

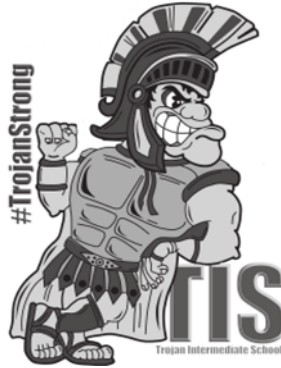
Potosi R-3 School District
TROJAN INTERMEDIATE SCHOOL

367 Intermediate Drive

Potosi, MO 63664

www.potosir3.org

@TIS_Trojans



**STUDENT/PARENT HANDBOOK
2021-2022**

***#TROJANSTRONG
LOVE PURPLE, LIVE GOLD***

POTOSI R-3 BOARD OF EDUCATION

PRESIDENT - Rhonda Phares
VICE PRESIDENT- John Hunter Belfield
SECRETARY- Mary Lou Brabham
TREASURER- Dallas Thompson
MEMBER – Jeanette Allen
MEMBER - Charles E. Mercille, Jr.
MEMBER - Dr. James Robart, Jr.

ADMINISTRATIVE STAFF

Mr. Alex McCaul – Superintendent
Mr. Bryce Wilson – Assistant Superintendent
Mrs. Nicole Portell – Principal
Mrs. Deanna Clapp – Assistant Principal
Mrs. Kaley Holbert – Counselor
Mrs. Paula Pashia – Social Worker
Mrs. Kim Hartley – Special Education Director
Ms. Jenny Lawson and Mr. Chris Dicus – Transportation Directors

DISTRICT PHONE NUMBERS

Potosi Elementary School = 438-2223
Trojan Intermediate School = 436-8108
Trojan Intermediate School Fax = 436-8508
John Evans Middle School = 438-2101
Potosi High School = 438-2156
Special Education Office = 438-2315
Bus Garage = 438-5881
Superintendent Office = 438-5485

District Mission:

Ensuring All Students Reach Their Potential

District Vision:

The Potosi R-3 School District will provide for all students a safe environment which will allow them the opportunity to reach their learning potential and prepare them to become responsible citizens through a cooperative effort among, home, school, and community.

Belief Statements

- We believe that each student is important and unique
- We believe all students are 21st century learners and will college or career ready
- We believe that parental, family, school and community relationships are essential to foster ethical and moral character.
- We believe that providing a safe and nurturing atmosphere will foster a life-long love of learning
- We believe all staff will inspire all students to achieve success and compete at a high level.
- We believe all students will increase understanding, tolerance, and acceptance of people from varied cultural, economic and racial backgrounds.

WELCOME TO TROJAN INTERMEDIATE SCHOOL

Dear Parents and Students,

Welcome to Trojan Intermediate School (TIS). It is a pleasure to work with you and have you as partners in this educational school year. We want you to feel at home at TIS and to accomplish this we advocate an open door policy.

As the school year progresses and you become more informed, or puzzled, we encourage you to call the school for an appointment and speak with those whom might be of help. If you have a specific question or problem that relates to your child, please contact the teacher. We invite your participation in the exciting experiences and challenges of your child's learning and growing. Please read this student handbook to familiarize yourself with the rules and regulations of the school and to assist your child in adjusting to school life at TIS.

It is our sincere hope that in working together we can provide the positive educational environment your child needs in becoming a well-rounded and productive individual. Learning new knowledge is the gift we give our-selves that no one can ever take from us. We hope this will be a wonderful, positive, and empowering year for students and parents at Trojan Intermediate.

Sincerely,

Nicole Portell, Principal; Deanna Clapp, Assistant Principal, and Trojan Intermediate Professional Staff

TROJAN INTERMEDIATE SCHOOL MISSION STATEMENT
TEAMWORK IMPACTS SUCCESS

TROJAN INTERMEDIATE SCHOOL VISION STATEMENTS
AT TROJAN INTERMEDIATE SCHOOL ...

- *STAFF WILL SHARE THE BELIEF THAT THROUGH THEIR COLLECTIVE ACTIONS THEY CAN POSITIVELY INFLUENCE STUDENT OUTCOMES AND ACHIEVEMENT.*
- *EACH AND EVERY STUDENT WILL LEARN FROM EDUCATORS WITH HIGH TEACHER CREDIBILITY.*
- *HIGH EXPECTATIONS FOR TEACHER AND STUDENT BEHAVIORS ARE VITAL TO STUDENT SUCCESS.*
- *THE MAJORITY OF STUDENTS IN EACH AND EVERY CLASSROOM WILL PERFORM AT PROFICIENT AND ADVANCED ACHIEVEMENT LEVELS.*
- *COLLABORATIVELY STAFF AND PARENTS WILL WORK TOGETHER TO CREATE 21ST CENTURY LEARNERS.*
- *STAFF AND STUDENTS WILL USE TECHNOLOGY WITH PURPOSE AND PRECISION TO ENHANCE LEARNING.*

TROJAN INTERMEDIATE SCHOOL MOTTO
OUR BUILDING, OUR STUDENTS

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POTOSI R-3 SCHOOL DISTRICT CALENDAR

2021-2022

- August** 13 New Teacher Orientation
 16, 17, 18, 19 Teacher Workshop Days
 23 1st Day of Student Attendance
- September** 6 Labor Day (No School)
 24 Homecoming (Early Dismissal 1:00 p.m.)
- October** 11 Teacher Collaboration (No School)
 15 1st Quarter Ends
 21 Parent Teacher Conferences (Early Dismissal 1:00 p.m.)
 22 Parent Teacher Conferences (No School)
- November** 12 Teacher Collaboration (No School)
 24 Thanksgiving Break Begins (Early Dismissal 1:00 p.m.)
 25-26 Thanksgiving Break (No School)
- December** 17 2nd Quarter Ends
 20-31 Christmas Break
- January** 3 Teacher Collaboration (No School)
 4 School Resumes
 17 Martin Luther King Jr. Day (No School)
- February** 18 Teacher Collaboration (No School)
 21 President's Day (No School)
- March** 11 3rd Quarter Ends
- April** 14, 15, 18 Easter Break (No School)
- May** 20 Students' Last Day (Early Dismissal at 1:00 p.m.)
 23-24 Teacher Workshop Days (24th ½ Day)



Trojan Intermediate School



Daily Schedule 2021-2022

- 7:15.....Building Opens
- 7:15 – 8:00Breakfast Served
- 7:30.....Teachers Report to Classrooms
- 7:45.....1st Bell – Pledges & Announcements
- 8:00.....Tardy Bell - Classes Begin
- 10:45 – 11:10..... 4th Grade Lunch
- 11:15 – 11:40 4th Grade Recess
- 11:15 - 11:40.....5th Grade Lunch
- 11:45-12:10.....5th Grade Recess
- 11:45 - 12:10.....6th Grade Lunch
- 12:15 - 12:40.....6th Grade Recess
- 2:50.....Walkers and Riders Dismissal
- 2:55.....Bus Dismissal

Trojan Intermediate Special Class Schedule

8:10 a.m. - 8:55a.m. = Buckley, Juliette, Wilson (Specials Time for PE Only)

9:00 a.m. - 9:45 a.m. = Moyers, Nicholson, Fenwick

9:50 a.m. - 10:35 a.m. = Greenlee, Arndt, Henson

*10:40 a.m. - 11:25 a.m. = Buckley, Juliette, Wilson
(Specials Time for Music, Art, Library)*

12:20 p.m. - 1:05 p.m. = McClain, Harmon, Haar, Yates

1:10 p.m. - 1:55 p.m. = Littrell, Blount, Davies, Schnieders

2:00 p.m. - 2:45 p.m. = Fisher, Long, Gazaway

**Specials at Trojan Intermediate School are on a daily rotation. Students will have either Music, Art, PE, or Library/Keyboarding daily for 45 minutes.*

**Model Guidance will also be provided to all classes two times each month.*

POTOSI R-3 SCHOOL DISTRICT

GENERAL INFORMATION & DATES TO REMEMBER

BUILDING HOURS & SAFETY

Trojan Intermediate School opens daily for students at 7:15 A.M. each day. Students will enter through the front doors of the cafeteria designated for bus riders or through the car rider door on the 6th grade side of the building designated for car riders and walkers. There is no school supervision until this time. Between 7:15 A.M. and 7:30 A.M. students arriving at Trojan will either report to the cafeteria for breakfast or if not eating, will report to their grade level hallway to sit on the floor. At 7:30 A.M. classroom teachers will be at classroom doors to welcome students into the classroom. Students arriving at the building between 7:30 A.M. and 8:00 A.M. will report to the cafeteria to get a breakfast tray to take to the classroom or students not eating a school breakfast will report directly to their homeroom classroom. If students arrive after 8:00 A.M. a parent/guardian must sign the student in, in the office.

Parents should never drop off students before 7:15 A.M., nor leave them at school after 3:30 P.M. unless for tutoring or a school sponsored event. The district will not be responsible for supervising students outside the stated times.

PROCEDURES FOR CHECKING STUDENTS IN AND OUT OF SCHOOL Any student who arrives at school after 8:00 A.M., no matter what the reason, must be signed-in at the office by a parent/guardian. All doors are locked at 8:00 A.M. until 3:00 P.M. Parents will have to enter through the front door after using the buzzer system to be permitted in the building for student safety. Parents may be required to show an ID at the front door to enter the building, and/or may be required to show a valid ID to pick up a student from school.

Any student who must leave school before dismissal time at 3:00 P.M. must sign-out of school through the office. A teacher shall not release a student from their classroom unless they are given a release from the office or a student is called to the office over the intercom.

A student who leaves school grounds before school dismisses must accompany their legal parent or guardian. Parents, guardians, or those picking up the student before may be required to show a photo ID for the safety of the student. Should there be unusual circumstances prohibiting a parent or guardian from leaving with the student, arrangements must be made through the office before the student will be allowed to leave. Parents are reminded however that the school day consists of 6.5 hours and it should be stressed that the student should be present to obtain the maximum benefit from school.

*If a parent is picking up a student from school before dismissal time, the parent may pick them up in the office until 2:40 p.m. After 2:40 p.m. students will need to be picked up in the rider line due to bus traffic (only) in front of the building.

TROJAN INTERMEDIATE BUILDING ACCESS

The entrance to the Trojan Intermediate School for all cars, trucks, vans, etc. is the access road on South Mine Street (Lakeview Road). The drop-off for all students arriving by individual transportation will be at the east entrance (circle drive at the end of the building) between 7:15 a.m. – 7:45 a.m. After 7:45 a.m. students may be dropped off until 8:00 a.m. in front of the building at the main entrance. After 8:00 a.m. a parent will need to bring the child to the office to sign in for the day. The north (front) access road for the building is intended for **BUS TRAFFIC ONLY between the times of 7:15 a.m. – 7:45 a.m. and 2:40 p.m. – 3:15 p.m.**

DAILY CAR RIDERS – STUDENT PICK UP

For the safety of all students, students will be given brightly colored name sheets for parents to place in the dashboard during daily car rider student pick up. Student names should be easily visible and placed in the dashboard of parents or those who are allowed to pick each student up from school. Vehicles in the car rider line

without a name sheet will be questioned by school staff, and could be required to show appropriate identification. Staff school may also require the parent/person to report to the office to pick up the child if there are further questions or concerns. These procedures are in place for the safety of each and every child. Students who are car riders need picked up at the east entrance of the building. After 2:40 p.m. daily students will be considered car riders, all car riders need to be picked up from school the time of 2:50 p.m. and 3:15 p.m. Students not picked up by 3:15 p.m. will be brought to the office for parent pick up. The office closes daily at 4:00 p.m.

SCHOOL CLOSINGS DUE TO WEATHER / PARENT NOTICE SYSTEM Whenever there appears to be doubt as to whether school will be in session due to severe weather conditions, announcements will be made on the following radio stations: 98.5 FM 104.3 FM News Channels 2, 4 & 5
Potosi R-3 website: www.potosir3.org @TIS_Trojans

Announcements will be made at approximately 6:15 a.m. if at all possible. Please avoid calling the radio stations or the school offices for closing information. If school must be closed during the school day the stations listed above will also be notified. Should school be dismissed early for threatening weather students can be released to parents or designated persons such as a babysitter, as indicated by information on file with the school, or they will use normal school transportation home.

VISITORS TO DISTRICT PROPERTY EVENTS (POLICY KK)
District Property

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

Student Visitation

In general, visitors to district property are not allowed to speak directly with students unless it is part of the district's education program or a parent/guardian has given permission.

The district understands that parents/guardians sometimes need to briefly communicate with a student during the school day or during a school activity and will accommodate such communications when possible. However, the district refuses to mediate visitation and custody disputes among parents/guardians and other relatives or accommodate visits that the district determines could be distracting to a student. The district discourages parents/guardians, grandparents and other relatives from visiting students during school hours or school activities.

The superintendent or designee has the discretion to prohibit a parent/guardian or other relative from, for example, eating lunch with a student, attending class parties or field trips or pulling a student out of class if such a visit could interfere with the education program or be disruptive; if one of the parents/guardians objects; if there is a current dispute regarding custody or visitation of the student; or if district employees are uncertain as to whether a person may legally have contact with a student.

Classroom Observations

Parental involvement with school activities is encouraged, and the district provides opportunities for such involvement. However, because classroom visits can be disruptive to the educational process, the district does not permit parents/guardians or others to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance after consulting with the

teacher.

Service Providers

The district does not permit outside entities to provide services to students on district property unless the service providers are working with the students in conjunction with the district's student health services program or pursuant to an agreement with the district.

Prohibited Items

Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

Visitors to district property may not possess or use alcohol or any substances that are illegal under state or federal law on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district.

Appropriate Behavior

The Potosi R-III School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by patrons at athletic and other events. The Board will work with parents/guardians, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

Registered Sex Offenders and Persons Prohibited on or Near District Property

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or *nolo contendere* to or who have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 573.200, RSMo.
5. Promoting a sexual performance by a child, § 573.205, RSMo.

6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student education or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal or a designee of either may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may communicate with the Board in writing but will not be allowed back onto district property unless allowed by the Board.

PARENTAL NOTIFICATION SYSTEM

Sign up for the PARENTALNOTIFICATION SYSTEM and get important information about the Potosi R-3 School District sent as text messages and emails directly to your mobile phone and/or email address.

Sign up is easy and it's free. Just go to the below website and signup online or email/ call for help

SCHOOL VOLUNTEER PROGRAM

Trojan Intermediate School welcomes parent volunteers in the building. In order to volunteer in the Potosi R-3 School District, all volunteers must complete a Background Check application and receive mandatory (annual training) according to State Law SB 54. If interested in volunteering, please contact Central Office at 438-5485.

SCHOOL PICTURES

FALL PICTURES - THURSDAY, OCTOBER 21, 2021

SPRING PICTURES – THURSDAY, MARCH 3, 2022

MUSIC PROGRAMS

4TH GRADE – Thursday, November 4th

5TH GRADE – Thursday, December 9th

6TH GRADE – Thursday, March 17th

FIELD TRIPS

Students who are being taken on an educational or reward field trip outside the school grounds must have written permission from a parent or guardian.

*Any student who does not meet attendance expectations can lose field trip privileges.

SCHOOL PARTIES

At Trojan Intermediate there are three scheduled school wide parties, one in the fall, the other before Christmas break, and the third party in February. There could be other parties for the building, grade level, or classroom to celebrate special occasions or achievements. If parents are allowed to attend parties, information will be sent home inviting parents to attend.

PARTY TREATS

In the interest of providing a healthy environment, snacks brought by students or parents for parties or school cannot be shared. Snacks brought in for parties must follow the Wellness Policy ADF.

FOOD DELIVERY TO STUDENTS

There are times when a student forgets or requires a lunch be brought to school by a parent or guardian. Food may be delivered or brought to school by parents/guardians if it is food brought from home, or in a lunch bag or box. Food from fast food restaurants for students brought to school by parents/guardians is not permissible at this time.

GYM USAGE

The gymnasium at Trojan Intermediate School is available for public use, per approval from the district. There is no rental fee, but an hourly custodian charge will be issued to those using the facility. Insurance is expected of athletic organizations to utilize for practice. Paperwork to use the gymnasium is available in the office.

NUTRITION GUIDELINES

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program. It is the policy of the Potosi R-3 School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores, and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable

school meals program during the school day. For the purpose of this policy, the school day is the time period from the midnight before to 30 minutes after the school day.

STUDENT OF THE MONTH

The faculty of Trojan Intermediate School will be recognizing “Students of the Month” from each of the classrooms. The Student of the Month Award is given in recognition to deserving students chosen on the basis of personal characteristics and classroom achievement.

LEADERSHIP STUDENTS

One student from each grade level will be selected per month for displaying out-standing leadership qualities and characteristics as determined and selected by grade level teachers and building administration.

STUDENT INSURANCE

The student accident insurance application will be web based this year. The brochures the school usually hands out at the beginning of the school year will no longer be available. Parents can access the information and application through the Potosi R-3 website at www.potosir3.org. Go to parent center, then choose links and click on student accident insurance, or parents can go directly to the website at <http://markel.sevencorners.com>. The state children’s health insurance program, MO Health Net for Kids (MHK) is available to students by going to the website at

<http://www.benefits.gov/benefits/benefit-details/1606>.

RIGHT TO PUBLISH

On occasion your child’s picture may be published in The Independent-Journal or on our school web page. Please notify the school if you do not want your child’s picture to appear in these formats

STUDENT AFTER SCHOOL ACTIVITIES AT TROJAN

At Trojan Intermediate School we offer several after school activities and/or clubs for students to participate in, as well as tutoring. There are activities that all students may join, and other activities that require a student to “try out” or to be selected. To join these activities parents will have to be able to provide after school transportation home for their child. Information will be sent home with students regarding each activity, and the requirements to join or to be selected.

YMCA - Outdoor Education Program - 6th Grade

On October 27, 28, 29 6th grade Trojan Intermediate students will be attending the annual **Outdoor Education Program at Camp Lakewood at YMCA of the Ozarks**.

* The cost of the trip is **\$75.00 per student**. This covers room and board and all meals for the students for the three days. You can pay the full amount or make payments by the designated due date. Mrs. Tina Dicus, TIS Secretary, will take care of the payments through our office. The trip will need to be paid in full by **October 15, 2021**. It is our goal that all students attend the trip. However students who have not shown the ability to follow building expectations, and to follow school rules will not be allowed to attend per administration decision.

ATTENDANCE POLICY

GENERAL POLICY - STUDENT ABSENCES & EXCUSES

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, class room participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce the law.
6. State law authorizes school boards to make all needful rules for organizations and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Potosi R-III School District. File: JED

ATTENDANCE GOAL

It is Potosi R-3 School District's goal to maintain a 95% attendance rate for the school year. In order to meet this goal, we must all work together - staff, parents and community.

To succeed, each individual student must do his/her part by attending school on a regular, consistent basis. To encourage and recognize acceptable attendance, we have implemented procedures and strategies. TIS students who earn 100% attendance will be recognized/rewarded monthly. Also, TIS students will be held ac-countable for maintaining 93% (12 days or less per year) attendance in order to go on school-sponsored field trips. Any absence from school is considered an "absence" regardless if it is excused or unexcused and will count against the student's attendance percentage. It is important to consider that if your child has a doctor or dentist appointment and can return to school following the appointment, please bring him/her back to school and only the hours absent will be counted against the student. Also, being on time and staying until the end of the day is very important so students are not counted absent for those times. It is still necessary to submit dr./ dentist excuses to the school office for adequate documentation in regards to your child's attendance, however all absences excused with a doctor's note are still considered an absence when determining 93% attendance. If a student misses two days of school, parents may request classroom work from the teacher to help students keep up with their school work, however nothing replaces student learning more than being in attendance at school daily.

Your child's attendance is vital for learning. The goal we have established is recognized by the State of Missouri. We all have to work together to achieve both State and District goals. We appreciate your support and look forward to a successful school year.

It is our hope that all students will have the opportunity to participate in school-sponsored events.

PARENT CONTACT

With the yearly goal of improving attendance, we will attempt to contact parents/ guardians daily when students are absent. We also send home a 5 and 7 day letter notifying parents about attendance. In the event a student misses ten (10) during the school year, a parent conference will be held. This conference will be held with the

principal and/or the administrative assistant, and social worker. If parents are not responsive to phone calls, letters, or attending a conference, a home visit will be made by the social worker, counselor, and building administration to discuss the child's struggle with attendance. The primary purpose of the conference is to attempt to determine the cause of the student's attendance problems and to bring the resources of the school and/or community to bear upon these problems. Typical actions of these conferences might include the following:

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

DOCTOR/DENTIST APPOINTMENTS

Any time your child has a doctor or dentist appointment make sure to get a Doctor's Excuse form and return it to school. The excuse does not change your child's attendance percentage, however; the school social worker does document Doctor's Excuses for determining chronic absenteeism and/or educational neglect.

TARDINESS TO SCHOOL

It is important that all students are in their classes and prepared for the day's activities by 8:00 A.M. Reporting to class late can disrupt the progress of the teacher's lesson. To help the school maintain a smooth routine for learning, please see that the student is prompt and prepared for the day. Should a student continue to be late to school, the parent will be contacted. Being late to school or leaving early is detrimental to a child's overall attendance. Minutes can add up quickly impacting the 93% attendance goal.

PERFECT ATTENDANCE AWARDS

Perfect attendance awards will be presented to a student who has 100% attendance during the school year.

FOOTBALL HOMECOMING PARADE

Students that participate in the district homecoming parade have to be signed out by a parent or coach (with parent permission). Parents do not have to sign students back into school after the parade.

BUILDING EXPECTATIONS FOR STUDENTS

At Trojan Intermediate School Students Will ...

- Attend school daily with a positive attitude.
- Take ownership of learning.
- Speak and act respectfully.
- Treat school property and resources with pride.
- Use technology carefully and appropriately.

STUDENT DRESS AND GROOMING POLICY

It shall be the policy of the Potosi R-3 Board of Education to adopt a dress policy considering appropriate recommendation from students, faculty, & administration.

1. Students should be neat in dress with attention given to personal grooming and with the philosophy of building personal pride and a desirable image of our school.
2. Clothing apparel and accessories should not have any reference to drugs, alcohol, tobacco, and no objectionable language and suggestive messages or illustrations.
3. Hats, hoods or sock caps are not to be worn in the building. The only exceptions for hats is during Homecoming Spirit weeks or for a special hat day approved by building administration.
4. Footwear must be worn at all times.
5. Shorts, skirts, and dresses should be worn at a length that reflects good taste and common decency and should be no shorter than mid-thigh (or standing with arms extended down your side, the length should not be shorter than where the fingertips meet the hemline).
6. Halter tops, tube tops, exposed bare-midriff (front or back), spaghetti straps, see-through clothing, muscle shirts or biker shorts alone are examples of clothing which are not acceptable.
7. Students will be expected to wear warmer type clothing in cooler/colder weather and bring coats for outdoor recess time.
8. If students are not meeting proper dress requirements, parents will be called to bring appropriate clothing, if parents cannot be contacted or reached the school nurse will provide a clothing option.
9. In all cases of questionable dress, the administration will make the final decision on students being dressed inappropriately.
(Policy JFCA and Procedure JFCA-AP)

TROJAN INTERMEDIATE - BUILDING RULES

- Students should not bring toys, hand held games, toy guns or knives, trading and collecting cards, or any valuable items.
- Students should not leave the classroom or building without permission.
- Students should not taunt or name call other students using discriminating re-marks pertaining to gender, race, ethnicity, sexuality, religion, national origin or disability
- Students must keep cell phones turned off in their backpacks at all times while at school unless given special permission by a teacher or administrator.
 - Smart watches should be used to tell time only, and not as a cell phone device, and cannot be worn during assessment times.
 - No glass containers may be brought to school.
 - Students may bring soda in their lunch (such as a can or plastic bottle) but students may not leave the cafeteria with a drink.
 - All food and drink should be finished and disposed of in the cafeteria before leaving.
 - Fountain drinks, teas, coffees, etc. may not leave the cafeteria, these must be finished before going to class.
 - Energy drinks are not allowable for students to drink while at school.
 - No wrestling, “pretend” fighting, or karate in the building.
 - Keep hands, feet, and all objects to yourself.
 - No pulling or snatching of clothing in the building.
 - Children should not be running in the room, hall or bus line.
 - Students should walk all the way down the hall to the restrooms or other classes in a straight orderly line.
 - No kicking, tripping, pushing, hitting, or spitting while in the school.
 - Chewing gum is not allowed at school unless approved by building administration.

- Students should respect all property, including textbooks, chrome books, desks, chairs, hallways, sports equipment, library books, and restrooms, keeping all neat, clean, and taken care of, free of debris or graffiti.
- Students will pick up their own trash in the classroom, hallways, cafeteria, restrooms, on the bus, and on school grounds.

TROJAN INTERMEDIATE PLAYGROUND RULES

- Students are not to have personal items such as balls, frisbees, or toys on the playground areas. Personal items are allowed only on special play days or for reward activities as specified by building administration.
- Students should not throw any objects on the playground other than playground balls.
- Students are to walk to and from the playground and remain in line until released by duty teachers. All duty teachers need to wait to dismiss students until all grade levels have cleared the area.
- Students are not to jump off the swings, not to swing standing up, not to twist swings, weave in and out of swings and not to stand directly in front of or directly behind the swings.
- Students are not allowed to play in the weeds, bushes, trees, or the ditches.
- Students are not to perform any gymnastics on the playground.
(This includes handstands, cartwheels, flips, and hanging upside down on bars.)
- No sitting, standing, or blocking top of equipment.
- No students are allowed between the bench area and classroom windows by 4th grade.
- Picnic tables will be used as designated area only.
- Basketballs and basketball players are the only ones allowed in the goal area to play basketball or knockout.
- Only one basketball per goal and only 2 basketballs allowed on the playground
- No standing or walking on the picnic tables.
- Students are not to go beyond the fence at either end of the building, and should not play on the parking lots during recess time.
- Students should not kick balls over the fence or on top of the building.
- When recess is over, students should line up by class, quietly and respectfully prepared to enter the building.

CAFETERIA RULES

- Students will wait in as a class in the cafeteria waiting to be served.
- Students while walking will take a milk and a tray to the lunch table.
- Students will sit 6-8 students on each side of a cafeteria table per the duty teachers.
- Students are expected to sit with feet under the table, facing their own table while eating (and until dismissed).
- Students will stay seated during lunch, raising their hand if a napkin or fork is needed, they duty teacher will bring the napkin or fork to the table.
- Students are to use a respectful inside voice at lunch, yelling or talking loudly across tables is not acceptable.
- Students will not use the restroom during lunch unless an emergency.
- Students are not to throw food during lunch, or make a mess with their food on their tray or on the table.
- Students are not to share food.
- Students are to remain seated until dismissed by the duty teachers to stand, and then throw their trash/tray away.
- Students will pick up all trash at the table and on the floor during lunch.

- Students will line up carefully as a class without running, pushing, shoving, yelling, horseplay, or being disrespectful to one another.
- Students will exit the cafeteria quietly into the hallway to return to class.

GRADE LEVEL CONSEQUENCES

4th Grade Consequences

- 1st Offense – Verbal Warning
- 2nd Offense – Lose 15 Minutes of Recess
- 3rd Offense – Lose All Minutes of Recess
- 4th Offense – Parent Contacted by Teacher
- 5th Offense – Office Referral

5th Grade Consequences

- 1st Offense – Verbal Warning
- 2nd Offense – Fill out blue behavior form during recess, parents must sign, if not signed and returned the next day then student will lose a whole recess
- 3rd Offense – Fill out a second blue behavior form during recess, parents must sign, if not signed and returned the next day then student will lose a whole recess
- 4th Offense – Office Referral

6th Grade Consequences

- 1st Offense – Verbal Warning
- 2nd Offense – Lose all minutes of recess
- 3rd Offense – Parent contacted by teacher
- 4th Offense – Office Referral

STUDENT DISCIPLINE

(Grades K-6) File: JG-R1 Critical

The Potosi R-3 Schools are designed and intended to be a place where orderly learning is possible and encouraged. Effective schools are those that work hard to provide an orderly atmosphere conducive to learning. To establish and maintain the proper atmosphere for learning and to ensure the safety and well-being of the students, certain rules and standards of conduct are important and necessary. Students would be informed as to what is acceptable and unacceptable behavior, and know that unacceptable behavior results in consequences that will be administered in a firm and fair manner. Consequences may be increased or decreased depending on the circumstances. Guidelines setting forth standards of expected behavior and consequences for misbehavior are established to assure an orderly atmosphere conducive to learning. Any conduct not included, herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Potosi R-III School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and super-intendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

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

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

In accordance with the law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

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

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

Corporal Punishment

**Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alter-native means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness. The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. (Policy JGA-1)

Prohibited Conduct

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

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

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

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

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

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

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

Assault

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

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

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

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

First Offense:

Subsequent Offense: Expulsion

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

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

environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. (Policy JFCF)

First Offense:

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

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

Trauma-Informed Schools Initiative

Parents and guardians seeking information regarding information on Trauma-In-formed Schools Initiative can visit the website located at: <http://dese.mo.gov/trau-mainformed>

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

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

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

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

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

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

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

Drugs/Alcohol (See Board Policies JFCH & JHCD)

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

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

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

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

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

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

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic sub-stance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs de-fined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

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

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

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

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

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

Extortion- Threatening or intimidating any student for the purpose of obtaining money or anything of value.

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

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

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

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

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

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

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

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

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

False Alarms (see also “Threats or Verbal Assault”)- Tampering with emergency equipment, setting off false

alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, and juvenile authorities contacted.

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

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

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

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

Harassment, including Sexual Harassment (see Board policy AC)

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

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

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

2. Unwelcomed physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

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

participants.

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

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

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

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

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

Leaving School without Permission

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

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

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

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

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

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

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

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

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

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

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

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

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

Technology Misconduct

(See Board Policies EHB and KKB and procedure EHB-AP)

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

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

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

2. Violations, other than those listed in (1) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

Theft- Theft, attempted theft or knowing possession of stolen property.

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

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

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

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

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

Tobacco

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Weapons (see Board Policy JFCJ) - Students are forbidden to bring into school or onto school property any time.

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

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

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

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

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

Subsequent Offense: Expulsion.

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

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

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

Approved: 07/20/1999

Revised 2/15/2005; 7/19/2005; 5/20/2008; 4/21/2009; 02/15/2011; 4/16/2013

NOTICE REGARDING SEARCHES

- a) Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- b) The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- c) The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- d) Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
- e) The 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.
- f) The details of extracurricular drug testing, if applicable. (4th Amendment of U.S. Constitution, Policy JFG)

AUDIO AND VISUAL RECORDING

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy. If a student possesses electronic pictures or texts, the district will consider it the same as a hard-copy possession.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Definitions: Audio Recording - Registering sounds on tape, digitally or by other mechanical or electronic means.

Visual Recording - Registering visual images on film, tape digitally or by other mechanical or electronic means.

Recording by Students: The Potosi R-III School District prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

TECHNOLOGY USAGE

The Potosi R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students. The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

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

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

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

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

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

Authorized Users

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

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

designee.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail address, and district sponsored web pages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with policy GBH

User Privacy

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

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

Technology Administration

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

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

Content Filtering and Monitoring

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

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to

fully or partially dis-able the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

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

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

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

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student in-formation or records.

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

Closed Forum

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

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

Records Retention

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

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may

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

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

No Warranty/No Endorsement

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

The district is not responsible for loss of data, delays, non-deliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources. (Adopted 7/20/1999; Revised 3/18/2003; 5/20/2008; 6/26/2012)

STUDENT CONDUCT ON SCHOOL TRANSPORTATION **TRANSPORTATION DEPARTMENT • 438-5881**

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

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

(File: JFCC • Adopted 11/20/2001)

BUS POLICIES

Parents and Guardians: Please discuss these bus passenger rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing SAFE and EFFICIENT district transportation. Your child should understand that riding a school bus is a privilege conditioned on appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus. Your cooperation in communicating this very important message would be most appreciated.

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

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

At the Bus Stop: While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others, Students are expected to respect others' property. When the bus, approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

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

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

Passenger Conduct: Safe, respectful conduct is expected of all passengers to ensure safety:

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

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

- Fighting on the bus
- Throwing objects in or out of the bus
- Throwing items or trash out of bus windows
- Possession of dangerous weapons or articles
- Destroying or defacing district or private property
- Use of sparking devices
- Smoking, or use/possession of drugs, alcohol or any form of tobacco
- Obscene gestures or profanity directed at the bus driver or others
- Any part of the body extended outside of the bus
- Assault on a bus driver will result in indefinite suspension and possible criminal charges
- Pointing a laser pointer at a bus driver will result in suspension from the bus and possible criminal charge.

Parent Conduct: Parents with concerns regarding bus transportation, safety or student behaviors should contact the bus garage at 438-5881 or the Intermediate Office. Parents are not allowed to enter the school bus for any reason to address concerns.

Accidents/Breakdowns: Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually, and the traffic conditions in our area, accidents and breakdowns can happen. All the buses have two-way radios and help can be just minutes away. One

of the most important things to a bus driver in the event of an accident or break-down is passenger cooperation.

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

Items Not Allowed on the Bus:

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

- Glass objects; bottles, jars, etc.
- Open containers of food, drink, gum • Inflated balloons
- Live animals, bugs, worms
- Plants, dirt, other growing projects
- Oversized objects and instruments; those that cannot fit safely in the seat with the student
- Weapons; guns, knives, razor blades, etc. (real or toy)
- Sports equipment which could endanger others; like javelins, pole vaults or shot puts
- Skateboards and baseball bats
- Any item which cannot be transported easily or which creates a safety concern • Distractive electronic devices or trading cards

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

Student Discipline:

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

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

Video Cameras on School Buses

The Board of Education authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders during their transport to and from school and school activities. Video cameras will generally be placed in the interior front of school buses, facing the rear. All school buses with video systems will display a warning sign within the bus indicating that video and audio surveillance can occur on that bus to encourage transportation safety and proper student behavior. Students found to be in violation of the District’s bus conduct rules will be subject to discipline in accordance with District policy and applicable law.

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

BUS NOTE POLICY

The following bus note policy ensures student safety & brings peace of mind to the school employees and parents. Please follow the policy should a bus note be needed.

1. Requests for bus notes must be in writing by the custodial parent or legal guardian.
2. Phone calls from the custodial parent or legal guardian will not be accepted except under limited emergency conditions.
3. Bus note requests must clearly state the following:
 - a. A specific set of directions to the drop-off point.
Route and box numbers are not sufficient.
 - b. The full name of the responsible adult at the requested drop-off point.
 - c. The phone number of the residence where the child is to be dropped off.
4. Students will be transported to their primary residence unless a bus note, as described above, has been issued.
5. Deviation from the normal bus route will be limited.

RULES AND SAFETY REGULATIONS **FOR BUS STUDENTS**

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

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

ASSESSMENT PROGRAM

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

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disability-ties mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). File: IL Revised 12/15/2015

In order to achieve the purpose of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

District Assessment Plan

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

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* — To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Counseling* — To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
3. *Instructional Change* — To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding class room objectives and program implementation;
 - b. Help the professional staff formulate and recommend instructional policy; and
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* — To provide indicators of the progress of the district toward established goals. There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

Building Assessments

Assessments will be given to students in ELA and mathematics using the Study Island Benchmark tests three times per year to determine students' mastery and understanding of grade level standards. Students in 5th grade will also take the Science Study Island Benchmark assessments. Students will also take additional assessments, unit tests and common formative assessments to determine student level of understanding and mastery allowing teachers to create a plan of instruction and intervention per student.

The building will administer reading assessments to determine additional reading instruction and if retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district. Results of assessments will be expressed as reading at a particular grade level. From the results instruction and intervention will be created per student.

English Proficiency Assessments

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

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all 4th, 5th and 6th grade students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education. All MAP assessments will be administered in the spring.

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

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. Parents should see Policy IL referencing whether a parent/ guardian can opt a student out of an as-assessments and the process for doing so. Currently state law does not allow students to opt out of statewide assessments in Missouri. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

Adopted 7/20/1999; Revised 12/15/2015

STUDENT ACHIEVEMENT

HOMEWORK

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

If homework is given for grades 4-6 it will be reasonable, allowing students to practice at home to reinforce what they learned during the school day. Homework packets will not be given in grades 4-6 however students may have homework of unfinished work or for practice of a standard as determined by the teacher.

Parents should:

1. Set up a regular time and place for homework. If the children are just beginning school and have no homework assignments, set aside at least 10 minutes each day to read and discuss what happened in class.
2. be sure that your children understand their homework assignments. Go over the directions with them to determine whether they are following them correctly.
3. Make comments about your child's improvement; PRAISE your children for a job well done.
4. Contact the teacher (of the subject needing support, for example if have a question about math contact the math teacher) preferably by email or Class Dojo if you don't understand your children's assignments or if there is a particular problem. You may also call the office to leave a message for the teacher to call a parent back during the teacher's plan period or after school.
5. It is the student's responsibility to work with the teacher to keep up with daily assignments, unfinished work, or late work, such work can become homework and result in detention.

LATE WORK

Students failing to complete assigned work on time will be issued and expected to attend morning or after school detention to provide remediation and promote academic success. Late work not completed with this support will unfortunately result in a student receiving a zero percentage in the grade book, impacting the overall grade for the

class, and more importantly, lack of completion does not allow students to practice and learn standards as necessary.

MAKE-UPWORK

After the second day of a student’s absence, a parent may request that the classroom teacher send the previous day’s assignments home. Students who are absent less than two days will not have homework assignments sent home.

All students will have the opportunity to make up work missed due to school absences. For each day missed the student will be given that same number of days to make up assignments missed while absent. If work is not completed with this time given, missing work will be given a zero percentage.

RETESTING & TUTORING

Retest: Any student who attends two tutoring sessions may retake a test/assignment one time in which the student will receive the higher of the two grades.

Tutoring: Students not mastering grade level standards will be highly encouraged to attend tutoring either before or after school with the goal of mastering grade level standards. Students with a reading plan are encouraged to receive 30 hours of tutoring focused on reading fluency and comprehension. Parents of students with a reading plan will be notified, and given different days and times tutoring is available to meet the needs of the student. Tutoring will also be provided to students seeking enrichment tutoring in content areas and in fine arts.

GRADING SCALE

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

GRADE	PERCENTAGE	GRADE	PERCENTAGE
A	100-95	C	76-73
A-	94-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-00

HONOR ROLL

Students in grades 4-6 who achieve honor roll status will be recognized at the end of each quarter. Students must earn no lower than a B- in each academic subject and pass art, music, P.E., and any elective class (including IEP accommodations for Science & Social Studies) to be included on the honor roll.

HIGH HONOR ROLL

Students in grades 4-6 who achieve high honor roll status will be recognized as the end of each quarter. Students must earn an A or A- in each academic subject and pass art, music, P.E., and any elective class (including IEP accommodations for Science & Social Studies) to be included on the high honor roll.

DYSLEXIA AND RELATED DISORDERS

In accordance with law, the district will screen students for dyslexia and related disorders and provide the appropriate classroom support in accordance with guidelines developed by the Department of Elementary and

Secondary Education. Screening results will be provided to the student's parents/guardians and district employees who have a legitimate educational interest. A screening that indicates the possibility of dyslexia or a related disorder is not a diagnosis and is not sufficient to determine whether the student has a disability, as defined by law that requires accommodation or special education. However, the district may use the information to provide additional classroom support and collect additional data to determine whether the student may need to be evaluated for special education or other accommodations in the future.

The district will annually offer all teachers a minimum of two hours of in-service training on dyslexia related disorders.

VIRTUAL COURSES and MOCAP

Notice that qualifying students may enroll in virtual courses if a virtual education option if approved as best for student learning by the district. Virtual instruction sponsored by the district is now explained in Policy IGCD. Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enrolling virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. MOCAP is explained further in detail in Policy IGCD.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/ guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying. Open enrollment for virtual instruction is closed five school days after the beginning of each semester. (Policy IGCD)

STUDENT CHROMEBOOKS

Each student at Trojan Intermediate will be assigned one chrome book to use daily at school and are to remain at school. Chromebooks are not to be taken home by students for personal use. Students are responsible for the safety and care of their chrome books, as well as how they are used and their purpose for learning or using school appropriate sites only. The classroom teacher and technology department will monitor the use of chrome books, any violation of care or correct usage will result in consequences.

PROMOTION, ACCELERATION AND RETENTION OF STUDENTS

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

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

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

Promotion

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

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

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

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

Acceleration

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

Retention

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

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

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area. File: IKE Revised 09/18/2001

REPORTING TO PARENTS

At the end of each quarter a report of pupil progress is sent to the parents of each intermediate child on a regular report form. The report includes the pupil's attendance and his progress in school subjects, in personal and social characteristics, and in work and study habits. Mid- quarter progress reports will also be sent home each quarter.

In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent- teacher conferences are used frequently. School personnel is available to parents at all times to help interpret and report a child's progress. The use of informal notes, telephone calls, and emails, online tools such as Dojo or Google Classroom and sending samples of pupil's work are other methods that will be used.

PARENT-TEACHER CONFERENCES

A parent-teacher conference is scheduled at the end of the first quarter. If at any time you would like to schedule and additional conference, please do not hesitate to call the office or contact the teacher to set up a conference

time.

STUDENT LED CONFERENCES

Student led conferences will be held in the spring in March before MAP testing. At these conferences students display and share their progress made during the school year to their parents. If a conversation is needed with a parent during these conferences, parents will be notified by the students' teacher(s).

CAFETERIA PROGRAM

The Potosi R-3 School District is implementing the Community Eligibility Provision Program in the District's Food Service Department.

Under this program, all enrolled students will be able to enjoy a FREE and healthy Breakfast and Lunch at school served in the REGULAR food serving line.

If students would like to purchase an extra entrée or milk or lunch there is a fee. The price of an extra entrée is 80 cents and the cost of an extra milk is 25 cents.

Students and parents do not have to complete applications, or be concerned with payment of school meals. The District is pleased to be able to provide all enrolled students this additional benefit for the 2021-2022 School Year.

HEALTH INFORMATION

IMMUNIZATION OF STUDENTS

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

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

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

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the house-hold of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

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

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary

reports in accordance with guidelines prepared by the Department of Health and Senior Services.

File: JHCB 8/23/2016

HEALTH PROGRAMS IN SCHOOL

Vision and hearing screening, heights, and weights are done once a year in 5th grade, with parent approval.

STUDENT ILLNESS AT SCHOOL

If a child has a low-grade fever or is vomiting, the nurse will contact parents to pick the child up from school. If a parent cannot be reached then the emergency contact list will be utilized for pick-up of the child. A child may return to school when fever free without the use of medications for at least 24 hours or has not vomited in the past 24 hours.

ALLERGIES

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

There are many products, including some school supplies that contain latex. These supplies may include markers, glue sticks, erasers, and rubber bands. Please purchase only labeled latex-free school supplies for your child. Please do not allow your child to bring balloons or any other toys that may contain latex to the classroom. If you would order a florist delivery for your child, please remind the florist to not include regular latex balloons with the order. Latex allergies can be life-threatening for some individuals.

STUDENT HEALTH SERVICES AND REQUIREMENTS (Head Lice)

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

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the par-Ent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.

6. A student who was identified as having nits but not a live head lice infestation will be reexamined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent will again be instructed on treatment options. This process will repeat until the student is free of nits.

7. The school nurse will keep accurate and confidential records of student's infected with head lice or nits.

File: JHC-APS

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

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

Authorized Prescriber — includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

Diabetes Medical Management Plan — A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

General

The Potosi R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with the law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

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

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the emergency use of a pre-filled epinephrine auto syringe or asthma related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications (such as Tylenol, Ibuprofen, Benadryl, etc.) will be readily available in the nurse's office and will be administered by the nurse or designee. In the event the nurse's office does not have a specific over-the-counter medication needed for a student, the medication can be delivered to the school principal or designee. It must be delivered by an adult in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. The strength of the over-the-counter medication will be appropriate to the age and size of the student. Parents must be contacted before administering over the counter medication to a student.

Prescription Medications

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

Medical Marijuana and Cannabidiol (CBD) Oil

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

Possession and Self-Administration of Medications

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

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1) Students with Diabetes

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

have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

2) Students with Other Chronic Health Conditions

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:

- a. The medication was prescribed or ordered by the student's physician.
- b. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- c. The student has demonstrated proper self-administration technique to the school nurse.
- d. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administering of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medication

All student-occupied buildings in this district are equipped with pre-filled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of pre-filled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

The school principal or designee will maintain a list of students who cannot, according to their parents /guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times. Parents must notify the district in writing if they do not want medications administered in an emergency. (Policy JHCD, Form JHCD-AF2)

Consequences

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

File: JHCD Adopted 7/20/1999; Revised: 5/18/2004; 4/18/2006/1/16/2007; 2/15/2011; 4/16/2013

Suicide Awareness and Prevention

Suicide is a leading cause of death among youth in Missouri and is a public health concern impacting all Missouri citizens. The Potosi R-3 School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. Students who may be at risk of suicide or having a suicide crisis will be provided support by the building CRT team. Every attempt will be made to contact parents, however, if parents cannot be

reached, appropriate action will be taken including the possibility of calling emergency services and implementing an appropriate response. (See policy JHDF for the complete policy.)

SPECIAL SERVICES PROGRAMS

PUBLIC NOTICE

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the Assistant Superintendent at 438-5485.

This notice will be provided in native languages as appropriate.

SPECIAL EDUCATION SERVICES

Special Education Services are provided in the Potosi R-3 School District for any child that has special needs ages 3-21. The groups are kept small and instruction is individualized. Several learning centers are available to students who may require special attention for maximum developmental growth.

SPEECH THERAPY/HEARING

The staff of Trojan Intermediate includes fully certified speech therapists qualified to diagnose and treat speech impediments of all types. At the start of each year, an individualized educational program (IEP) is developed for each child in the program that is designed to help correct his/her speech disorder. During the year the IEP is followed and progress is noted. At the end of the year, parents are notified as to the student's progress and needs for the future.

REMEDIAL READING/MATHEMATICS

The staff of Trojan Intermediate also includes teachers certified in the areas of Re-medial Reading and Mathematics. This program is designed to help the children who have difficulty in the mastery of reading and mathematics skills. As of 2011, Trojan Intermediate School has been designated as "School Wide Title I" and our staff can now serve all students in the classrooms.

REORGANIZED SCHOOL DISTRICT R-III SCHOOL - PARENT - STUDENT COMPACT INFORMATION

Trojan Intermediate School and the parents of students participating in Title I activities, services, and programs, agree that this compact outlines how the Title I staff, the parents, and the students will share the responsibility for improved student academic achievement.

SCHOOL RESPONSIBILITIES - TIS and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the

Show-Me Standards as follows -

1. Retain highly qualified principals and teachers.
2. Provide instruction, materials, and high quality professional development, which incorporate the latest research.
3. Maintain a safe and positive school climate.

- Hold parent-teacher conferences and give reports on their child's progress as follows -

1. Discuss the child's progress.

2. Discuss this compact as it relates to the child's achievement. 3. Provide a monthly newsletter from the Title I program.

4. Send home quarterly progress reports in the child's report card.

- Be accessible to parents through-

1. Phone calls or person-to-person meetings.

2. Scheduled consultation before, during, or after school as needed. 3. Scheduled Title I classroom observation.

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

- Make sure my child is in school every day possible. 3 Check that homework is completed.
- Monitor the amount of television watched.
- Spend time with my child reading, playing, and doing jobs together. 3 Be aware of my child's extracurricular time and activities.
- Stay informed about my child's education by reading all communications from the school and responding appropriately.
- Attend parent conferences, open house, parent orientation, and other school functions, on a regular basis throughout the year.

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

- Attend school every day possible.
- Be respectful toward others by following school, class, and bus rules.
- Do my homework, ask for help when / need it, and return it to school completed. 3 Read every day outside of school time.
- Give all notes and information from my school to my parent/guardian daily.

GIFTED

A Gifted Education Program (R.E.A.C.H.) is provided by Trojan Intermediate School. This program consists of a resource room with a full time gifted instructor. The student, who qualifies through a series of recommendations and tests, spends an equivalent of one day a week in this resource room where his or her special needs and interests are addressed. Also small group interaction is available with emphasis on research and critical thinking skills.

GUIDANCE

The intermediate school's counselor works with students, parents, teachers, and administrators to address and help overcome issues that may cause blocks to learning. This may be accomplished individually, with a small group, or with a class.

The counselor is also the building test coordinator and works with the administration, teachers, and students to set up and/or administer standardized achievement tests as well as individual tests, when recommended, to obtain accurate and relevant results.

The school counselor and the school social worker will lead bi-weekly model guidance courses in classrooms. The school counselor will lead lessons in 4th and 5th grade, the school social worker will lead lessons in 6th grade. Specific, age appropriate curriculum is provided to promote students' academic, career, and social/emotional development.

LIBRARY

The Trojan Intermediate School has a fully equipped library where the students are allowed to check out books, in addition to checking out books, students will use library time to practice keyboarding skills utilizing an online keyboarding program. Students will bring a chrome book to library class, after book check out, students will follow directives from the librarian of using part of library class for keyboarding.

The school library is a place of cooperation and respect and offers a setting for the development of interpersonal skills.

The librarian will provide information for the students at the beginning of school regarding checking out and return procedures of library books.

CONFIDENTIALITY

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

STUDENT RECORDS

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

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent to the student once the student becomes an eligible

student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be disclosed without the prior written consent of the parent or eligible student.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18 that they may opt out of these disclosures.

Volunteer Access

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

OTHER PERTINENT INFORMATION

EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS

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

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

in several states.

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

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

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

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

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

Prepare a Home Earthquake Plan

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

Eliminate Hazards

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

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.

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

Know What To Do When The Shaking BEGINS

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

Know What To Do AFTER The Shaking Stops

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

EMERGENCY DRILLS

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

TEACHING ABOUT HUMAN SEXUALITY

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall follow the guidelines of Board policy IGAEB. In addition, regarding the district's requirement to teach students the characteristics of and ways to identify sexual predators, the safe and responsible use of the internet, including the dangers of online sexual predators, the potential consequences of inappropriate texting, and the importance of open communication with responsible adults regarding an inappropriate situation, activity or abuse. Notify parents and students in grades 6-12 that there will be trauma-informed, developmentally appropriate training on sexual abuse provided to the students to inform the parents how to learn more about the content of the instruction and their right to have their student excused from instruction. (Policy IGAEB)

TRAUMA-INFORMED SCHOOLS

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-In-formed Schools Initiative.”

For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” - a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a “continuum” of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.

FERPA - FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

To opt out of the public, nonconsensual disclosure of directory information, a Potosi R-3 District student’s parent/guardian should contact the student’s counselor by September 1st of the current school year.

R-3 SMOKE FREE POLICY

The Potosi R-3 School District has adopted a Smoke-Free policy. There will be no smoking allowed in our buildings. Students, staff, nor visitors are allowed to vape on school grounds.

PUBLIC NOTICE - ASBESTOS REGULATIONS OPEN TO PUBLIC IN R-3 Federal regulations under the Asbestos Hazard Emergency Response Act (AHERA) requires public notice to parents, guardians, and employees of the availability of an Updated ASBESTOS MANAGEMENT PLAN.

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

PROHIBITION AGAINST ILLEGAL DISCRIMINATION & HARASSMENT

General Rule

The Potosi R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Potosi R-III School District is an equal opportunity employer, students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

All employees, students and visitors must immediately report to the district Compliance Officer for investigation of any incident or behavior that could constitute illegal discrimination or harassment.

Definitions

Discrimination - Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Compliance Officer

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

Assistant Superintendent

Potosi R-III School District, 400 North Mine, Potosi, MO 63664 Phone (573) 438-5485, Fax (573) 438-5487

Grievance Process

1. Level I - A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate-atte supervisor to conduct the investigation when

appropriate.

2. Level II- Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

3. Level III - Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.
Taken From File: AC

GRIEVANCE PROCEDURE

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

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

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

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

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communications with the appropriate staff members and officers of the school district, such as the faculty, the principals, and the superintendent of the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the

operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (1) above, or problems and questions concerning the school district, should be directed to the superintendent.

EVERY STUDENT SUCCEEDS ACT

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act (ESSA), have the right to know.

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

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

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

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

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

EVERY STUDENT SUCCEEDS ACT **COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Table of Contents
General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to private school children handled differently?

Appeals

9. How will appeals to the Department be investigated?

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

1. What is a complaint under ESSA?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

6. How can a complaint be filled with the Department?

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

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

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

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

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.

2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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

to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

1 Programs include Title I, A, B,C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C 2 In compliance with ESSA.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

The District will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the District may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy. Notice of right pursuant to the Protection of Pupil Rights Amendment (PPRA) including: a) Privacy regarding surveys, b) Privacy regarding non-emergency, invasive physical examinations, c) Privacy regarding the collection of information for marketing purposes.
(Policies JHc, JHDA, KI)

DISTRICT POLICY MANUAL

The district policy manual can be located on the Potosi R-3 School webpage at www.potosir3.org

Trojan Intermediate School Faculty and Staff

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B. HesterSPED Aide

A. Wilson.....SPED Aide

S. Dement.....Library Aide

M. McClain.....SPED Aide

J. RingoSPED Aide

K. Schroer.....SPED Aide

ADMINISTRATION

N. Portell, Principal

D. Clapp, Assistant Principal

COUNSELOR

K. Holbert

SOCIAL WORKER

P. Pashia

SECRETARIES

T. Dicus

CUSTODIANS

D. Goodson, Head Custodian

D. Abney

S. Hankins

T. Breakfield

K. Schlosser

COOKS

M. Boyer

S. Johnston

M. Kley

Trojan Intermediate School
367 Intermediate Drive • Potosi, MO 63664
(573) 436-8108 potosir3.org

August 23, 2021

Dear Parents,

Attached you will find the student handbook for the 2021-2022 school year. Please read the handbook with your child. After reading the handbook, detach this form, check the appropriate boxes, sign it and return it to your child's teacher. It is very important that you read the information contained in the book and discuss it with your child. Thank you for your cooperation.

Sincerely,

Mrs. Nicole Portell – Building Principal

PARENT RESPONSE PAGE Please check the following items on these pages to indicate you agree with the statement and return these pages to your child's teacher.

I have read and discussed the T.I.S. Handbook with my child.

I have read and understand the attendance & discipline policies, building expectations, and student achievement.

(Child's Name) _____ has my permission to participate in school field trips.

(Parents will be notified in advance of all school field trips.)

On occasion, my child's photograph may be published in the newspaper, videotaped, or on our school web page. I give my permission to allow this to occur.

I have read the Potosi R-3 School District's Technology Usage policy and procedure. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all my child's electronic communications using district technology resources as well

as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely.

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

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

_____ Student's Name

_____ Parent's Signature

Date

_____ Teacher

Home Address: _____ Home Phone: _____
