade	12	363
Kalie Sturch	Third Grade	11	384
Williams, Beth	Fourth Grade	29	340
Bain, Shannon	Fourth Grade	30	335
Chapman, Angela	Fifth Grade	28	374
Angie O'Reilly	Fifth Grade	26	366
Gayla Whitworth	Fifth Grade	27	386
Caley, Robin	Librarian	10	327
Dooley, Tammy	Art	24	328
Waugh, Samantha	Music	25	379
Fitzpatrick, Aaron	P.E.	37	322
Alice Heidenwith	Title I	32	370
Tipton, Wendy	Title I	41	326
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Wood, Connie	Title I	33	334
Hodges, Barb	Special Services Coordinator	H.S. 12	382
Reckrodt, Brenda	Special Services Secretary	H.S. 12	392
Josie Hinkle	Resource	4	341
Casady, Monica	Resource	7	342
Heine, Davye	Speech/Lang Pathologist	15	391
Wickert, Kellyn	Speech/Lang Pathologist	H.S. 2A	373
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Parent Educators	Parents as Teachers	Ed Center	554
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Salisbury, Craig	Custodian	Elementary	309

# Policies and Procedures

## Accidents

In case of an accident at school, emergency first-aid will be administered and parents or guardians will be notified. If the school is unable to reach a parent, emergency numbers will be used. **Please make sure all emergency contacts are current.**

## AMI

### Putnam County Elementary Alternative Method of Instruction Plan

- The A.M.I. plan can be used up to 6 days in each calendar school year.
- Every teacher in the elementary will provide hard copies of their A.M.I. plan.
- Teachers will update their A.M.I. packet/work as needed quarterly.
- The assignments will be numbered by day ( Day 1, Day 2, etc.)
- If we choose to use an A.M.I. day, students will be required to complete that day's work out of the provided packet. The work will be due the first day we return to school unless the student has an IEP that says they have extended time to complete assignments. If a student doesn't turn in their work on time, we cannot count them for attendance and the student won't receive any credit for the assignment and our late work policy of 75% credit won't apply.

## Attendance Policy

An absence is defined as missing more than half a class period. Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, teacher explanation and/or student performances as required in such classes as music 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.

Make-up work is allowed, with no reduction in grade for students who have an excused absence. For each day of absence, students are allowed one day to complete their make-up work. Parents and students should visit with teachers to establish the due dates for assignments. Late work may be subject to a grade reduction.

Upon returning from an absence, a child should present the elementary secretary with a note, signed by a parent/guardian, stating the reason for his/her absence (such as strep throat, influenza, pink eye, etc.). Phone calls to report absences must be made to the office, preferably on the day of the absence. Calling the classroom teacher does not ensure that the absence has been verified for school attendance records. Absences will be considered unexcused without an appropriate note or phone call for verification.

**Written notification will be sent to the parents of students with four absences in one quarter. A conference with the principal and school based social worker will be required after the fifth absence**

**in one quarter. If a student accumulates more than five unexcused absences in a quarter, the Putnam County Juvenile Office and/or Children's Division may be notified. Students with more than 14 excused or unexcused absences in a school year may be subject to retention and/or mandatory summer school attendance. Failure to attend mandatory summer school may result in extended school days for the following school year. If a parent or guardian believes that his/her child's absences are due to extenuating circumstances, an appeal may be filed. Procedures for attendance appeals are as follows:**

- 1. Write an appeal letter to be reviewed by the attendance committee (made up of at least three staff members)**
- 2. Present to the principal, counselor, or school-based social worker any documentation of extenuating circumstances.**
- 3. Parent will receive the attendance committee's written decision within five school days. 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.**
  - Classes begin at 8:15 a.m. and dismiss at 3:25 p.m. Adult supervision begins at 8:00. Students should not arrive at school before 8:00.
  - Those families needing services prior to 8:00 a.m. may wish to enroll their children in SOAR, the before and after school program.
  - Attendance is taken at 8:15. If your child is not in the classroom by the designated time, they will be considered tardy. Any student who is tardy will need to check in at the office to receive their pass to class. All tardy slips will be documented and counted towards their attendance.
  - If a parent or someone else comes for a child during school time, they must stop at the office. This is important for your child's safety and necessary for attendance records.
  - Students must attend P.E. classes unless they have a note from their parents. Prolonged absences from P.E. class require a note from the doctor.
  - Students who miss no more than 2.5 hours during the quarter will receive a free pass to the next quarter's activities at the High School.

### **Care and Use of Textbooks**

The Putnam County R-I Elementary furnishes textbooks free of charge for students. 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.

### **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.

## **Discipline and School Rules**

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. Each grade level and classroom teacher has established their own discipline plan. Your child's teacher will provide a copy of their discipline plan and classroom rules. The following school-wide rules have been established for activities occurring outside the classroom setting.

### **A. Playground Rules**

- a. Follow directions of staff.
- b. Keep hands, feet and objects to yourself. Kicking, pushing, shoving, tripping, etc. are not allowed.
- c. Use polite and respectful language and manners. Swearing, name calling, bullying, etc. are not allowed.
- d. Don't throw dangerous things. Throwing of snowballs, stones, sticks, etc. is not allowed.
- e. Use playground equipment safely as directed by staff. (No jumping out of swings, no walking up slide, no throwing tire chips, etc.)

### **B. Lunch Rules**

- a. Follow directions of lunch supervisors.
- b. Keep hands, feet and objects to yourself.
- c. Use level 1 or level 2 voice. Group cheering, jeering, or singing will be regarded as a breach of the peace.
- d. Remain in your seats until dismissed by lunch supervisor.
- e. Clean up after yourself.
- f. Keep the cafeteria lines orderly. Never push or run.

### **C. Hallways/Bathroom Rules**

- a. Walk in the hallways.
- b. Keep your hands, feet and objects to yourself.
- c. The hallways are always a 0 zone, no talking. This is to ensure that the learning process is not interrupted in other classrooms.
- d. No playing/horse playing of any kind is allowed in the bathrooms. Students will use proper bathroom procedures at all times. (Wait your turn, go to the bathroom, wash hands, dispose of paper towels in the trash can, and exit quietly.)

## **Principal's Discipline Plan**

Students who are sent to the principal's office have gone through the appropriate steps in the classroom to improve/change the behavior and have been unsuccessful in their attempts. Some behaviors, such as fighting, blatant disrespect to a teacher, etc., will result in an immediate referral to the principal's office. When a student is referred to the principal for inappropriate behavior, the student may receive any of the following consequences depending on the circumstance and severity. These consequences will also apply to inappropriate bus behavior.

- 1) Verbal reprimand- Warning
- 2) Conference with principal
- 3) Participate in problem solving activity/complete think sheet, etc.
- 4) Notice of discipline action sent home to be signed by parent and returned to school.

- 5) Phone call to parent.
- 6) Loss of privileges—free play recess, specialty classes, any extra class privileges. These privileges can include class field trips, parties, track and field day, etc. If behavior problems occur during lunch, privileges of eating in the lunchroom can be taken away for a period of time.
- 7) After-School Detention 3:20-4:00. Parents will be notified a day in advance of detention so appropriate arrangements can be made to pick up your child.
- 8) In-School Suspension. The student will spend the day or part of the day in the office.
- 9) Out-of- School Suspension
- 10) Corporal Punishment

**Please see the Code of Conduct for more specific behaviors and discipline actions.**

## **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-midriffs 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 one 3-hour detention , plus making up time missed in detention, parent/guardian will be notified.

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

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

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

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

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

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

**Policy 2656 Student Electronic Device Use**

**Students**

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

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

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 programed 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.

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

2<sup>nd</sup> offense – Electronic device confiscated and parents must pick up from office  
up electronic device from office

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

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

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

Last Modified: June 8th, 2020

## **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. deliberately causing someone to inhale or ingest an unknown or unwanted substance
9. vandalism resulting in destruction/damage to public or private property (restitution required), including but not limited to real or electronic of less than \$100
10. theft of money or property (public or private) less than \$100.00
11. membership in a secret society/gang, and/or "club" that is prejudicial to the good order of school
12. flashing and/or writing gang symbols or signs
13. forgery of parent/guardian signature
14. forging a teacher or school official signature (hall passes, admit slips, etc.)

15. minor vandalism requiring additional custodial time for cleaning; restitution will be included
16. deliberately making false accusations against student or staff
17. inappropriate, unauthorized use of an electronic device that captures, transmits or duplicates an unauthorized picture of school staff, students, or school documents
18. removal of another person's or one's own attire exposing any private area
19. possession or viewing of materials that are considered pornographic or obscene and/or are sexually explicit
20. possession, use or under the influence of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, or controlled substances; or possession of paraphernalia (i.e. scales, pipes) or items represented to be drug paraphernalia for use of illegal controlled substances;

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

- Controlled substances: Possession of or being under the influence of alcohol, drugs, or tobacco products will result in 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 3<sup>rd</sup> 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.

**2<sup>nd</sup> 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.

## **Distance Learning**

### **PC Elementary Distance Learning Plan**

Teachers will be introducing new material and taking grades if distance learning occurs. All students will be required to participate and complete assignments with passing grades.

#### **Teacher Expectations**

- Office hours- each teacher will set a minimum of 5 office hours per week
  - Office hours will be posted where students and parents can see them and teachers will be available through Google Meet during those times.
- Teachers will check their email multiple times throughout the day to continue communication with students, parents, and school staff.
- All teachers will use Google Classroom as their main platform for posting assignments and information for students.
  - All assignments/schedules for the week will be posted by 3:00 p.m. Friday for the following week in Google Classroom.
- Assignments-There will be a minimum of 1 graded assignment per core subject each week. There may be 3-5 practice assignments per subject.

- KDG will use standards-based grading (as they do regularly)
- Grades 1-5 will use letter grades
- Teachers will be using Google Meet and will create videos of their lessons.
  - Teachers will record lessons and post them to their Google Classroom page.

### **Student Expectations**

- Students will be trained and allowed time to practice on google classroom and google meet.
- Students will complete all assignments to earn a grade.
  - Students in grades K-2 will be expected to spend 1-2 hours per day on school work
  - Students in grades 3-5 will be expected to spend 1-3 hours per day on school work
- Students will communicate with teachers through email and set office hours on Google Meet with their teachers.

### **Parent Expectations**

- We will survey students and parents at the beginning of the school year to find out which families don't have access to the internet.
- Training on Google Classroom, Google Meet, Go Guardian Alerts, and how to make/submit videos will be made available to parents.
- Parents should support their child/children in their school work and encourage them to keep up with lessons and assignments.

## **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 School Messenger, the district website, the district Facebook page, the Community Connection (free service, but you must enroll through Farmer's Bank).

## **Emergency Drills**

### **EARTHQUAKE DRILL INSTRUCTIONS**

1. Alarm: AN ALL-CALL OVER THE INTERCOM SYSTEM
2. Students, teachers, and school personnel 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.
3. Teachers will be at the classroom doors and may direct students, if necessary. Teachers will follow the students from the building.
4. 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 lunchroom will leave by the west and southwest doors in the gym and across the parking lot to the grassy area in front of the school.

5. 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.
6. 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.
7. Each teacher is to see that all students have passed and all doors are closed in the room before leaving.
8. 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.
9. 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.
10. After reaching the outside, remain in order to return to the building.
11. After receiving notice that the drill is over, return to the room as quickly and quietly as possible.

### **TORNADO DRILL INSTRUCTIONS**

1. Alarm: CONTINUOUS RINGING OF THE BELLS.
2. If the alarm is sounded, all students, teachers, and school personnel will go to the assigned locations and take a ball position, covering their head, and facing the wall.
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 the 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.

### **Late Work**

Students will receive 75% of their score on assignments turned in late (as long as they are in the current unit or until the end of the quarter). After the current unit of study or quarter is over in each class, the grade for late work becomes 0%.

# **Literacy Plan**

## **Literacy Plan: Putnam County R-I**

### **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 Reading Assessment. 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 their reading scores are one grade level or more below expected levels. If they do not attend summer school, they may be retained for the following year.

I.e: 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.

Other possible summer school/retention reasons:

- Attendance issues:
  - In the elementary school, if a student misses more than 14 days a year, they will attend summer school.
  - 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

The appeals process is as follows:

**ATTENDANCE APPEALS PROCESS** If a parent or guardian believes that his/her son's/daughter's absences are due to unusual or extenuating circumstances, the absences may be appealed to be waived. An attendance review committee will be made up of three staff members.

Procedure for attendance appeals:

1. Write the principal to request a hearing within ten school days of the notification that credit has been denied.
2. Present to the principal or counselor any documentation of extenuating circumstances.
3. You will be notified in writing within three working days of the attendance review committee.

If the decision is to deny credit, you may appeal to the Superintendent and the Board of Education.

## **Lunch and Breakfast Information**

Hot lunches are available for all students. Breakfast and lunch prices are set each August. Your child will have an account and you may deposit money weekly or for a longer amount of time into that account. Each time they eat a lunch or breakfast the correct amount will be subtracted from their account. Milk tickets are available. Partial tickets will not be sold. This money will be kept separate from lunch and breakfast money. You may send it all in one envelope, but please write on your check or envelope the amount you want to go for milk tickets. When you send money for lunch, breakfast, or milk, please put this in an envelope with your child's name on the outside with specific instructions. This will be collected by the teacher and sent to the office.

Applications for Free and Reduced Lunches will be sent home with each student on the first day of school. Please fill this form out immediately and return it to school with your child even if you do not plan to use the program.

## **Missouri Course Access & Virtual School Program (MOCAP)**

Putnam County R-I School District will participate in the Missouri Course Access and Virtual School Program (Policy 6190.)

### **Putnam County R-I Regulations for Implementations**

Students will be allowed to enroll in courses that:

1. Are not taught/offered at Putnam County R-I
2. Are taken on the Putnam County R-I campus during regular school hours.
3. Are necessary due to medical, psychological, or court-ordered purposes.
4. Meet the requirements in PC Board Policy 6190.

Students will be denied access to online coursework if it is not in their best educational interest.

## **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, gender, 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.

## **Report Cards and Conferences**

Report cards are issued four times a year (end of each quarter). Parent-Teacher Conferences will be held during the first quarter. A third quarter conference may also be scheduled with your child's teacher. Parents will be notified of their scheduled conference times by their child's teacher. We encourage all parents to attend the conferences because we view it as our best opportunity to discuss your child's school successes and needs.

## **Retention and Promotion Policy**

It is expected that most students in school will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Students receiving failing grades for a full year in two or more subject areas will be required to attend summer school. These students may also be retained in their current grade level placement.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal, Mrs. Donna Altiser. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within the two weeks after the close of school.

## **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.

## **School Policies**

**Use of the telephone by the students for personal reasons will be discouraged. A child must have permission from his teacher and the office. Children are encouraged to make arrangements for social activities before leaving home.**

**Children are discouraged from bringing cellular phones to school. Students who bring cellphones to school must follow the following rules:**

1. Phones must be turned off prior to entering the school building.
  2. Phones must be stored in student bags.
  3. Phones are not permissible in bathrooms or on the playground.
- Any change in bus pick-up/drop-off requires a note. If a student is staying all night with someone and riding their bus, **they must have a note of permission from their parent and have it signed in the office before boarding the bus.**
  - Students should have permission from their teacher before leaving their classroom.
  - After the students arrive in the morning, they are not to leave the premises without permission from the office.
  - Students need permission from a teacher to go to the nurse's office.
  - Students are not allowed to chew gum on the school grounds or on the bus. Please do not send gum to school as treats.

## 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 school because of a snow or ice storm, notification can be heard on radio stations-KCOG AM/FM, KIRX or KTUF, KRES, KTTN, KMEM, KZBK, and television station KTVO. School closings can also be found at <http://www.ktvo.com>, <http://www.putnamcountyr1.net>, on the district Facebook page, and through Community Connection.

School Messenger is an automated phone service that will call students' families with important school information, such as school cancellations. Parents will need to provide the school with their **up-to-date phone contact information** to ensure that vital information reaches families in a timely manner. Please make sure to notify the office if your phone number changes.

Weather conditions may force closing of school early in the day. Such an announcement will be placed on Community Connections and 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.

## Transportation

### 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 building administrator (principal) that they be suspended from riding the bus. The administration 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 bus 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 dropped off or picked up at pre-determined drop-off points with administrative approval.
- A parent may write a note (for the season) for his/her child to get off the bus at a convenient location. If a car is not waiting for the student, he/she will be brought to the school.
- The head coach/sponsor reserves the right to request that a student ride the bus home.

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

Elementary 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.

## TECHNOLOGY ACCEPTABLE USE POLICY

# Acceptable Use Policy

2020-2021 School Year  
(Rev.20211920-01a)

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

### III. Violations of Technology Usage Policies and Procedures

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

district policy, regulations, and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations, and/or procedures. Any attempted violation of district policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual or successful violation.

#### **IV. Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property 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 any time have complete access to any and all data stored on the device.
- B. The Technology Coordinator may install any software deemed necessary by the Technology Coordinator or designees.
- C. The Technology Coordinator may remove any software deemed harmful or disruptive to other district technology resources or resources under the management scope of the Technology Coordinator.
- D. The Technology Coordinator may make any system change(s) to the device(s) that are deemed necessary.

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

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

- A. Applying for a user ID under false pretenses is prohibited.
- B. Using another person's user ID and/or password for **any reason** is prohibited.
- C. Sharing one's user ID and/or password with any other person is prohibited.
- D. Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent is prohibited. This includes recording digital classes and/or distance learning sessions.
- E. Mass consumption of technology resources that inhibits use by others is prohibited.
- F. Unless authorized by the district, non-educational Internet usage is prohibited.
- G. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- H. Accessing any fee services without permission from an administrator is prohibited. Any user who accesses such services without permission is solely responsible for all charges incurred.
- I. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- J. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- K. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- L. Accessing, viewing or disseminating information using district resources including e-mail or Internet access that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that because of their content or their manner of distribution will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations, is prohibited.
- M. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, sexual orientation, gender/gender identity, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.



- N. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- O. Users may only use properly licensed software, audio, or video media purchased by the district and/or approved for use by the Technology Coordinator. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
- P. At no time will district technology or software be removed from the district premises unless authorized by the district.
- Q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved, or relocated without permission from the Technology Coordinator. All users will be held accountable for any damage they cause to district technology resources.
- R. Users may not install software unless authorized by the Technology Coordinator.
- S. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- T. The User will be held responsible for all activity on the network and computer systems where their account is used. Even if the activity was not the action of that person.

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

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

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

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

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

- J. The Putnam Co. R-I School District reserves the right to limit access to any materials designated by the Technology Coordinator.
  - K. Any authorized parent or guardian may be given access to all information and data contained in any district technology resource pertaining to the student they have authority over.
- X. Electronic Communication**
- A. A user is responsible for all communications originating from the user's ID or password.
  - B. Forgery or attempted forgery of electronic communications is prohibited.
  - C. Unauthorized attempts to read, delete, copy, or modify electronic communications of other users are prohibited.
  - D. All users must adhere to the same standards for communicating online that are expected in the classroom, and are consistent with district policies, regulations, and procedures.
- XI. Waiver**
- Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the Technology Coordinator and the building Principal, Superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved. To be valid, notification of the waiver must be given to the Technology Coordinator, Superintendent, and any building Principal that may have administrative responsibility for that user.
- XII. No Warranty/No Endorsement**
- The district makes no warranties of any kind, whether expressed or implied, for the services, products, and/or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for the loss of data, delays, non-deliveries, miss-deliveries, or service interruptions. The district does not guarantee the accuracy, quality, or appropriateness of information obtained from the Internet or use of its technology resources. Access does not include endorsement of the content or the accuracy of the information obtained.
- XIII. The exceptionException 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.

## 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 an account exceeds this amount, students may not be eligible to attend field trips or extracurricular activities at which they are not a helper, performer, or competitor. Please pay bills in a timely manner, and contact the superintendent's secretary if you desire to establish a payment plan. In order for a student to be eligible for the 5th grade field trip, the balance must be \$0. This will help to ensure that students are not ineligible for Middle School activities as a result of unpaid elementary bills.

## Visitors

Parents, grandparents, or guardians are welcome to visit a child's classroom if the visit has been **pre-arranged with teacher and approved by principal. All visitors are required to stop at the office.** 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 Grandparents' Day and other such days in which the school invites members of the community in.) Forms for the background checks are available in the elementary office. Because we are striving for educational excellence, students will not be allowed to bring other children as guests with them to school. This tends to be disruptive to normal classroom practices.

## **Volunteers**

Our school makes use of volunteers in aiding teachers to help students by listening to them read, practicing math facts, etc. If you would like to be a volunteer, please call our office at 947-3361, extension 318. As in all work with children, background checks will be necessary.

# **Services and Programs**

## **Counseling/Guidance Services**

Mrs. Diane McClain serves as our guidance counselor for the elementary building. Each classroom attends weekly guidance classes which focus on topics such as; character education, violence prevention/bullying, and healthy living/choices. Mrs. McClain is available to all students and can be reached through the school office at 947-3361, ext. 329.

## **Library Services**

Mrs. Robin Caley serves as the librarian for the elementary building. Each classroom will have regularly scheduled library time each week. The library will also have open times that the students can go in on their own to check out books, work on the computer, etc. Please be prompt in returning books on or before the due date. Negligence, in regard to books, could necessitate imposing a fine on overdue and mistreated books.

To obtain a State Reading Circle Certificate at the end of the school year, the following number of books are required reading for each grade:

Kdg. – 20;

1st grade – 20;

2nd grade – 20;

3rd grade – 11 fiction and 5 non-fiction;

4th grade – 11 fiction and 5 non-fiction;

5th grade – 11 fiction and 5 non-fiction.

At the end of 5th grade, if a student has received a reading circle certificate for 6 consecutive years, they will receive a “Life Certificate.”

❖ World Books or reference books from a set aren’t allowed to go home from the library. ❖ Children are not to have more than 3 books checked out at a time (K & 1st, 1 book).

❖ Students are not allowed to check out books if they have a lost or overdue book.

## **Parents as Teachers Program**

Parents as Teachers (PAT) is an early childhood program that is offered for children ages birth to 5 years of age. The early years of a child’s life are critical for development and provide the foundation for success in school and in life. A child’s first teacher is their parent. All families and children deserve the same right to succeed. The goal of PAT is to provide information, support and encouragement to all parents. The PAT office is located in the Education Center and

can be reached at extension 554.

### **SOAR – Before and After School Program**

Putnam County R-I offers a before and after school program which includes educational enrichment, tutoring/homework help, recreational activities, and childcare. This program is available to students in grades K-8 at 6:00-8:00 a.m. and 3:25-6:00 p.m., Monday through Friday. Please contact the elementary office at extension 318 for further information about this valuable program.

### **Special Education**

Special education services are provided for students who require individual education plans. Evaluation, educational and related services, such as, speech/language therapy, physical therapy, and occupational therapy are available for qualifying school age children. Early Childhood Special Education services (ECSE) are available for 3, 4, and 5 year old preschoolers who meet eligibility. Parents of children in these programs are heavily involved in the placement of their child. Questions concerning Special Services should be directed to Mrs. Barb Hodges , Special Services Coordinator, at 947-3361, extension 382.

### **Student Health Services**

A mini exam will be provided for each student. This will include height, weight, blood pressure, pulse, and vision screening each school year. Spinal checks are performed on alternate years starting with 5th grade. Hearing tests are also given. Parents will be notified of any concerns identified during screening. These routine health screenings are not intended to replace medical check-ups.

Periodically, students will be checked for head lice. Parents are advised to regularly check their child's head for signs of infestation. Should you find that your child is infected, please notify the school at once in order that screening of the other students can be done to stop the spread. Children with head lice are excluded from school until they have been treated. **We have a nit-free policy.**

If a student complains of not feeling well and their temperature is 100 degrees or higher, they will be sent home as soon as proper arrangements can be made. Students will also be excluded from school if they have a diagnosed contagious disease. Any questions regarding student health should be directed to Mrs. Stephanie Overton, school nurse, at 947-3361 ext 319.

Our belief is that all students benefit from outdoor recess. If you wish your child to remain inside because of illness, please send a note. Requests for extended inside time (over 5 days) should come from your doctor.

### **Medications**

We have emergency release card that must be completed and returned to the school if your child is to receive any medication at school. Any prescriptions given at school must be brought in the original container with prescription label that includes doctor name, student name, medication, appropriate dosage and time to be given. Any over the counter medicine must be brought in original package with parent note telling when to give, how much to administer and length of need. No medication will be given that comes to school in an unlabeled container. Over the counter medication must be in its original container.

### **Immunizations**

The state law governing immunizations for school age children states that no child will be entered into public school without an immunization record or an exempt form, either medical or religious. Every child, K-12th grade, must have three doses of Hepatitis B vaccination. K-12 must have a minimum of four doses

of DTP with the last dose after the fourth birthday. Every child 8th-12th grade requires one Tdap vaccination and 1 Meningococcal vaccine. If the student receives their 1st meningococcal vaccine before their 16th birthday they will be required to have a 2nd vaccine before entering 12th grade. K-12th must have a minimum of three inactivated Polio doses (with the last dose being given after the 4th birthday.) K-12th grade must have two doses of MMR given on or after the 1st birthday. K-10th must have two doses of Varicella. 11th-12th grade must have one dose of Varicella however, two doses is highly recommended.

### **Talented and Gifted**

The Talented and Gifted program provides services to students who demonstrate advanced abilities in academic or artistic areas. The program is designed to provide an enriched, challenging learning environment and is taught by Brook Fleshman.

### **Title I Schoolwide Program**

Title I services are provided to students in kindergarten through 5th grade. This additional, supplemental instruction supports the core instructional program that students receive from their classroom teacher. In a Schoolwide Program, all students are recognized as Title I students and therefore may receive services if needed. Our goal is to assist all children in achieving their highest potential in communication arts and reading. By working together, we can help all children move forward in these skills.

The Title I instructors provide services within K-5 classrooms, in small groups or on an individual basis based on student needs. Questions concerning Title I services should be directed to Mrs. Altiser, Elementary Principal/Title I Coordinator at 947-3361 ext.317.

# **Putnam County R-I Elementary School's**

## **SCHOOL – PARENT – STUDENT COMPACT**

### **2020-2021**

Putnam County R-I Elementary and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

#### **School Responsibilities**

Putnam County R-I Elementary and its staff will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards (MLS):
  1. Retain highly qualified principals and teachers
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research
  3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to:
  1. Discuss the child's progress/grades during the first quarter
  2. Discuss this compact as it relates to the child's achievement
  3. Examine the child's achievement and any pending options at the end of third quarter
- Provide parents with frequent reports on their child's progress as follows:
  1. Weekly newsletter from the classroom teacher
  2. Quarterly grade cards/reports sent home by the school
- Be accessible to parents through:
  1. Phone calls or person-to-person meetings
  2. Scheduled conferences before, during, or after school
- Provide parents opportunities to participate in their child's class:
  1. Help with classroom decorations, art projects, etc.
  2. Present a program on your culture, a different country, etc.
  3. Assist with holiday programs or parties, educational trips, etc.

#### **Parent Responsibilities**

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

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

**Student Responsibilities**

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

1. Attend school every day possible
2. Be respectful toward others
3. Do my homework every day and ask for help when I need it
4. Read at least 15-20 minutes every day outside of school time
5. Give all notes and information from my school to my parent/guardian daily

**2020-2021 ELEMENTARY SCHOOL HANDBOOK  
PARENT/STUDENT COMPACT**

Please **sign** and **return** to the Elementary School Office after **reading and reviewing with your child** the **Putnam County Elementary School Handbook, Code of Conduct, Literacy Plan, Technology Acceptable Use Policy and School-Parent-Student Compact**. The handbook may be found online at [www.putnamcountyr1.net](http://www.putnamcountyr1.net).

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

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_ Date \_\_\_\_\_  
Student signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian signature