

Putnam Co. R-I School District



High School Student Parent Handbook

Adopted by the Board of Education: July 10, 2025

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Mission C-110-S

The mission of the Putnam Co. R-I is: creating opportunities through quality education.

The purpose of the Putnam County R-I School District is to create an environment in which learners are prepared to adapt to a changing world. Our mission is to provide a program of study which encompasses academic knowledge and skills, personal well-being, and artistic enrichment. A district-wide emphasis is placed on strengthening the character traits and problem-solving skills necessary to become lifelong learners with a strong sense of self-worth, self-respect, and self-discipline.

School Song

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

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

School Board Members G-100-S

Brad Ream

Board of Education-President

First Elected: 2008, Term Expires: April 2026

Kelly Busker

Board of Education-Vice President

First Elected: 2010, Term Expires: April 2028

Ced Gilworth

Board of Education-Secretary

First Elected: 2007, Term Expires: April 2028

Jason Rouse

Board of Education Member

First Elected: 2020, Term Expires: April 2026

C.L. Vestal

Board of Education Member

First Elected: 2020, Term Expires: April 2026

Jordan Hendee

Board of Education Member

First Appointed: 2021, Term Expires: April 2027

Clint Stobbe

Board of Education Member

First Appointed: 2024, Term Expires: April 2027

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Principal: Mrs. Tiffani Klinginsmith, Ext. 306

Secretary: Mrs. Ariane Casady Ext. 305

A+ Coordinator: Mrs. Kathy Rhodes, Ext. 303

Counselor and Title IX Coordinator: Mrs. Brook Fleshman, Ext. 308

504 Coordinator: Mrs. Monica Casady, Ext. 382

<http://www.putnamcountyril.net/>

660-947-3361

803 South 20th St

Unionville, MO 63565

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Superintendent Information

Jonnie Beavers Ext. 301

Secretary: Mrs. Lauren Shipley Ext. 301

Welcome Letter

Dear Students,

Welcome to a new school year at Putnam County R-I High School! Whether you're just beginning your high school journey or preparing for your final year, we're excited to have you as part of our community. High school is more than just academics—it's a time of discovery, growth, and preparing for the future that lies ahead.

One of the core values we uphold at PCHS is citizenship. Being a good citizen means more than following rules; it's about showing respect for others, contributing positively to your school and community, and standing up for what's right. Each of you plays a role in shaping the culture of our school—your actions and words have the power to uplift and inspire those around you.

We encourage every student to get involved. Whether it's student council, sports teams, music, Junior/Senior Play, academic clubs, or volunteer groups, being active in school organizations helps you build lasting friendships, learn leadership skills, and discover more about who you are. These activities are not just extracurricular—they're a vital part of your high school experience.

As you move through these formative years, take time to explore your interests and passions. What excites you? What challenges you in the best way? Whether it's science, art, band, or vocational classes, finding something you care deeply about can give direction and purpose to your life. Don't be afraid to try new things—you never know what might spark a lifelong passion.

Finally, remember that high school is also a time of preparation. The future may seem far away, but the habits and choices you make now will shape the adult you become. Whether your next step is college, a career, the military, or another path, we're here to support you in building the knowledge, skills, and character you need to succeed.

This handbook will serve as a guide throughout the year—please read it carefully and refer back to it often. Our goal is to create a safe, inclusive, and enriching environment where every student has the opportunity to thrive.

We believe in you, and we can't wait to see the amazing things you'll accomplish.

Wishing you a fantastic year ahead,

Tiffani Klinginsmith
Principal, Putnam County R-I High School

A WORD TO PARENTS

The education of your children is best achieved when there is a high degree of cooperation between you and the Putnam County R-I staff. Your children are our

most valuable resource for the continued success of our communities and country. It is imperative that each parent cooperates to see that

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

GENERAL INFORMATION

WHO OWNS THIS SCHOOL

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

CARE OF SCHOOL PROPERTY

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

HOW YOU CAN SHOW YOUR SCHOOL SPIRIT

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

Academic Calendar I-100-S

Putnam County R-I 2025-2026 School Calendar

July 2025								1 No school holiday 5 No school teacher PD 6 2nd Semester begins							January 2026								
S	M	T	W	TH	F	S		1105.2054 Instructional hours							S	M	T	W	TH	F	S		
			1	2	3	4	5		0 Snow days to be made up											1#	2#	3	
6	7	8	9	10	11	12			159 full instructional days 3 early out instructional days 12 PD Days/ Parent Teacher Conf Days								4	5X	6	7	8	9	10
13	14	15	16	17	18	19											11	12	13	14	15	16	17
20	21	22	23	24	25	26											18	19#	20	21	22	23	24
27	28	29	30	31													25	26	27	28	29	30	31
August 2025								E Early Dismissal # No School X Teacher work day/Prof.Devel + First Day of School 7-8 New Staff Orientation 11 Varsity Fall Sports Practices begin							2 No School teacher PD								
S	M	T	W	TH	F	S		11-13 Teacher Work Days 18 First day of school							S	M	T	W	TH	F	S		
					1	2		10 days of school in August															
3	4	5	6	NT	NT	9										1	2X	3	4	5	6	7	
10	11X	12X	13X	14	15	16										8	9	10	11	12	13	14	
17	18+	19	20	21	22	23										15	16#	17	18	19	20	21	
24	25	26	27	28	29	30										22	23	24	25	26	27	28	
31																							
September 2025								1 No school Labor Day 2-5 No school Putnam County Fair							2-6 Spring Break								
S	M	T	W	TH	F	S		8 Teacher PD							S	M	T	W	TH	F	S		
	1#	2#	3#	4#	5#	6		16 Mid-Term 1st Quarter															
7	8X	9	10	11	12	13		16 days of school in September								1	2#	3#	4#	5#	6#	7	
14	15	16	17	18	19	20										8	9	10	11	12	13	14	
21	22	23	24	25	26	27										15	16X	17	18	19	20	21	
28	29	30														22	23	24	25	26	27	28	
																29	30	31					
October 2025								6 No school teacher PD							3-6 No School Easter								
S	M	T	W	TH	F	S		24 End of 1st Quarter							S	M	T	W	TH	F	S		
			1	2	3	4		30 Early dismissal PTC's 31 No school											1	2	3#	4	
5	6X	7	8	9	10	11		21 Days of school in October								5	6#	7X	8	9	10	11	
12	13	14	15	16	17	18										12	13	14	15	16	17	18	
19	20	21	22	23	24	25										19	20	21	22	23	24	25	
26	27	28	29	30E	31#											26	27	28	29	30			
November 2025								3 No school teacher PD							4 No school teacher PD								
S	M	T	W	TH	F	S		19 Mid-Term 2nd Quarter							S	M	T	W	TH	F	S		
						1		26-28 No school Thanksgiving break												1	2		
2	3X	4	5	6	7	8		16 days of school in November								3	4X	5	6	7	8	9	
9	10	11	12	13	14	15										10	11	12	13	14	15	16	
16	17	18	19	20	21	22										17	18	19	20	21E	22	23	
23	24	25	26#	27#	28#	29										24	25#	26	27	28	29	30	
30																31							
December 2025								1 No school teacher PD							26 Summer School ends								
S	M	T	W	TH	F	S		19 Early Dismissal 19 End of 1st Semester/2nd Quarter							S	M	T	W	TH	F	S		
	1X	2	3	4	5	6		22-5 Christmas break									1	2	3	4	5	6	
7	8	9	10	11	12	13		14 days of school in December								7	8	9	10	11	12	13	
14	15	16	17	18	19E	20		77 days in 1st Semester								14	15	16	17	18	19	20	
21	22#	23#	24#	25#	26#	27										21	22	23	24	25	26	27	
28	29#	30#	31#													28	29	30					

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. A student must be in attendance for at least five of the eight class periods on days of extra-curricular participation. Exceptions must be pre-approved by the principal. The administration makes the final determination regarding whether an absence is verified or unverified.

Verified and Unverified Absences

An absence is verified if a parent sends a note or calls the District about their student's absence. If this does not occur, the absence is unverified.

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

Seven Day Limit

Any student that misses a class more than seven days in a semester will receive **NO CREDIT** per class. Any **extenuating** circumstances may be presented by a parent or guardian to a review board to have this loss of credit waived.

Procedures for Reporting an Absence

After an absence, a student must report to the office with a written reason for the absence from a parent or guardian. (Exception: excuse by phone). The office secretary will mark the student as verified or unverified on Infinite Campus. If a parent or guardian does not contact the school concerning an absence, the attendance record will be marked as unverified for that absence. After a note is brought, it is the responsibility of the student to bring the note to the office as soon as possible to update the attendance record.

Make-Up Work

Responsibility for making up work lies entirely with the student. It is the student's responsibility to obtain the make-up assignments and complete the work promptly. For one day's absence, make-up work must be completed by the next class meeting. If more

than one day is missed per class, the student should visit with the teachers to establish the due dates for assignments.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. If you enter class after attendance has been taken, you must go to the office to sign in so we can keep proper attendance records.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Check-In/Check-Out at Office

With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian (students will not be allowed to go off campus for lunch.) In emergency situations, a telephone call from a parent/guardian may suffice, with the approval of the building principal. Students are required to check in and out at the office if arriving or departing after the first bell or before the last bell of the day. During the first period and prior to attendance being taken, a student who is tardy should report to class so their teacher may correct the attendance.

Closed Campus

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

Attendance Appeals Process

If a student exceeds the attendance policy, they will automatically be required to write a letter explaining their absences and can request an appeal at that time as well. The student will then be required to make up their time during summer school or through another arrangement that is set up by the attendance committee. If a parent or guardian believes that his/her son's/daughter's absences in excess of seven days are due to unusual or **extenuating** circumstances, absences may be appealed to be waived. A review board made up of at least three staff members will hear the appeal.

Procedure for attendance appeals:

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

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

1. Any further absence this semester must be accompanied by a doctor's note or court documentation.
2. You may not have any further discipline referrals to the office this semester.
3. You may not fail any classes for this semester.
4. Middle and High School students will attend summer school based on the following sliding scale. For every 8 periods over seven days missed per semester, two days of summer school must be made up, with a minimum of two full days of summer school attendance. For example:
 - a. 0-8 periods = 2 days
 - b. 9-16 periods = 4 days

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

Food Service Program F-285-S

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

Breakfast

Breakfast will be served daily in the cafeteria from 7:45-8:10. The cost is \$2.25 per breakfast for full pay students.

Lunch

Students will eat lunch during their classes scheduled lunch period. Each lunch shift is 20 minutes long. Full price student lunches are \$3.20 per lunch. Ala carte prices are \$1.25 extra entrée, \$0.35 dessert, \$3.25 sack lunch (Extracurricular or field trips), \$0.75 extra side dish, \$0.60 extra milk

Any students that owe \$20 or more on their lunch account will not be allowed to get extras or double lunches until their balance is paid under \$20. Weekly reminder calls will go out every Thursday for student accounts that go under a positive \$15.

Cafeteria Rules

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

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

Free and Reduced Lunch Application

[Free and Reduced Price Information](#) attachment D & E has the application

Adult Visitors for Lunch

If a parent or guardian wishes to eat lunch in the cafeteria with their child they must sign in at the high school office. If someone other than the parent/guardian wants to have lunch with a high school student, they must first gain approval from the parent/guardian of the child and the building principal ahead of their first visit. If approval isn't granted by all parties mentioned above, the visitors request will be denied. The building principal may deny any request if deemed necessary even if the parent approves.

All food and drink deliveries must be dropped off at the high school office before lunch and students may pick them up during their scheduled lunch period. Any food or drink deliveries made after the lunch period cannot be picked up until the end of the school day.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Most high school organizations and extracurricular groups do fundraising. All students are responsible for keeping track of their fundraiser items and money. Students should not leave their fundraiser items or money unattended. All missing money and items will be charged to the students fines and fees if they are not returned and accounted for.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. *The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and Narcan as allowed by District rules.* If you do not want these medications administered to your student in an emergency, please notify the school nurse and building principal in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications,

restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

It is the District's goal for students to remain in school as much as possible so long as they are healthy enough to do so. If the school nurse determines that a student is no longer healthy enough to remain in school based on their nursing judgment and assessment, parents/guardians will be contacted for prompt pickup of said student. Students are not allowed to attend or remain at school if their temperature is 100.4 degrees or higher, vomiting accompanied by nausea or occurring more than once, reoccurring diarrhea, excessive malaise and fatigue, and/or any symptoms that may be disruptive to students or classmates learning such as uncontrollable cough or nasal drainage.

The school nurse will assess and treat minor injuries such as scrapes, small cuts, bumps, bruises, and minor burns. If an injury requires further treatment, parents/guardians will be notified and asked to take the student to the provider of their choice for further evaluation and treatment. Emergency services will be called for any major or life-threatening illnesses when care plans or rescue medications are not available or injuries including but not limited to anaphylactic reactions, cardiac arrest, excessive bleeding, broken bones where bone is exposed, unexplained unconsciousness, respiratory distress, and seizures.

Health Screenings

Health screenings are provided for each student annually and consist of height, weight, blood pressure, pulse, and vision screening by the school nurse or outside liaisons such as nurses from the Health Department or student nurses from Truman State University. Any abnormal results are checked a second time by the school nurse at a later date. If results are found to be abnormal a second time, parents/guardians are notified of findings by phone or mail.

Health Office

If you have any questions, please contact Stephanie Gillum, School Nurse, 660-947-3361 ext. 319, sgillum@putnamcountyr1.net

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication

should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the Stephanie Gillum extension 319 or the office secretary.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline/remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. Copies of the insurance forms are available in each building office.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not 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 may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. 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 by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); 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 course work 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, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; 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; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the 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 of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the District or building office.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with

the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless or in foster care is:

Name: Mrs. Lindsey Hague
Phone #: 660-947-3361 ex. 387
Email Address: lhague@putnamcountyr1.net

The District's liaison for students who are migrant is:

Name: Mrs. Angela O'Reilly
Phone #: 660-947-3361, ext. 317
Email Address: aoreilly@putnamcountyr1.net

The District's liaison for students who are English learners is:

Name: Mrs. Pam Doty
Phone #: 660-947-3361 ex. 346
Email Address: pdoty@putnamcountyr1.net

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name:	Mrs. Pam Doty
Phone #:	660-947-3361 ex. 346
Email Address:	pdoty@putnamcountyr1.net

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit at least 3 school days in advance.

Transportation Services F-260-S

In our continued commitment to providing safe, timely, and high-quality bus transportation for the children of Putnam County to and from school, we will be implementing the following:

1. Each child may have 1 permanent bus transportation plan.
2. Each child may have 1 backup bus (Emergency) plan.
3. Additionally, to ensure clear communication between the building secretaries and the transportation department, bus plan changes must be submitted by 2:30 pm each day.

School Bus Regulations

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

1. Drivers will assign the seats of their bus from front to rear with kindergarten in the front and seniors in the rear.

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

Pupil Bus Responsibilities/Regulations

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

School Buses

All pupils being transported are under the authority of the bus driver and must obey his/her requests. Specific regulations are posted on each bus. Students riding the bus are expected to go directly from the bus to the building each morning and after school, students are to board the bus without leaving the school property.

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

- Parent's may sign students out through the Parent Square App. The coach or sponsor will share a form to be filled out at each game or event. Once the form has been completed students may leave at the conclusion of their event.
- A student may be dropped off or picked up at predetermined drop-off points with administrative approval.
- A parent may write a note (for the season) for his/her child to get off the bus at a convenient location. If a car is not waiting for the student, he/she will be brought to the school.
- The head coach/Sponsor reserves the right to request that a student ride the bus home.

If parents are unable to make contact with the head coach/sponsor, the parents may sign a student off the bus with the administrator on duty. Thanks for your cooperation! Students living one mile or more from the school are able to ride a school bus. Students living less than one mile, where traffic safety is critical, are transported from pick-up points designated by the Director of Transportation. **Riding a school bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct.**

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment shall only be used as a method of discipline with the notification to and written permission of a parent/guardian, when other disciplinary methods have failed to improve student behavior and self-control, and when the District administration believes it will assist in maintaining an atmosphere where orderly learning is possible and encouraged. Corporal punishment shall only be administered by a building administrator and only in the presence of at least one other adult employed by the District. Also, reasonable force may be used, when necessary, for the protection of a student or others or property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

The principal may also assign detention on a teacher professional development day, or on Saturday (8:30-11:30 a.m.). A student is given at least one day's notice when detention is assigned so that he/she can arrange transportation. Failure to appear will result in more severe consequences.

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

1. Hours:
 - a. Monday hours:
 - i. 8:30 a.m.-11:30 a.m.-session 1
 - ii. 11:30a.m.-12:00 p.m.-lunch
 - iii. 12:00p.m.-3:00 p.m.-session 2
 - b. Saturday hours:
 - i. 8:30 a.m. - 11:30 a.m.
2. Students MUST arrive on time. Students arriving late will not be allowed to enter and will be assigned an additional Saturday detention. The

- detention will start according to the school clocks. Therefore, it is suggested that the students arrive 5-10 minutes ahead of schedule.
3. Students must turn in their cell phones at the teachers' station when they arrive. Devices will be returned to their owners at the completion of detention.
 4. Students MUST work on school-related materials.
 5. No talking.
 6. No sleeping.
 7. One restroom break will be determined by the supervisor.
 8. One warning will be issued in case of an infraction. A second reprimand will result in immediate dismissal which will result in a one-day out-of-school suspension. This rule applies to rules 4, 5, and 6.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	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 or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions

	given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs

	on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include chains, Chinese stars, clubs, nightsticks, nun chucks, stun guns, look-alike weapons and objects that are represented to be weapons, all other guns, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex,

	national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.

	1st tardy - teacher confers with student 2nd tardy -the teacher gives a detention warning 3rd tardy – the teacher will refer the student to the office; detention will be assigned 4th tardy - teacher refers to the office; teacher professional development day, Saturday, or an early out day detention (3 hrs.) subsequent tardiness - ISS
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

LEVEL ONE:

Level one disciplinary action upon office referral:

1st offense - up to three (3) days detention or suspension
2nd offense - up to five (5) days suspension
3rd and subsequent offense -up to ten (10) days suspension

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

1. truancy from a class, lunch, activity period, or school day or leaving school/class without teacher permission; truancy is the act or habit of staying away from work or duty; especially, staying out of school
2. violation of school driving/parking regulations
3. inappropriate physical contact or conduct (i.e., scuffling, horseplay)
4. inappropriate public display(s) of affection; High School students may only hold hands with each other.
5. buying, selling, or distributing unauthorized items at school (not drug/alcohol or tobacco related or otherwise harmful)
6. violation of cafeteria and hallway expectations for the maintenance of a safe, pleasing, and orderly learning environment
7. classroom disruptions including, but not limited to excessive talking, out-of-seat, throwing object (s), disturbing others, note passing, and/or other actions which interfere with the educational process
8. being disruptive, rude, or unsportsmanlike at a school function
9. cheating/plagiarism (also carries a zero on the test/assignment and teacher notifies the parent(s) of the initial problem); subsequent offense = drop in a letter grade. If a student is caught cheating or plagiarizing in any college class, they will automatically receive a zero on the assignment, drop a letter grade, and will not be permitted to enroll in another online class at Putnam County High School and will also face additional consequences set forth by the college.
10. removal or truant from detention
11. gambling for the purpose of exchanging money and/or something of value
12. intentionally providing false or inaccurate information/lying
13. inappropriate use of district technology/violation of the district's "Acceptable Use Policy" (see Technology - Acceptable Use Policy above)
14. use of language that is disparaging or demeaning including, but not limited to words (spoken or written) that are used to harass other people; the use of vulgar or profane language or gestures
15. possession or use of over-the-counter substances (i.e. including but not limited to non-prescription drugs)
16. possession or use of laser pointers
17. mode of dress or appearance in violation of the school dress code
18. Student out of assigned area. Example if a student had permission to go to a specific restroom but ended up going to a different restroom or somewhere else entirely.

LEVEL TWO:

Level two disciplinary action:

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

2nd and subsequent offenses - up to 180 days suspension

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

1. disrespect or direct disobedience/insubordination (flagrant disregard for authority)

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

Level two disciplinary action for bullying, cyberbullying, harassment, or hazing:

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

LEVEL THREE:

Disciplinary action:

- 1st offense - up to 180 days suspension

Any subsequent level 3 offenses - may lead to expulsion*

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

1. having multiple levels 1 or 2 offenses
2. assault
3. riotous activity (more than 2 students), fighting or any act that represents fighting or causing a fight
4. acts of extortion including but not limited to: threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from that person
5. sexual misconduct-including but not limited to exposing one's genitalia to other students.
6. repeated sexual harassment and/or harassment or discrimination on the basis of race, sex, religion or any other characteristic protected by state or federal law
7. entering a motel/hotel room, locker room or restroom of the opposite gender or inviting someone of the opposite gender into your motel/hotel room, locker room, or restroom
8. vandalism resulting in destruction/damage to public or private property (restitution required), including but not limited to real or electronic
9. theft of money or property (public or private) in excess of \$100.00
10. in possession of stolen property greater than \$100.00
11. threatening the life of another person
12. setting off a false alarm or filing a false police report (example: dialing 911)
13. threatening to use weapons or explosives at school or threatening to bring weapons or explosives to school; bomb scare
14. possession or use of fireworks
15. possession, distribution or sale of counterfeit money
16. sale, distribution, or purchase of alcohol, "non-alcoholic" malt beverages, illegal drugs, controlled substances, prescription drugs, or substance represented by the seller to be alcohol, "non-alcoholic malt beverages, illegal drugs, controlled substances or prescription drugs
17. possession of a knife that is not a Safe Schools Act violation (blade length 4" or less)
18. verbal or written abuse to a student or staff member, including but not limited to disparaging, demeaning, disrespectful or threatening language, threatening gestures, sexually suggestive and/or obscene language regarding a person's religion, race, ethnic origin, or gender (may also result in a Title IX referral)
19. tattooing, piercing, or branding of oneself or another student.
20. Using an electronic device to record in a locker room, bathroom, or any other dressing area.

LEVEL FOUR:

Disciplinary action:

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

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

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

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

1. physical contact or threat of physical contact with a staff member
2. acts of violence and/or endangerment (i.e. 1st or 2nd-degree assault and/or battery)
3. act of arson, including but not limited to all fires or attempts to set fires to real or personal property, facilities, persons, or any other item
4. possession of a weapon, which shall include the following:
 - a. firearm, as defined under 18 U.S.C. 921
 - b. items defined as a weapon in § 571.010 RSMo: an antique/curio or relic firearm, a blackjack, a blasting agent, a concealable firearm, a detonator, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a short barrel, a shotgun, a spring gun, a switchblade knife - For purposes of determining Safe Schools violations, a "knife" does not include any ordinary pocket knife without a blade more than four inches in length.
 - c. items not included in the definitions under letters a & b herein are as follows: chains, live bullets, Chinese stars, clubs, nightsticks, nunchucks, lasers (other than pointers, which are addressed under level 1), stun guns, all look-alike weapons and/or objects that are represented to be weapons, all guns, regardless of whether they are operable.
 - d. other items not listed above that are used in a threatening manner and/or that are used to cause injury

Note: Some coursework requires the use of utility knives or Exacto-style knives such as art, agriculture, shop, or building trades. Use of such tools will occur with direct approval and supervision from either an administrator or course instructor. Additionally, firearms may be brought on campus with instructor and administrator knowledge and permission by trap shoot team members for the sole purpose of attending the competition. Such firearms will be left immediately upon arrival on campus in the superintendent's office along with, but separate from ammunition. Trigger locks will be provided.

Dress Code S-180-S

During school hours, all students should be dressed and groomed in a manner that keeps their health and safety in mind. Students should not dress in a way that results in a material and substantial disruption to the orderly administration of the school (e.g. wearing T-shirts containing vulgar, lewd, or defamatory language based on race,

color, gender, national origin, or religion). Students should dress appropriately to the occasion for activities outside school hours. Appropriate dress is associated with safety, cleanliness, neatness, and decency. Inappropriate dress includes but is not limited to the inappropriate display of the body or underclothing, the potential for actual disruption, and the absence of safety. A general guideline is that no cracks, cheeks, or cleavage should be shown.

Recognizing that most students are aware of these facts and dress appropriately, but also aware of the fact that some do need guidance, the following requirements are set forth:

- a. Shoes must be worn at all times.
- b. Caps, hats, or hoods will not be worn in the school building until final dismissal.
- c. Exposure of underwear is inappropriate.
- d. Tank top straps for both genders should be at least two fingers wide to cover the shoulder area and the back must be covered.
- e. Sheer bottoms should not be worn alone as pants. Bare midriffs are inappropriate.
- f. Clothing which bears or connotes obscene slogans, gestures, lyrics, or advertises drugs, alcohol, or tobacco is not acceptable at school.
- g. Any clothing which might create a disruption in the educational process will not be worn.
- h. A dress that exposes or bears gang-related apparel or tattoos is not acceptable at school, because it creates the potential for substantial disruption.
- i. Cutoffs (shirts with sides cut out) should not show skin below the bra for females. Males should not show pectoral muscles.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Student Dress Disciplinary Action:

1. Students wearing inappropriate clothing will be asked to change and will face disciplinary action,
 - a. If a student is required to change they will face the following discipline:
 - i. When the student is sent home for a dress code violation, they will make up all school time missed in detention.
 - ii. If the student has dress code-appropriate clothing available to change into, they have the option of changing in school and returning to class, and will not be assigned detention.
2. Infractions

- a. First offense — warning and change of dress, with an explanation of the violation.
- b. Second offense — a minimum of before/after-school detention, plus time missed out of school, parent/guardian will be notified.
- c. Third offense — a minimum of one 3-hour detention, plus making up time missed in detention, parent/guardian will be notified.

Level one disciplinary action upon office referral:

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

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

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

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

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

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Tiffani Klinginsmith and can be reached at 660-947 3361 ext. 305.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation

proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

Report forms may be requested from the building office or counselor.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Mrs. Brook Fleshman
Phone #: 660-947-3361 ext. 308
Email Address: bfleshman@putnamcountyr1.net

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Samantha Hendershott
Phone #: 660-947-3361 ext. 336
Email Address: shendershott@putnamecountyr1.net

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs 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 nonpublic 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?

For these purposes, a complaint is a written 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 resolved according to the 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 filed with the Department?

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

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

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

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

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-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.
- **Verification.** Within five 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, or telephone call(s).
- **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 nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This 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 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name:	Mrs. Brook Fleshman
Phone #:	660-947-3361 ext. 308
Email Address:	bfleshman@putnamcountyr1.net

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Samantha Hendershott
Phone #: 660-947-3361 ext. 336
Email Address: shendershott@putnamcountyr1.net

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Mrs. Brook Fleshman
Address: 803 S. 20th Street, Unionville, Missouri 63565
Email Address: bfleshman@putnamcountyr1.net
Phone #: 660-947-3361 ext. 308

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the

Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

The school district may use dogs to indicate the presence of alcohol, drugs, weapons, or other prohibited substances on campus, including the parking lot.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the building principal.

Student Alcohol and Drug Testing S-196-S

Random Drug and Alcohol Testing Program for Extracurricular Activities

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

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

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

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

Selection: All students may be tested at the beginning of a season or school year. Random testing may be conducted only during the season or time period during the school year in which the student is participating in extracurricular activities. Students selected for random testing will be selected by having their names drawn at random from a pool of all students in extracurricular activities.

Testing: Testing will be administered by urinalysis. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of

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

Non-negative Test: If a student's test result is non-negative, a second test will be administered from the original sample to confirm the initial results. If the second test is negative, no further action will be taken. If the second test is non-negative, then the student and, if the student is under 18, Parents or guardians will be notified.

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

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

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

Random Drug and Alcohol Testing of Students in Building Trades Class

- Notwithstanding any other provision of this policy to the contrary, students who wish to enroll in Building Trades and who therefore will potentially be operating construction tools and equipment in an off-campus setting, will be subject to random drug and alcohol testing, prior written consent to such testing, and all of the other provisions of this policy otherwise applicable to random drug and alcohol testing for students participating in extracurricular activities.

Passive Alcohol Sensor

The school owns a passive alcohol sensor, which may be used at school-sponsored activities. A passive alcohol sensor (PAS) is used to check for breath alcohol and can be used with or without a subject's direct participation. When used without direct participation, it is known as passive breath sampling as opposed to active testing where

the subject blows directly into a mouthpiece or the intake port. When faced with the question of possible consumption, the school district may utilize a PAS passively or actively. Given reasonable suspicion, a student/guest may be directed to a more private area where he/she will be kept under observation and questioned regarding the concern of alcohol consumption. The student/guest may either confirm or deny the report. After a period of observation and questioning, the student/guest may be asked to speak/breathe across the intake port of the PAS device. The sensor will either detect the presence of alcohol or it will not. The subject will be informed of the determination. If it is confirmed with the PAS that a student has consumed alcohol, we will inform law enforcement and his/her parents/guardians of the PAS results. If a subject continues to deny consumption and wishes to pursue the issue further, he/she will be informed of an alternative to clear the allegation of consumption. This would involve local law enforcement and the possibility of taking a Breathalyzer test. The subject will also be informed that he/she may face legal consequences based on the test result.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or chains, Chinese stars, clubs, nightsticks, nun chucks, stun guns, look-alike weapons and objects that are represented to be weapons, all other guns, any knife, mace spray, or items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some

private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the [Department of Higher Education & Workforce Development website](#), the high school counselor, and/or the District A+ Coordinator Kathy Rhodes, krhodes@putnamcountyr1.net.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is located in each District building.

End of Course Testing in the following subjects

- Algebra I-required to graduate
- Algebra II- required if Algebra I was taken in 8th grade.
- Government-required to graduate
- Language Arts II-required to graduate
- Biology-required to graduate

The ASVAB test is given to all Juniors and any seniors that haven't yet taken the test. The ACT test is given to all Juniors and the Accuplacer is given to Juniors and Seniors as needed.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in

the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Teaching About Computer Science I-123-S

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

Alternative Methods of Instruction Plan

- The A.M.I. plan can be used up to 6 days in each calendar school year.
- Every teacher in the high school will provide hard copies of their A.M.I. plan or they will have them in a downloadable file for students to upload on their Chromebooks so they will have access no matter if there is internet in the home or not.
- Teachers will update their A.M.I. packet/work every quarter.
- The assignments will be numbered by day (Day 1, Day 2, etc.) and there must be 6 days of work.
- If we choose to use an A.M.I. day, students will be required to complete that day's work out of the provided packet or uploaded file on their Chromebook. The work will be due the first day we return to school unless the student has an IEP that says they have extended time to complete assignments. If a student doesn't turn in their work on time, we cannot count them for attendance and the student won't receive any credit for the assignment and our late work policy won't apply.
- Students will be counted absent for any class period that they do not complete their AMI work.
- At least 80% of students must complete the assigned work or the day will have to be made up.

Graduation Requirements I-190-S

28 total credits to graduate

4 Language Arts	1 Practical Art
3 Social Studies	1 P.E.
3 Science	0.5 Health
3 Math	0.5 Personal Finance
1 Fine Art	11 Electives

Senior students who are interested in graduating after the first semester or becoming part-time students for the second semester of senior year must write a request to the principal that includes their future plans and why they need to make the change. All

requests must be signed by the student and their parents and turned into the principal's office no later than October 1, 2025. If a student is not enrolled full-time, the courses in which he/she is enrolled must be taken consecutively during the day, and the student can be on the school grounds, only during the school day for the hour(s) enrolled.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

College Visits

Putnam County junior and senior students will be allowed to sign up to attend two school-sponsored college visits per year. Additionally, juniors and seniors may take two pre-arranged visits on their own that do not count toward the attendance policy if they are documented (college representative provides confirmation of attendance).

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the

person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed *Monday – Friday (8:00 am – 3:45 pm)* in the office of Monica Casady, 947-3361 ext. 382, mcasady@putnamcountyr1.net. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the

agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed *Monday – Friday (8:00 am – 3:45 pm)* in the office of Monica Casady, 947-3361 ext. 382, mcasady@putnamcountyr1.net. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District may offer online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at putnamcountyr1.net and District Policy.

Technology F-265-S

Cell Phone and Personal Electronic Device Guidelines

Policy on Student Use of Electronic Personal Communications Devices

For purposes of this policy, an "**electronic personal communications device**" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

At no time are students allowed to take cell phones or other personal electronic devices that can record video or take pictures into bathrooms or locker rooms/dressing areas.

All phones must be turned off and placed in students' backpacks before entering the school. Phones will remain off and in student backpacks for the duration of the school day. Students will not be allowed to get on their phones or check their phones at any point once they enter the building until 3:30 p.m. If students must contact their parents, they may ask to go to the office and use the school landline phone.

Prohibited Use or Display

Students are **prohibited from using electronic personal communications devices** from the beginning of the school day when they walk into the building until the end of the school day at 3:30 p.m.

Disciplinary Procedures

Consequences for High School students will depend on the severity of the infraction. Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

- 1st offense- Electronic device confiscation and a warning. Parents will be notified, and students may pick up the device from the office at the end of the school day.
- 2nd offense- 1 Saturday (3-hour) detention; electronic device confiscated, and the parent/guardian must pick up the phone from the office.
- 3rd offense: 1 Day OSS, 1-week lunch detention, and a parent/guardian will pick up the device from the office and meet with the principal and student.
- 4th and subsequent offenses- 2 Days OSS, and the device must be checked into the office daily (8:12-3:30) for the remainder of the school year. A referral to the juvenile officer will occur if the principal deems it necessary.
- OSS doubles for each additional offense, and the parent/guardian must pick up the electronic device from the office.

Severe Electronic Device/Cell Phone infractions:

- If taken into the locker room, bathroom, or dressing area, the minimum consequence will be 3 days OSS.
- If used in the locker room, bathroom, or dressing area, the minimum consequence will be 5 days OSS.
- If used to record students in the locker room, bathroom, or dressing area, it will be considered a level 3 offense and up to 180 days OSS for the 1st offense. Any level 3 second offense may lead to expulsion.
- Bullying, cyberbullying, harassment, and hazing are all level-2 offenses
 - o **Level two disciplinary action for harassment or bullying/cyberbullying:**
 - § 1st offense - up to 30 days suspension
 - § 2nd offense - up to 180 days suspension
- Other severe electronic device infractions are to be determined by the principal.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices **are also allowed** under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes, but is not limited to, the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- **For educational purposes**, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

The district provides Chromebooks to take home for students in grades 6-12. Kindergarten students have access to iPads in the classroom and students in grades 1st through 5th have access to chrome books in their classrooms.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices 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 filtering/blocking device installed by the District is prohibited.

Student Computer Program (1:1) Overview

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

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

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

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

Student Responsibilities

Student will be responsible for:

- Abiding by the Putnam County R-I Acceptable Use Policy.
- **Always having in their possession, a charged and functional Chromebook.**
- Attending each class with their Chromebook unless directed otherwise by the teacher.
- Logging in under their assigned username and password and not sharing their password with any other person.
- Proper maintenance and care of the device.
- Any non-warranty repair costs. (see Fees on page 2)

Family Responsibilities

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

- To ensure a computer and charger up to the total cost of \$355/claim
- To help cover the cost of non-warranty repairs.
- To alleviate some of the financial burdens on the family for computer maintenance and repair.
- To cover 1 claim per year with a \$50 deductible (repairs under \$50 cannot be counted as a claim). Example: A new Chromebook with power supply is ~\$355 so insurance would cover \$305.

What is not covered under insurance?

Including but not limited to:

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

Loss of Computer

If a Chromebook is reported lost a loaner will be issued, the first day being free, with standard fees of \$5/day until the original Chromebook is found and the loaner returned or until the total fees for that instance equals the cost of replacement (\$355). The original device will be locked.

If the original device is not found by the date of the collection then a fine of \$355 will be assessed to replace the device. The loaner fees from this incident will be applied to the \$355. A student will not be fined more than \$355 for the loss of the Chromebook and power adapter.

A Lost device is not eligible for insurance claims.

Theft of Computer

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

Care and Maintenance

When using your computer at home:

- Keep the computer clean. You should only use a microfiber cloth to wipe the screen.

After School and at Home:

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

Fees**Insurance**

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

Loaner availability may vary daily

- Chromebook - First day free, then \$5 per day up to \$355
 - Each calendar day that the device is not in the tech office.
 - Weekends and Holidays may incur several days of use.

Parts prices may vary depending on availability and Device Model

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

- Keyboard key (full assembly) - \$5
- Screen (no case damage) - \$50
- Keyboard replacement - \$25
 - Keyboard
 - Trackpad
 - Palm rest
- Outer case - \$10
- Trackpad - \$10
- Power port - \$15
- Screen hinge - \$20

Additional Accessories (NOT REQUIRED but recommended)

- Computer case/bag

If you are having issues, or your Chromebook is locked up, hold the power button and refresh button for 10 seconds and then try to power it back on.

Building Information

Grading and Reporting System

The high school grading scale is:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F.

Students earn a grade for each quarter. Please use the table below and also refer to the section regarding weighted classes near the end of the handbook. End-of-course tests are valued at 15% of the semester grade.

Weighted Classes:

Any class offered for college credit

GPA's are calculated by the number of grade points/attempted credits.

<u>Non-Weighted</u>	<u>Weighted</u>
A=4.0	A=5.0
B=3.0	B=4.0
C=2.0	C=3.0
D=1.0	D=2.0
F=0.0	F=0.0

All classes are worth .5 credit per semester/1.0 credit per year.

Due to state regulations, qualifying students may work up to 3 periods in AG and 2 periods in Marketing.

Letter grades will be earned in all classes. No pass/fail will be given.

8th-grade Algebra will not be counted as high school credit.

Honor Roll

A semester honor roll will be published following the completion of each semester.

Students must have achieved a 3.5-grade point average (GPA) to be on the honor roll.

Seniors who earn a cumulative 3.5 GPA will wear gold honor cords at graduation (unless receiving cords for Cum Laude Status.)

The Cum Laude System

*Summa Cum Laude

- Cumulative 8-semester GPA of 4.01 or higher
- Must meet A+ requirements for citizenship and attendance
- Complete a rigorous course of study

- Honored with purple cords at graduation

*Magna Cum Laude

- Cumulative 8-semester GPA of 3.95-4.0
- Must meet A+ requirements for citizenship and attendance
- Complete a rigorous course of study
- Honored with silver cords at graduation

*Cum Laude

- Cumulative 8-semester GPA of 3.85-3.94
- Must meet A+ requirements for citizenship and attendance
- Complete a rigorous course of study
- Honored with black cords at graduation

Students attaining the honor graduate status will be recognized in two ways.

1. Cords as listed above
2. A sticker will be placed on their diploma with the student's specific accomplishment

Rigorous Course of Study is met if a student completes 4 English credits, 3 math credits (two must go beyond Algebra I-acceptable classes are, Geometry, Algebra II, Pre-Calculus, College Algebra/College Trig, College Statistics), 4 science credits (Physical Science, Life Science, Biology, and either Chemistry, Anatomy, Physics or a full year of a college science class), and 3 Social Studies credits.

Students receiving the Summa Cum Laude Status may apply to be a graduation speaker for their class. They must fill out the required application and have it turned in by the due date set by the principal. All applications will be reviewed by a committee of the principal, counselor, and other high school staff members. GPA will be a heavy determining factor in the committee's decision.

Academic Progress Reports

Mid-term progress reports will be sent to parents via email. Students should make sure they are familiar with their teachers' grading system and the suggested amount and type of homework expected in each subject. Parents may check their student's grades at any time by using Infinite Campus.

Credit Recovery

Any core (English, Math, Science, Social Studies) class that is not passed during a regular school semester may be recovered during summer school credit recovery with the following guidelines. A student must have demonstrated a significant effort to pass a

course during the regular school year and had to have scored at least 50% or higher in the semester in which they earned a failing grade or they must attend two sessions to make up a semester .5 credit. A student may recover 0.5 credit per semester with a maximum of 1.0 unit of credit recovered per school year. Two credit recovery sessions may be offered each summer, with a minimum attendance requirement for one or both sessions in order to recover any credit. A student must be well-behaved and make adequate daily progress on the assigned coursework. A student may be dismissed from the credit recovery program at any time for not meeting these guidelines.

Intervention Plan

Level 1: Core Program (all students)

- Activity Period will be an intervention time
 - Character Education Assemblies, Class meetings, rewarded free time in the gym and library for students that aren't on the D and F list.
 - Used for reteaching
 - This period will also be used weekly for teachers in the same core content area to have collaborative team meetings.
 - Vocational and special education teachers will meet once a month to discuss at-risk students.
- 9th-grade orientation during August
- Identify at-risk students and assign faculty members to a “magic minute” to check in with students every day.
- All classes meet or exceed state standards.
- Parents have constant access to the parent portal which maintains student grades.
- Identified essential standards for every course.
- School-wide recognition program
 - Character Ed Student of the Month
 - Reader of the Month Award
 - CTE Vocational Student of the Month Award
 - Honor Roll
 - Student Celebrations(Academic, Activities, or Athletic Achievements)
 - Positive Behavior Referrals
 - Principal's Award-Most Improved Academic Achievement Award
- Grades will be calculated approximately every two-three weeks, beginning after the first quarter mid-term.
- Students must have their work turned in at least 24 hours before the teacher's grades are due in order for them to be entered in the grade book and go towards the new activity period schedule.
- A common grading scale of A = 90%-100% will be used by all teachers.
- Quarter grades will be figured, not a running total with the exception of the first, grade check of the 2nd and 4th quarters. If a student is failing the first, grade check of the 2nd or 4th quarter then the semester grade can be used in its place if the student is passing.
- Individual teachers will decide point values in each class.

Level 2: Supplemental Program (students earning D or F letter grades)

- Students with D's and F's will be notified and the interventions will begin.
- Parents have constant access to the parent portal which maintains student grades.
- Students with D's and F's will attend tutoring every advisory period for two weeks (until grades are figured again). These students will not attend meetings during this time but will report for tutoring at an assigned location. After 5 days of tutoring if the student has all grades to a C or higher they can be removed from the intervention list.

Level 3: Intensive Program (Students earning F letter grades)

- Students with F's, discipline issues of ISS and OSS (not minor cell phone violations), and students that have broken the attendance policy will not be allowed to attend any activity that takes them out of the school day. A student breaking the attendance policy means that the student has been asked to write an appeal to the teacher committee. Weekend and evening trips are allowed.
- Students with an F who are involved in MSHSAA activities will be ineligible for 5 full school days and must attend a minimum of 5 tutoring sessions during the activity period before playing again. Their ineligibility begins 48 hours after the appointed time for student notification of grades. They will be allowed to practice with the team/group when possible.
- Participants/athletes with an "F" may not miss class to travel away to an event/game. If a student has a passing grade after 5 tutoring sessions have been completed, the teacher will notify the principal and they will then become eligible to leave early and travel to school-sponsored activities/sports.
- Any student scheduled to attend a co-curricular contest for the purpose of taking it as a technical skill assessment (TSA) shall be allowed to attend that day.
- Band and choir students will perform at the Christmas concert and Evening with the Arts since those performances count as significant portions of their grade.

Level 4: Special Education Testing (Students failing classes and not earning credit to graduate)

- At-Risk meeting with the student, parent(s), teacher(s), counselor, special services director, social worker, and principal

INTERVENTION PLAN ACADEMIC APPEAL PROCESS

Any student with an "F" that is forced by the plan to miss an event, including athletic events, is allowed to appeal in writing to the high school principal to review any special circumstances. **In order to appeal students may not have any zeros on any assignment in any class during the preceding grading period.** The principal will appoint a committee that may grant or deny the appeal based on information brought forth by the student, their classroom teachers, or from the teachers at the appeal hearing. The appeal will be closed to the public and only the committee selected by the principal will be present. The student or their parents will not attend the appeal hearing, and each student is allowed two (2) appeals per year or one appeal per semester.

The appeals committee shall be made up of the following: an administrator or designee and up to two (2) other core academic teachers plus a coach/sponsor for the activity impacted by the appeal. A forty-eight (48) hour time period must be given to the appeals committee to arrange for a time, venue, and proper personnel. If the committee grants the student's appeal, the student may attend the event, with the agreement that the said student will still complete the five (5) mandatory tutoring sessions originally stated in the intervention plan, and they have used their one appeal for the semester. If the committee dismisses the student's appeal, the student may not attend the event and is still expected to complete the five (5) tutoring sessions.

The appeals committee shall strive to maintain equality and fairness throughout appeals.

Late Work Policy

1. Students will be allowed to turn in one late work assignment per quarter in each of their classes at full credit. After that, late work will only be accepted 1 day after the due date at half credit. Anything turned in 2 days late or after won't receive any credit.
2. High school teachers may also have their own late work policy that is approved by the principal.
3. Students who have a verified illness approved through the office will be allowed one day per day missed to get their work turned in at full credit.

Unpaid Bills

A student's grade card & transcripts will be held in the office if he/she has a financial obligation. A cap and gown will not be issued to a student unless all of his/her bills and dues to the school are paid.

The school has set the limit on unpaid bills at \$50 per student. If your account exceeds this amount, you may not be eligible to attend field trips or extracurricular activities at which you are not a helper, performer, or competitor. Please pay bills in a timely manner, and contact the superintendent's secretary if you or your family desire to establish a payment plan.

Parent-Teacher Conferences

Parent-teacher conferences will be on Thursday, October 30, 2025, in the high school gym. Spring parent-teacher conferences will be by appointment only. A conference will be scheduled at any other time during the year that a student or parent would like to visit with a teacher on a one-on-one basis.

Guidance Program

The guidance program consists of organized services within the total educational program. It is designed to assist students in making wise choices in working out problems and in improving their planning. The guidance itself is assisting individuals in their adjustments to educational, vocational, personal, and social situations. The

ultimate goal is effective self-guidance. The counselor is here to help students with problems such as class schedules, test scores, and problems of a personal and social nature. The counselor also will provide information on colleges, vocational schools, and scholarships.

Missouri State High School Activities Association (MSHSAA) Activities

High School students participating in athletics must maintain their eligibility by following the MSHSAA eligibility requirements. The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org.

Local requirements include random drug testing of athletes. Also, athletes receiving a failing grade during a grading period will participate in academic intervention strategies prior to competing again.

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

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

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

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

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

MSHSAA Guidelines for Fan/Spectator Support Items

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

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

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

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

¹ state only

(Adopted September 2012, Revised 2019)

BOARD POLICY

MSHSAA NON-TRADITIONAL PARTICIPATION

Guidelines for non-traditional students who desire eligibility to participate in MSHSAA Activities/Athletics:

1. Non-traditional students must enroll and attend two classes (1.0 credits) each semester. Pursuant to MSHSAA By-Law 2.3.4.c, these two classes must be seat-time classes taken within the school building they desire eligibility with.
2. Upon initial enrollment, the building principal or designee will review past classes, academic history, credits, logs, attendance, transcripts, etc. to determine “prior semester” credit earned for the determination of eligibility status.
3. The building principal or designee will review current semester classes enrolled in to approve and validate “outside” courses/credits are sufficient in allowing the non-traditional students to meet the 80% rule.
4. Non-traditional students will be provided clear confirmation of Putnam County R-I Schools' close date of the semester: this same timeline for

completion of courses will also be in place for non-traditional students outside courses.

5. Non-traditional students must meet the same essential eligibility standards, including the citizenship standard, semesters rule, age rule, etc. as traditional students.
6. If a non-traditional student participates in an activity for which there is a required course on campus, then they must be enrolled in the associated course in order to participate in the activity.
7. All non-traditional students will be held to the same policy and standards as traditional students set forth by the Putnam County R-I School District student and activity handbooks.
8. Once enrolled, non-traditional students must enroll in all sequential semesters to maintain eligibility.

* It should be noted that some programs offered by Putnam County R-I Schools have a try-out process. Non-traditional students will have every opportunity as traditional students to make teams through the try-out process, but no student is guaranteed a spot on any team.

GRAND RIVER CONFERENCE

Putnam County R-I Schools is a member of the reorganized Grand River Conference. Member school districts are Brookfield, Gallatin, Maysville, Marceline, Milan, Polo, Putnam County, South Harrison, and Trenton.

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

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

Additional information is included at the end of this handbook, in the Activities section.

District Sponsored Extracurricular Activities and Clubs I-210-S

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

activities include football, boys and girls golf, girls softball, boys and girls basketball, boys and girls track, boys baseball, band, cheerleading, drill/spirit team (flag corps), and scholar bowl.

In high school, there will be a grade check every two to three weeks starting after the first quarter midterm.

- Students with F's, discipline issues of ISS and OSS (not minor cell phone violations), and students that have broken the attendance policy will not be allowed to attend any activity that takes them out of the school day. A student breaking the attendance policy means that the student has been asked to write an appeal to the teacher committee. Weekend and evening trips are allowed.
- Students with an F who are involved in MSHSAA activities will be ineligible for 5 full school days and must attend a minimum of 5 tutoring sessions during the activity period before playing again. Their ineligibility begins 48 hours after the appointed time for student notification of grades. They will be allowed to practice with the team/group when possible.
- Participants/athletes with an "F" may not miss class to travel away to an event/game. If a student has a passing grade after 5 tutoring sessions have been completed, the teacher will notify the principal and they will then become eligible to leave early and travel to school-sponsored activities/sports.
- Any student scheduled to attend a co-curricular contest for the purpose of taking it as a technical skill assessment (TSA) shall be allowed to attend that day.
- Band and choir students will perform at the Christmas concert and Evening with the Arts since those performances count as significant portions of their grade.

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

Students are encouraged to take part in a reasonable number of extra-curricular activities. To participate, a student must meet the requirements set forth by the Missouri State High School Activities Association or the respective state/national organization. Local requirements include random drug testing. A student participating in activities representing the school in any public contest or show shall be doing credible work. Students participating in activities are under the direction of coaches or sponsors of that particular activity. Failure to adhere to their rules and regulations or the guidelines set forth by the MSHAA or the respective state/national organization may result in a student being dropped from the activity. A student must be in attendance for at least five of the eight class periods on days of extra-curricular participation. Exceptions may be granted in special cases.

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

Class Funds

Each class may charge dues for the purpose of paying the obligations of the entire class. A student not paying his/her dues may be denied the privilege of class social activities, and the right to vote or hold class office. No class shall have dues to exceed \$10.00 per school year per member. Students should always request a receipt upon payment of dues.

Senior Trip

Students must maintain good citizenship standards and be in good standing with the school district in order to attend the senior trip. Only full-time 8-semester students at Putnam County R-I High School are eligible to attend the senior trip.

High School Student Policies

1. Second Semester Part-time senior students must submit a written request including a plan for the future no later than October 1, 2025. If approved, the part-time student
 - a. isn't eligible for the senior trip,
 - b. isn't eligible for prom (unless invited as a date by a full time senior or junior)
 - c. isn't eligible for Cum Laude recognition
 - d. Cannot participate in any school or MSHSAA activities or sports including band, student council, and vocational groups.
2. Early graduates: must submit a written request to the Board including a plan for the future no later than October 1, 2025. If approved, the early graduate will officially be completed with all school activities and will receive their transcript once final semester grades have been calculated and posted. Semester graduates
 - a. aren't eligible for the senior trip,
 - b. aren't eligible to walk at graduation (or participate in any other spring senior celebrations)
 - c. aren't eligible to attend prom (unless invited as a date by a full time senior or junior)
 - d. aren't eligible for Cum Laude recognition or any other graduation honors
 - e. Cannot participate in any school or MSHSAA activities or sports including band, student council, and vocational groups.
3. Homeschool part-time students are not eligible for the senior trip, Cum Laude recognition, standing to be recognized for having a GPA of 3.5 or 4.0. at graduation, or receive a high school diploma from Putnam County R-I High School. Part-time homeschooled students will be able to walk at graduation and attend the prom and other school-sponsored dances. They will also be able to participate in extracurricular activities and clubs but must follow and meet any guidelines/eligibility requirements specified by the various associations/organizations.

4. Foreign exchange students cannot be enrolled as seniors or partake in any senior celebrations including walking at graduation and the senior trip.
5. Students receiving Cum Laude recognition must be full-time students enrolled at Putnam County, must be eight-semester students, and must meet all requirements of the Cum Laude System.
6. Graduating classes 2025 and beyond- If Algebra is taken in 8th grade, it will not count as a high school credit of any kind or go towards high school GPA.
7. Only classes taken in high school will transfer in as high school credits when new students enroll.
8. It is not an option to audit courses.
9. Physical education will be included in the GPA calculation.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing Community Connection and Parent Square to notify students and parents/guardians. Announcements will also be made on radio stations: KCOG AM/FM, KIRX, KTUF, KRES, KTTN, KNEM, KZBK, television station KTVO, and the District website and Facebook page. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

High school student supervision begins at 8:00 a.m. each school day in the west hallway and in the commons. After-school supervision of students outside the building occurs until school buses are loaded. *Students should not arrive at school prior to 8:00 a.m. unless under direct teacher or coach supervision.* Upon arrival, students should promptly enter the building and remain in the commons or hallways until the first bell rings at 8:12 a.m. in which students are expected to go directly to class. Students will leave the school property immediately following school dismissal unless under direct teacher or coach supervision. Parents should not drop off or leave children at the school during unsupervised periods.

Hall Passes

1. Students should not be allowed out of the classroom during the instructional/lecture portion of the class.
2. Students will fill out their own hallpass request through ehallpass and the teacher may then approve or deny the pass.
3. If a student abuses the privilege to use a hall pass, their passes may be limited in a variety of ways.

4. Only one student will be out of the room at a time. Teachers will be able to see what students abuse the privilege of leaving the classroom through the ehallpass app and website.
5. Nurse passes will also go through the ehallpass system.

Changing Between Classes

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

Class Schedules/Bell Schedules

Period 1	8:15 – 9:00
Period 2	9:03 – 9:48
Period 3	9:51 – 10:36
Period 4	10:39 – 11:24
Period 5	11:27 – 1:06 (lunch & activity period)
Period 6	1:09 – 1:54
Period 7	1:57 – 2:42
Period 8	2:45 – 3:30

1:06 Early-out Schedule:	
Dates: 10/30/25, 12/19/25, 5/21/26	Bell Schedule
Period 1	8:15-9:00
Period 2	9:03-9:48
Period 3	9:51-10:36
Period 4	10:39-11:24
Period 5	11:27-1:06

Required Classes

Freshmen:

Physical Science, Language Arts I, Economics/World History, a math class, and Physical Education

Sophomores:

Life Science, American History, Language Arts II, Personal Finance, Health, and a math class

Juniors:

Language Arts III, a math class, Biology, and Government

Seniors:

Language Arts IV or College English

Schedule Changes and/or Drops

Courses selected during registration should be considered final. Books and supplies are ordered and teachers are scheduled on the basis of your selections. Only changes necessitated by course cancellation, failure, or irresolvable conflicts will be considered. All changes must be made within the first few days of the school year. All class withdrawals or transfers will only be considered after the request has been presented to the guidance staff. The request may be reviewed by the administration and accepted or rejected. It will also be decided if a student is to be withdrawn with or without penalty. Changes of this type will have the instructor, counselor, and administrator's approval.

Withdrawal

In accordance with state law, students must remain in school until age 17 or until they have earned 16 credits toward graduation. The procedure for withdrawal follows.

1. Authorization for withdrawal must be made by telephone or in-person by your parent or guardian.
2. Obtain appropriate forms from the principal's office.
3. Have the forms filled out by teachers, return all school books and library books and make sure all fines are paid.

Take completed forms to the principal's office for final clearance.

Dual Credit

Students(Juniors & Seniors) may enroll in dual credit courses that are offered both for high school and college credit. If enrolling for college credit, students and their guardians become liable for all financial responsibilities with the college offering the course. A student may choose to enroll in such a course for high school credit only, based on availability. Transcripts for college credit must be obtained from the college where the credit was earned.

COLLEGE CLASSES (Juniors & Seniors only)

- Any junior or senior with a 3.0 or higher grade point average can take online college classes offered through the school during the 8-period day. Any high school student taking online college classes will remain in the library for the entire period in which they are enrolled in the class. If a student needs to leave the library, they must get permission from the librarian. If a student knows ahead

of time that they need to be somewhere else that period, they must have permission from Mrs. Fleshman or Mrs. Klinginsmith.

- Students will only be allowed to take up to 12 credit hours per semester without special permission. Typically a college class is 3 hours. However, some may have a lab making them a 4-hour class. Students should NOT take on more than they can handle.
- Students taking online college classes must be working during class time. No sleeping, cell phones, visiting, etc.
- All college finals will be proctored and scheduled by Mrs. Fleshman and the instructor of each course. Any other test deemed necessary will be proctored as well to discourage cheating.
- If a student is caught cheating or plagiarizing in any college class, they will automatically receive a zero on the assignment, drop a letter grade, and will not be permitted to enroll in another online class at Putnam County High School and will also face additional consequences set forth by the college.
- Any student that gets an F for a semester grade in a college class will be placed on probation. Any subsequent semester F letter grades will result in the student not being allowed to enroll in another college class at Putnam County R-I High School. If the student earns an F in two or more college classes during the same semester they won't be eligible for the probationary period and will be prohibited from taking any future college classes at PCHS.

Deliveries

All food and drink deliveries must be dropped off at the high school office before lunch and students may pick them up during their scheduled lunch period. Any food or drink deliveries made after the lunch period cannot be picked up until the end of the school day.

Dances

High School students are encouraged to attend all high school-sponsored dances. Dates brought to high school dances must be at least in ninth grade and the individual's name must be placed on the list at the office no later than the deadline indicated in the daily bulletin for that particular dance. The junior-senior prom is for students in grades eleven and twelve and their dates. Part time seniors and early graduates may not attend prom or any other second semester dance unless invited by another PCHS junior or senior. It is a privilege to attend school-sponsored dances. Students must have their lunch account paid down below \$50 to attend. Guests will be allowed by administrative approval only. Out-of-school dates must be signed up in the office before a dance. They must also be approved without reservation by an administrator at their home school with a dance request form we send out. A sign-up sheet for guests will be provided at the office window for each dance. Guests aged 21 and over are not permitted. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. Law enforcement may be involved as deemed necessary by the district.

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

Library

Our library is one of our greatest treasures at PCR-I. Students may use the library for studying in the morning before classes begin when a staff member is available to supervise. All students and staff in our school have the ability to use the library. No books may be taken from the library without being checked out by the library/media manager. Reference books, such as encyclopedias, dictionaries, and magazines are to be used only in the library unless special arrangements have been made with the library/media manager. Reserved books may be checked out for one period or at the close of school and should be returned before the first-period class the following day. All other books may be checked out for two weeks. Damage to books beyond reasonable wear and all book losses become a student's financial obligation to the school. We welcome you to visit the library often and let our library/media manager know if there is a book that you would like to read. Just 20 minutes of reading a day will make a huge difference.

Lockers

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

Lost and Found

Make every effort to look out for your belongings. Write your name plainly on your P.E. clothes, shoes, boots, etc., and in textbooks and notebooks. Items that have been misplaced and found by another individual should be returned to the office. Lost and found items will be kept in the office for a reasonable time. **DO NOT** bring large sums of money or other valuables to school. Students who leave billfolds, purses, or other items

of value in the dressing room unattended assume all responsibility for lost articles. The school is not responsible for lost or stolen items. If it is deemed absolutely necessary to bring something of value, students are encouraged to leave it in the office until after school. Valuables should be left in the coach's office during P.E. class.

Supply Lists

School supply lists can be found on our website at putnamcountyr1.net

Care and Use of Textbooks

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

Assemblies

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

Student Parking

Driving to school is not a right, but it is a privilege. All students who desire to drive to school must follow these regulations or their driving privileges may be suspended:

1. Must have a permission form, signed by parents or guardian, on file in the principal's office.
2. Students will park in the south parking lot only. Students will not park on the east or west side of the building or in the front row of teacher parking on the west side of the south parking lot.
3. After a student parks his/her vehicle, no student will enter the vehicle during the school day without permission from school authorities.
4. A student who drives to school without proper authorization will be subject to suspension.
5. Students will operate their vehicles in a safe and prudent manner.
6. The above policies include all vehicles including cars, pickups, motorcycles, etc.
7. Students will not be allowed to drive golf carts, ATVs, or any other off-road type of vehicle to school.
8. In order to avoid traffic congestion for our bus drivers, students should turn left out of the parking lot after school until all school buses have exited the campus.

9. Unsafe driving will be reported to law enforcement.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time. Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: The district office at 660-947-3361 extension 301.

All District policies can be located at: <https://egs.edcounsel.law/putnam-co-r-i-school-district-policies/>

School Nutritional Program F-290-S

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

All emergency protocols are posted in classrooms and throughout the buildings. ([§§ 160.451-160.457, RSMo](#))]

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

EMERGENCY DRILLS

▪ **EARTHQUAKE DRILL INSTRUCTIONS**

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

▪ **FIRE DRILL INSTRUCTIONS**

1. Alarm: INTERMITTENT BUZZER
2. If the alarm is sounded during passing time between classes, students go to the nearest exit. A double line will be permitted. Teachers will be at the classroom doors and may direct students if necessary. Teachers will follow the students from the building.
3. If the alarm should be sounded during lunchtime, all teachers and students in classrooms will follow the general procedure that applies to the room. The students standing in line and those seated in the commons will leave by the south doors in the commons across the driveway into the parking lot.
4. Immediately upon hearing the signal, students, faculty, and others in the building will evacuate the building via the evacuation plan. All pupils leaving the building will move in a single file. Two lines of traffic may move side by side, but two distinct lines are to be maintained at all times. Each faculty member will have pre-arranged with one or more students to lead the group out over the route previously assigned for that room. Each teacher will follow his/her group out of the building.
5. Students will leave all books and other belongings at their seats and not try to get clothing or other belongings which may be on the book racks. They may take their coats or handbags, which they may have at their desk or seat.
6. Each teacher is to see that all students have passed and all doors are closed in the room before leaving.

7. At the time of the evacuation of the building, there shall be no talking, lines will move quietly in an orderly fashion and quickly to the exit previously assigned. If you have to wait for another room, do so quietly.
8. After leaving the building, teachers will see that pupils are at a safe distance from the building. The instructor will check the class roll to see that no one is missing. If someone is missing, the information should be given to the principal immediately so a search can be arranged.
9. After reaching the outside, remain in order to return to the building.
10. After receiving notice that the drill is over, return to the room as quickly and quietly as possible.

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

1. Intruder alert will be announced over the intercom system.
2. Teachers will read a detailed scenario to the students and will then direct students' next step according to A.L.I.C.E. protocol.
3. Afterward, the teacher will lead the students in a classroom discussion about the scenario and the steps that were discussed.

▪ **TORNADO DRILL INSTRUCTIONS**

1. Alarm: CONTINUOUS RINGING OF THE BELLS.
2. If the alarm is sounded, all students, teachers, and school personnel will go to the assigned locations and take a ball position, covering their heads and facing the wall.
3. Rooms 2 and 3 go into the nearest restrooms.
 - a. South hallway (on the west end of the school) classrooms go into the nearest restrooms.
 - b. Band, agriculture, physical education, and FACS classrooms go into the north-south hallway that runs between the commons and the middle school.
 - c. The Fitness center classroom goes to the fitness center hallway.
 - d. All other classrooms go into the east-west hallway that runs between the commons and the library
4. If the alarm is sounded when classes are in session, teachers will stay with their classes. If classes are not in session, teachers will space themselves at intervals in the hallway to give commands.
5. If there is no time to take shelter in the hallway, move away from the walls and curl up on the floor on your knees, placing your hands over your head.
6. If you are caught out in the open and cannot get to shelter, try to get to a nearby ditch or ravine and lie face down, hands overhead.
7. After receiving notice that the drill is over, return to the room as quickly and quietly as possible.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Participation and Consent Form Eligibility in Extracurricular ActivitiesForm*

Student Technology Usage Agreement

Students (for ages 5 and above): I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form: As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I have read the A+ Program eligibility provisions (page #'s 4 & 5) as established in the *Outstanding Schools Act of 1993, Section 160.545 RSMo*. It is understood that in exchange for meeting or exceeding the A+ program criteria a student may be eligible for reimbursements as established by the *Outstanding Schools Act of 1993, Section 160.545 RSMo*. These reimbursements are the responsibility of the Missouri General Assembly and not the Putnam County RI School District.

Reimbursements are described as: *The cost of tuition and general student fees at any public community college, vocational or technical school in the State of Missouri for any student that has made a good faith effort to secure all available sources of funding that can be applied. The A+ financial incentive program is dependent upon state appropriations from the Missouri General Assembly.*

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

C-105-P

*District Rules and Guides
Student/Parent Handbook Acknowledgment*

Form A

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I have read the Putnam County R-1 School District Policy concerning my participation in extracurricular activities. I fully understand that I will be subject to mandatory and random testing to remain eligible for participation.

I fully understand that my refusal to be tested at any time during my eligibility in the activities will automatically be treated as a “positive” test.

I understand that I must provide a sealed envelope prior to testing that would disclose any over-the-counter medications and/or prescription drugs that I am taking. The certified laboratory personnel or the medical review officer so designated will open the envelope.

The test results will only be available to the designated school official, appropriate principal, activities director, the coach or sponsor, the student, the parents and, if appropriate, the Medical Review Officer and A+ Coordinator.

I understand the cost of testing for reinstatement to participation will be parent/guardian/student responsibility. The follow-up testing will be completed by a Putnam County R-1 School District approved testing lab under supervision of the District testing director/designee.

_____ Yes, I agree to participate in the Putnam County R-1 School District Drug Testing Program. I, along with my parent/legal guardian, have read and understand the guidelines set forth in the Putnam County R-1 School District Drug Testing Policy.

_____ No, I do not agree to have my child’s name placed in the Putnam County R-1 School district Drug Testing Program. I further understand that by making this decision I relinquish my child’s opportunity to participate in the school district’s extracurricular.

Student Signature

Date

Parent/Legal Guardian Signature

Date

Activities Handbook

The purpose of the extracurricular, co-curricular, and club program is to provide experience, which enables the pupil to progress toward established educational objectives. Outlined below are some of the desirable educational goals to be achieved through the competitive programs:

To Develop for the Student:

1. Qualities of mental and physical strength, endurance, vitality, and neuromuscular skills.
2. A program of activities that meets the needs, interests, and capacities of the student.
3. Qualities of alertness, courage, resourcefulness, and good sportsmanship.
4. Proper emotional control and stability of character.

To Develop for the School:

1. A program of extracurricular and co-curricular activities as an integral part of the school curriculum.
2. A high standard of school loyalty, pride, student morale and wholesome school spirit.
3. Student understanding of extracurricular and co-curricular activities so that they will be more intelligent and appreciative as spectators.

To Develop for the Community:

1. An understanding that the extracurricular and co-curricular activities for students have been promoted under conditions that assure the participants and the public the best traditions in sportsmanship, citizenship, and a wholesome school-community relationship.

PHILOSOPHY

Interscholastic competition shall supplement the secondary curricular program and shall provide most worthwhile experience to students that shall result in these learning outcomes that will contribute toward the development of the attributes of good citizenship. Emphasis shall be upon teaching “through school competition.” To this end only can interscholastic competition be justified.

OBJECTIVES

Extracurricular, co-curricular, and club activities give the student tremendous opportunities to develop as a complete human being. Students who are goal-oriented and career pathway-directed need to aim toward specific objectives. The sponsors/coaches of these activities should dedicate themselves to reaching these objectives. When a student graduates from Putnam County R-I High School, we want him/her to be able:

1. To work cooperatively with others.
2. To learn from constructive criticism.
3. To have self-confidence in stressful situations.
4. To discipline himself/herself.
5. To lead others.
6. To teach certain skills to younger participants.
7. To respect teamwork, organization, and unity.
8. To appreciate the help given to them by parents, teachers, sponsors, coaches, and administration.

9. To evaluate his/her abilities realistically.
10. To have a positive learning attitude toward all tasks.
11. To value hard work and what it can accomplish.
12. To seek help from others when a problem arises.
13. To develop lasting relationships with others.
14. To be physically fit and healthy.
15. To praise others who do a good job.
16. To respect the rules and the officials who enforce them.
17. To feel good about himself/herself as a person.
18. To be dependable when given a job to do.

Advantages of Extracurricular, Co-Curricular, and Club Participation

1. Opportunity to participate in an activity, which parallels many later life experiences.
2. Opportunity to develop physical, mental, and social powers to the fullest.
3. Develop responsiveness to group discipline.
4. Develop lasting relationships.
5. Develop self-confidence.
6. Develop respect for rules and duly constituted authority.
7. Opportunities for development of cooperation, resourcefulness, perseverance, sportsmanship, gameness, initiative, and unselfishness.
8. Travel opportunities to see other communities and get acquainted with other types of people.
9. Opportunities, which make one more friendly, interesting, and human through competitive experiences.
10. Increase one's circle of friends and acquaintances.
11. Draws attention to oneself, which may have a "business" value later on.
12. Successful participation opens the door to future vocational opportunities.
13. Gaining participation abilities, which help many students through college.

ACTIVITY GUIDELINES

All students who participate in middle and high school athletics, co-curricular, and club activities sponsored by the Putnam County R-I Board of Education shall meet and adhere to, as a minimum, the following criteria. Specific activities may demand more qualifications, but none may allow less. ***Additional disciplinary actions not listed in this handbook may be assigned by Administrators and Coaches.***

CITIZENSHIP STANDARDS

Participation in athletic, co-curricular, and club student activities is a privilege and not a right. Students who represent Putnam County in an athletic, co-curricular, club student activity are expected to be good "citizens." A student who fails to exhibit good citizenship shall lose the privilege of participating in the student activity. These general and specific citizenship standards apply to the student three hundred sixty-five (365) days a year, twenty-four hours a day-no matter where the student is located.

In order to be eligible for participation in athletic, co-curricular, club student activities, a pupil must meet the requirements of the Missouri State High School Activities Association (MSHSAA) and the Putnam County R-I Board of Education. All students involved in athletics, co-curricular, club activities and their parents must complete the Athletic, Co-Curricular, Club Student Activities Guidelines acknowledgement form, athletes must participate in the District's

mandatory drug testing program, and all parents must complete the Parent Expectation form (all forms are in Appendix A).

These citizenship violations will be dealt with individually and the penalty may vary with the seriousness of the circumstance of the offense. The penalty for a general citizenship violation may range from a reprimand by the sponsor/coach to permanently barring the student from participation in the School District's athletics, co-curricular, club activities program. Additionally, Administrators can impose extra discipline measures as they see fit.

CITIZENSHIP REQUIREMENTS

Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Local School:

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.
- d. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
- e. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- f. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- g. Each school shall diligently and completely investigate any issue that could affect student eligibility.

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

A. General Citizenship Standards

A student may violate the school district's citizenship standards by conduct such as:

- 1) Repeated referrals for disciplinary action to the Principal, or other person having general responsibility for student discipline.
- 2) A single breach of good conduct, either in or out of school, whether such conduct would constitute a violation of the school district's disciplinary policies or not which is verified to the satisfaction of the head coach or administration.
- 3) A violation, or alleged violation, of federal, state, or local criminal law which results in a citation or summons being issued to the student, or charges being filed in court against the student or conduct which is verified to the satisfaction of the administration (all traffic violations excluded except DWI, driving while intoxicated, or excessive BAC, blood alcohol content).
- 4) Failure to follow the sportsmanship rules established by the school district, team, conference, or MSHSAA.
- 5) Violation of team or activity rules.
- 6) Being suspended from school.

*In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our activities programs to:

1. Cultivate awareness that participation in athletics, activities, and club's is part of the total educational process and as such, the coach/sponsor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play as they relate to the lifetime impact on the participant.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional wellbeing of the individual participants.
5. Avoid any practice or technique, which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies, which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator, or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form, and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with officials and or judges.
10. Encourage all to judge the true success of the athletic and activities program on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

B. Specific Citizenship Standards

*** Use or Possession of Alcoholic Beverages, Drugs, or Tobacco**

Students are expected to abstain from possession or use of tobacco, alcoholic beverages, and drugs. Prior to the 1997-1998 academic years, the Putnam County R-I Board of Education approved a **Random Drug and Alcohol Testing Program for Extracurricular Activities**. A student will violate the school district's citizenship standards if he or she uses, possesses, has ingested, has under his or her control, sells, manufactures, administers, dispenses, distributes, or compounds:

1. Tobacco in any form.
2. Alcohol, intoxicating liquor as defined in Chapter 311, RSMo, or alcoholic beverages.
3. Controlled substances, counterfeit substances or imitation drugs as defined in Chapter 195, RSMo.
4. Controlled substance analogue as defined by Chapter 195, RSMo, and any substance which has a chemical makeup similar to any controlled substance, as defined above, and which when ingested or otherwise used causes a condition such as intoxication, euphoria, dizziness, irrational behavior, stupefaction or hallucination.
5. Anabolic steroids or other similar compound, which is derived from testosterone or prepared synthetically.
6. Drug paraphernalia as defined in Chapter 195, RSMo.
7. Prescription medications, which are not prescribed to the student.
8. Prescription medications that are prescribed to the student, but only if the student sells, administers, dispenses or distributes the medication to others.

*When school personnel determine that a student has been found to be in possession of or used alcohol, controlled drugs, or tobacco products, the student will be disciplined. Sufficient evidence for a determination of a violation shall include, but not limited to: 1) his or her own admission, 2) evidence substantiated by school officials, 3) pled guilty to or convicted of a violation in a court of law. The coach/sponsor of the student involved along with school administrators shall decide which of the following punishments to administer.

Drug or Alcohol Use

- **FIRST OFFENSE**
Student is suspended from 20% of **all** scheduled athletic activities, co-curricular and club student activities the student participates in. If the season of the event the student participates in ends before the completion of the consequence, it will be continued in the next season of the next sport. During this time the student will be ineligible for **any** activities. The student will be expected to participate in practice, stay with the team, can't dress for games, and must also complete a vigorous training program at the discretion of the coach.
- **SECOND OFFENSE**
Student is suspended from **all** school-sponsored athletic, co-curricular and club student activities for 365 days.
- **THIRD OFFENSE**
Student is suspended from **all** school-sponsored athletic and co-curricular student activities for the remainder of their high school career.

Tobacco - Use, possession, or distribution of tobacco or tobacco products, in any form, is prohibited.

- **FIRST OFFENSE**
Student is ineligible for one athletic contest, one co-curricular, and one club event per activity for a seven-day period.
- **SECOND OFFENSE**
Student is ineligible for two athletic contests, two co-curricular, and two club events per activity for a fourteen-day period
- **THIRD OFFENSE**
Student is removed from the team or club.

C. Specific Citizenship Standards

***Defacing or Destroying Property**

Any athlete who defaces or destroys property of the Putnam County R-I School District, property of staff members of the Putnam County R-I School District, or property of other school districts or their staff members will be subject to the following actions:

- **FIRST OFFENSE**
Parents/guardians will be notified. Restitution, discipline from the coach and administration including and up to the removal from the team. If necessary, law enforcement will be contacted.
- **SECOND OFFENSE**
Parents/guardians will be notified. Restitution, termination from the team, as well as an 8-week suspension from all extracurricular activities. If necessary, law enforcement will be contacted.

The student must have met all requirements of the court systems in order to be reinstated to compete in contests again.

D. Specific Citizenship Standards

***Sexual Harassment**

Sexual harassment is strictly prohibited by the Putnam County R-I School District. Sexual harassment is defined as un-welcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. If sexual harassment takes place, contact the building principal or superintendent. Sexual harassment is a level three offense.

- **FIRST OFFENSE**
A minimum of one athletic contest and one co-curricular event per activity for a seven-day period, up to 180 days depending on the nature of the offense.
- **SECOND OFFENSE**
May lead to expulsion

***Conduct Standards**

Students involved in athletic, co-curricular, or club activities are expected to conduct themselves in a positive, respectful manner at all times. Students who conduct themselves inappropriately may lose their privileges regarding extracurricular participation.

***Team or Activity Standards**

Students are expected to observe and obey the rules established by the coach or sponsor of the activity. Each coach or sponsor to the student participants at the beginning of the activity shall communicate the specific rules. Violation of the team or activity rules shall constitute a violation of the school district's citizenship standards, with the penalty to be determined by the coach or sponsor, athletic director and Principal. The above specific citizenship standards and consequences listed under section B, C, and D are in place for the four (4) years a student is in high school (9-12 grade). For example, if a student violated the specific citizenship standards as a freshman and again as a senior, the violation would be considered a second offense or occasion.

Students in junior high (7 & 8 grade) will be considered a separate unit from the high school. The specific citizenship standards and consequences listed under section B, C, and D are in place for the two (2) years a student is in junior high. Students entering the ninth (9) grade will not carry over any consequences received during junior high.

***Citizenship Card**

All students must **sign a citizenship card** when participating in extracurricular, co-curricular, and club activities. Please schedule a parent/student meeting at the start of the season/school year to discuss the citizenship card. Directors/Coaches/Sponsors should inform students and parents of fourteen and twenty-eight calendar day suspensions from the activities program as well as the circumstances that constitute the student being ineligible to participate in the club or activity(ies). At this meeting a copy of MSHSAA ***How To Protect Your Eligibility*** brochure will be disseminated to all student athletes (A sample of this form is located in the back of this guide. Copies for your use may be obtained from the Building Office.) All citizenship card violations will be kept on file with the building Activity/Athletic Director.

If a student receives a citizenship card violation, they will not be allowed to practice with the team/activity group until after the out-of-school suspension has been served. After the OSS has been served the student may, with the coach's and building athletic/activity director's approval, practice with the team.

ELIGIBILITY STANDARDS

All students who participate in any extra-curricular, co-curricular, and club activity must be a student first. Therefore, the Putnam County R-I School District requires all students to adhere to the following eligibility requirements.

No student will take part in any school activity if absent from school for more than half the day of the activity, without first receiving approval from a school administrator or designated official. Also, a student serving in-school suspension or out-of-school suspension will not be allowed to participate in school activities until completion of penalty. If a student misses class without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes without a verified absence that is excused by the principal. Students with unverified absences not excused by the principal on Friday will not be allowed to participate in school activities or events until a student attends a full day of class without an unverified absence.

Students must also meet the standards of the Missouri State High School Activities Association. Students in grades 7-12 must be currently enrolled in courses that offer two and one quarter units of credit.

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

High School students must be passing all classes while in season. Grade checks will happen approximately every two weeks. Any student with a D or F will participate in all tutoring sessions for two weeks until new grades come out. If after 5 days of tutoring the student has all grades up to an A or B, they can be removed from the intervention list and won't be required to attend tutoring.

Students with an F who are involved in any activities will be ineligible for 5 full school days and must attend a minimum of 5 tutoring sessions during Activity Period before playing again. Their ineligibility begins 48 hours after the appointed time for student notification of grades. They will be allowed to practice with the team/group when possible.

*Participants/athletes with an "F" may not miss class to travel away to an event/game. If a student has a passing grade after 5 tutoring sessions have been completed, the teacher will notify the principal and they will then become eligible to travel to school-sponsored activities/sports.

*Any student scheduled to attend a co-curricular contest for the purpose of taking it as a technical skill assessment (TSA) shall be allowed to attend that day.

*Band and choir students will perform at the Christmas concert and Evening with the Arts since those performances count as significant portions of their grade.

Affirmation of Priority Sport (MSHSAA Sports and Competitive Cheer)

Guidelines- Only necessary when a student is involved in more than one sport during the same season

1. Students wishing to participate in more than one sport must declare priority/secondary choices.
2. Each student must meet the eligibility requirements (conditioning practices) of each specific sport.
3. If there has been no agreement made between coaches/sponsors and practices conflict, students will attend the priority sport practice for a week until 4:30 and then go to the secondary sport practice. Students will attend the secondary sport practice the following week until 4:30 and then go to the priority sport practice.
4. Both coaches and students will determine which competition an individual student will attend with the intent of an equal mix between. If the coaches and students cannot agree then the priority sport takes precedence.
5. Students wishing to change their priority sport must do so before the first competition.
6. MSHSAA Sports and Competitive Cheer take precedence over MSHSAA activities and school clubs. MSHSAA activities take precedence over school sponsored clubs.
7. Games take precedence over practice.
8. Conference events take precedence over non-conference events.
9. Conflicts at the district/sectional/regional/state level will be decided by a conference involving A.D., athlete, parents and coaches.
10. MSHSAA sports will follow all rules and guidelines set by MSHSAA
11. First possible practice would begin on Aug 11, 2025. Season would conclude at State Competition.

MSHSAA Sports

- MSHSAA sports and activities will follow all rules and guidelines set forth by MSHSAA
- Putnam County R-1 MSHSAA Sports: Football, Basketball, Track, Baseball, Golf

- Putnam County R-1 MSHSAA Activities: Band, Sideline Cheer, Scholar Bowl, Dance

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Rules of Conduct for CTSO Officers of Putnam County R-I

CTSO Officers must follow the following guidelines:

1. Abide by the Rules of Conduct as stated in the Putnam County R-I Student Handbook and the Putnam County Activities Handbook.
2. As a chapter officer you are expected to attend all chapter activities. If an officer is not able to attend a chapter activity for any reason they should notify the chapter advisors stating the reason for their absence.
3. Failure to uphold officer expectations or comply with school standards can result in officer probation or dismissal (at the discretion of the CTSO advisor and administration). In the case of an officer dismissal, the advisor reserves the right to appoint a new officer or leave the position vacant.

INTERVENTION PLAN ACADEMIC APPEAL PROCESS

Any student with an “F” that is forced by the plan to miss an extracurricular, co-curricular, and club event due to the intervention plan, including athletic events, is allowed to appeal to a committee to review any special circumstances if they have not earned any zeros on any assignment during the preceding grading period. The committee may grant or deny the appeal based on information brought forth by the student, their classroom teachers, or from the teachers at the appeal hearing. The appeal will be closed to the public and only the committee selected by the principal will be present. The student will not attend the appeal hearing, and each student is allowed two (2) appeals per year.

The appeals committee shall be made up of the following: an administrator or designee and up to two (2) other core academic teachers plus a coach/sponsor for the activity impacted by the appeal. A forty-eight (48) hour time period must be given to the appeals committee to arrange for a time, venue, and proper personnel.

If the committee grants the student’s appeal, the student may attend the event, with the agreement that said student will still complete the five (5) mandatory tutoring sessions originally stated in the intervention plan. If the committee dismisses the student’s appeal, the student may not attend the event, is still expected to complete the five (5) tutoring sessions.

The appeals committee shall strive to maintain equality and fairness throughout appeals.

PRACTICE

Students should expect to practice in preparation for most of their activities. Each activity sponsor/coach will establish practice schedules that students must follow. Special arrangements to miss a practice or meeting must be made with the sponsor/coach prior to the student’s absence. Practice times and schedules will vary depending on sports, facilities, time of season, etc. Students must be present for more than half the day to be eligible to practice. Any unusual reason for an absence from school shall be cleared with the high school principal or designee in advance. Coaches are cautioned not to practice students who are ill or who have missed school due to an illness or injury.

SCHOOL RESPONSIBILITY CODE IN EFFECT

Students are reminded that all school rules are in effect at all activities. Their behavior should be exemplary while attending all school activities and students must respect the authority of those in charge.

OFFICE BEHAVIORAL REFERRAL

The principal will notify the head coach or sponsor of an office referral disciplinary action as soon as possible after the referral disciplinary action has happened. All suspensions must be served before participation in contests, but a student may practice after an in-school suspension is served that day. **If a student receives an office referral disciplinary action that student will not participate in activity the day of the event at the discretion of the Principal/Athletic Director.** If a student is referred on a non-event day, additional punishment and consequences for behavior are at the discretion of the coach. After two separate disciplinary actions (excluding tardies), MSHSAA citizenship rules would apply and could result in dismissal from the team, squad, or activity. Dismissal from the team, squad, or activity would be subject to building guidelines, coaches, and administrative review.

BULLYING

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

- **First Offense**: A minimum of one athletic contest and one co-curricular event per activity for a seven-day period may also include detention, in-school suspension, or up to 10 days of out-of-school suspension.
- **Second Offense**: Up to 180 days out-of-school suspension or expulsion.

Initiations/Hazing

Initiations are not allowed for any activity groups. There is a board policy against "hazing" in the schools. Hazing is defined as any behavior required of an individual by one or more persons that humiliates, degrades or risks emotional or physical harm, regardless of the person's willingness to participate. Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

APPEALS PROCESS

If players or parents feel that there are extenuating circumstances they are welcome to follow through the appeal process. There is an established line of working through issues. The hierarchy follows the pattern of :

- 1) coach/sponsor
- 2) athletic director
- 3) principal
- 4) superintendent

If at any level of the process, they are not happy with results they can move to the next.

FUNDRAISING

Putnam County encourages athletic teams, clubs, and other activities to fundraise if they want to spend money over and beyond their budget. In order to not overwhelm our staff and community with multiple groups having fundraising events at the same time, a set of guidelines has been established.

- The coach or sponsor is responsible for getting approval from the Athletic Director/Building Administrator for any fundraising. Parents or nonschool individuals should not be the one to present the fundraiser to the administration.
- Extended fundraising in the HS can be done **once** during the school year and is set up in 2 week increments. In order for them to not overlap these will be approved by the High School Principal/AD and placed on the district calendar.
- Single night fundraising events as a stand alone event or at an already scheduled contest (e.g. Football games, Softball games, Basketball games, Baseball games, Band concerts, etc.) can also be organized by the coach/sponsor if approved by the AD/HS Principal.
- Any outside organization may donate money to a club, activity, or sport so long as student organization members aren't involved in the fundraising process. All money should be given directly to the coach or sponsor and deposited directly into the organizations SA account.
- A written description of the fundraising event should be given to the administrator for approval as soon as possible and at a minimum at least two weeks prior to the requested fundraising event.
- School affiliated fundraising money should never be payable to the coach or sponsor. It should be payable to PCR1 schools and deposited in the club's or activity's SA account.

SAFETY & HEALTH INFORMATION

A PARENT'S / GUARDIAN'S GUIDE TO CONCUSSION

National Federation of State High School Associations (NFHS)

Sports Medicine Advisory Committee (SMAC)

What is a concussion?

- A concussion is a traumatic brain injury that interferes with the normal function of the brain. Concussions were previously referred to as a "ding" or a "bell-ringer" but this undermines the seriousness of problem. Any suspected concussion must be taken very seriously. An athlete does not need to lose consciousness (be "knocked-out") to suffer a concussion. In fact, less than 5% of concussed athletes suffer a loss of consciousness.

Concussion Facts

- Structural injuries, like torn ligaments and broken bones, can be seen on an x-ray or on scans like an MRI. On the other hand, a concussion is a disruption of how the brain works, or its function, and not in its structure. That is why CAT scans and MRIs are typically normal. The injury affects the way the brain works, not how it looks.
- It is estimated that over 300,000 high school athletes across the United States suffer a concussion each year. (Data from the NFHS Injury Surveillance System, “High School RIOTM”)
- Concussions can happen in any sport. While they are more common in sports that involve collisions, athletes in all sports are at risk for a concussion. When researchers looked at 14 different high school sports, they found that over two-thirds of concussions result from contact with another athlete and the second leading cause of concussion, is player-to-surface contact. This includes falling and hitting the ground.
- An athlete may report many physical, behavioral, and cognitive symptoms. Physical symptoms include headaches, nausea, vomiting, dizziness, and sleep changes. Some behavioral changes include irritability, anxiety, and depression. Cognitive symptoms are changes in the way we think and include feeling sluggish, hazy, or foggy, difficulty concentrating or memory problems, and confusion.
- Many symptoms appear immediately after the injury, while others may develop over the next several days. The symptoms can interfere with normal daily life in addition to difficulty with school, work, and social life.
- Concussion symptoms may last from a few days to several months. It is important to remember that each student athlete responds and recovers differently.
- Athletes should not return to sports or activities that will put them at risk for another head injury until the concussion has completely resolved. To do so puts them at risk for worsening and prolonged symptoms and a more severe injury. While rare, a repeat concussion can also result in severe swelling and bleeding in the brain. This condition can lead to death or permanent disability.

What should I do if I think my child has had a concussion?

If your child sustains a head injury, it is good to be aware of the signs and symptoms of a concussion. If you suspect an athlete has a concussion, the athlete must be immediately removed from activity. Continuing to participate in a contact or collision sport while experiencing concussion symptoms can lead to worsening of symptoms, increased risk for further injury and sometimes death.

Parents and coaches should not make the diagnosis of a concussion. Any athlete suspected of having a concussion should be evaluated by a medical professional trained in the diagnosis and management of concussions.

When in doubt, sit them out!

All athletes who sustain a concussion need to be evaluated by an appropriate health-care professional who is experienced in concussion management. If your child's school has an athletic trainer (AT), please inform the AT of your concerns. You should also call your child's primary care provider and explain what has happened and follow the instructions you are given. Sometimes, an injury is more severe than it appears. If your child has persistent vomiting, a worsening headache, a seizure, or is acting differently, you should take your child to an emergency department for immediate attention.

What are the signs and symptoms of a concussion?

SIGNS OBSERVED BY PARENTS, ATHLETIC TRAINERS, FRIENDS, TEACHERS OR COACHES	SYMPTOMS REPORTED BY ATHLETE
• Dazed or stunned appearance. • Confusion about assignment or position • Forgetfulness. • Uncertainty of game, score, or opponent. • Clumsy movements. • Slow response to questions. • Mood, behavior or personality changes. • Can't recall events prior to or after hit or fall.	• Headache or "pressure" in head • Nausea • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy or groggy • Concentration or memory problems • Confusion • "Not feeling right" or "feeling down"

How can a concussion affect schoolwork?

Following a concussion, many students have difficulty in school due to difficulties with short-term memory, concentration, and organization.

In many cases after the injury, it is best to decrease the athlete's class load early in the recovery phase. This may include staying home from school for no more than 1 or 2 days, followed by academic adjustments (such as a reduced class schedule), until the athlete has fully recovered. Decreasing the stress on the brain and not allowing the athlete to push through symptoms will shorten the recovery time and ensure total resolution of symptoms. The academic adjustments are best managed by a school concussion team. Speak with the school guidance counselor, school nurse, or athletic trainer to help with this process.

When can an athlete return to play following a concussion?

After suffering a concussion, or if you suspect an athlete has a concussion, **no athlete should EVER return to play or practice on that same day.**

Concerns over athletes returning to play too quickly led lawmakers in all 50 states and the District of Columbia to pass laws stating that **no player shall return to play the day of a concussion, and the athlete must be cleared by an appropriate health-care professional before being allowed to return to play in either games or practices.** Many of these laws require players, parents and coaches to receive education on the dangers of concussion in addition to recognizing the signs and symptoms of concussion. Click here to see what your state law requires:
http://www.ucdenver.edu/academics/colleges/medicalschoo/departments/pmr/documents/concussion_toolkit/laws/state.htm

Once an athlete no longer has symptoms of a concussion AND is cleared by an appropriate health-care professional to begin a return to play progression, the athlete must proceed with activity in a step-wise fashion in a carefully controlled and monitored environment to allow the brain and body to re-adjust to exertion. On average, the athlete will complete a new step every 24-48 hours. An example of a typical return-to-play schedule is shown below:

Return to Play Progression:

Step 1: Back to Regular Activities

To enter into the return to play protocol the athlete should first be back to regular activities (such as school) and has been cleared by their health-care professional to begin the return to play process. In most all cases, the athlete should have all concussion-related academic adjustments removed prior to beginning the Return to Play Program.

Step 2: Light Aerobic Activity

Begin with light aerobic exercise only to increase heart rate. This means about 5 to 10 minutes on an exercise bike, brisk walking, or light jogging. No anaerobic activity such as weight lifting should be done at this stage.

Step 3: Moderate Activity

Continue with activities that increase an athlete's heart rate while adding movement. This includes running and skating drills.

Step 4: Non-Contact Training

Activity Add sports specific, more intense, non-contact physical activity, such as passing in hockey, dribbling in basketball or soccer, high-intensity stationary biking, regular weightlifting routine.

Step 5: Practice and Full Contact

The athlete may return to practice and full contact (if appropriate for the sport) in a controlled practice setting where the skills can be assessed by the coaches.

Step 6: Competition

The athlete may return to competition. If symptoms occur at any step, the athlete should immediately stop activity and consult with a qualified appropriate health-care professional before moving on to the next step.

What can I do?

- Both you and your child should learn to recognize the “Signs and Symptoms” of concussion as listed above.
- Encourage your child to tell the medical and/or coaching staff if any of these signs and symptoms appear after a blow to the head or body.
- Emphasize to administrators, coaches, physicians, athletic trainers, teachers and other parents your concerns and expectations about concussion and safe play.
- Encourage your child to tell the medical and coaching staff if there is suspicion that a teammate has suffered a concussion.
- Ask teachers to monitor any decrease in grades or changes in behavior in students that could indicate a concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

Click here for more information about returning to school after a concussion:

http://www.cdc.gov/headsup/basics/return_to_school.html

Other Frequently Asked Questions:

Why is it so important that athletes not return to play until they have completely recovered from a concussion? Students that return to play too soon may worsen concussion symptoms, prolong the recovery time, and they also risk catastrophic consequences if they suffer another head injury. These consequences are preventable if each athlete is allowed

time to recover from their concussion including completing the stepwise return-to-play protocol. No athlete should return to sport or other at-risk activity when signs or symptoms of concussion are present and recovery is ongoing.

Is a “CAT scan” or MRI needed to diagnose a concussion?

No! The diagnosis of a concussion is based upon the athlete’s history of the injury and an appropriate healthcare professional’s physical examination and testing. CT and MRI scans are rarely needed following a 5 concussion since this is a functional injury and not a structural one. However, they are helpful in identifying life-threatening head and brain injuries such as skull fractures, bleeding or swelling.

What is the best treatment to help my child recover quickly from a concussion?

Treatment for concussion varies from one person to the next. Immediately after a concussion, the best treatment is physical and cognitive rest. Exposure to loud noises, bright lights, computers, tablets, video games, television and smart phones may worsen the symptoms of a concussion. You should allow your child to rest in the days following a concussion. As the symptoms lessen, an appropriate health-care professional may allow increased physical and cognitive activity, but this has to be monitored closely for a recurrence of symptoms.

There are no medications to treat concussions, but an appropriate health-care professional may prescribe medications and therapies to treat symptoms of a concussion, such as headache, dizziness, sleep changes, etc. Some athletes may require rehabilitative therapies, such as physical, occupational, vestibular, ocular or speech/cognitive. Others may require treatment for mood and behavior changes. All of these interventions are done on a personalized basis.

How long do the symptoms of a concussion usually last? For most concussions, symptoms will usually go away within 2–3 weeks after the initial injury. You should anticipate that your child will not fully participate in sports for several weeks following a concussion. In some cases, symptoms may last longer, sometimes several months. Since recovery differs from person to person, all concussions should be carefully managed.

How many concussions can an athlete have before we should consider retiring from playing sports? There is no “magic number” of concussions that determine when an athlete should give up playing sports that put one at high risk for a concussion. The circumstances that surround each individual injury, such as how the injury occurred as well as the number and duration of symptoms following the concussion, are very important. These circumstances must be individually considered when assessing an athlete’s risk for potential long-term consequences and potentially more serious brain injuries. The decision to “retire” from sports is a decision best reached after a complete evaluation by your child’s primary care provider and consultation with an appropriate health-care professional who specializes in treating concussions.

I’ve read recently that concussions may cause long-term brain damage in athletes, especially professional football players. Is this a risk for high school athletes who have had a concussion? Recently, increasing attention has been directed at CTE or Chronic Traumatic Encephalopathy. CTE is a brain disease that results from changes in the brain. These changes can affect how a person thinks, feels, acts, and moves. The cause of CTE has not been definitively established. Traumatic brain injuries, including concussions, and repeated hits to the head, called subconcussive head impacts, may contribute to CTE.

Subconcussive head impacts are impacts to the head that do not cause a concussion. Unlike concussions, which cause symptoms, subconcussive head impacts do not cause symptoms. A collision while playing sports is one way a person can get a sub-concussive head impact.

Early evidence suggested that the more years a person has repeated subconcussive head impacts or other brain injuries, the higher the chance they have of getting CTE. However, we have now learned that CTE does not just occur in athletes. And, most people with head impacts or brain injuries will not get CTE. Furthermore, CTE has been diagnosed in people who have never had any history of brain trauma.

In light of the suggestion of a correlation between head impacts and CTE, the NFHS SMAC recommends limiting full contact during practice sessions and limiting the total number of quarters or periods played per week in sports at high risk for head impacts, such as football and ice hockey. These recommendations and guidelines were defined in the report from the July 2014 NFHS Concussion Summit Task Force. The guiding principles used to develop this report were to reasonably limit the opportunity for multiple hits to the head and to minimize concussion risk. The goal is also to maintain the integrity of the games and avoid unintended consequences. The report can be read in its entirety in the Resources section on the Sports Medicine page of the NFHS Website.

We cannot eliminate all of the risk of concussion from sports. However, we can take what we learn from science to reduce the chance for injury and set policy to ensure that students with a concussion get the care they need.

Everyone involved in high school sports plays an active role in educating others about concussion and other serious brain injuries. Please check out the Resource section on the Sports Medicine page of the NFHS Website for more information on how you can take an active role and get involved in keeping students safe, healthy and active.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm.

Injuries

An Accident Report must be filled out on any student who has an injury that requires them to go to a medical doctor and/or be absent from school time due to the injury. The school trainer may fill out the report and give it to the coach. If this occurs, the coach should co-sign the report and return it to the school nurse and the Athletic Director. (A sample copy of this form is located in the appendices of this guide. Copies for your use may be obtained from the principal's secretary.)

CPR Training

All Coaches must be certified in CPR/First Aid every two years before they are allowed to coach or be paid. This includes all sports, plus Marching Band, Campus Bowl, Cheerleading and Dance.

Emergency Medical Standby Policy – Putnam County Ambulance Service

Putnam County ground ambulance units, staffed by two licensed, emergency-training personnel, will provide emergency medical standby at football games (or other events as determined by the

district Athletic Office). In the event of a situation that requires emergency transportation to the hospital, that will be provided by the on scene ground unit. The on-scene crew will request a ground unit be dispatched to the game (or other event) as soon as one is available to provide emergency medical standby.

NOTE: Transporting Procedure: Open ambulance traffic lane will be the responsibility of the host school.

All coaches/directors should carry the Putnam County Ambulance Dispatcher's phone number with them at all events. 911 or (660)947-3813

Policy on Lightning Safety

Policy:

The athletic training staff, coaches, and administration should be alert for inclement weather conditions during outdoor activities to assist with reducing the risk of injury/death resulting from lightning.

Procedure:

- Athletic Directors, coaches, and school administration should be alert for inclement weather during outdoor activities. The AD and/or school administrator will have a lightning detector to be used if storms are expected or seem possible. Cancellation of a game should be made following consultation (if possible) of the on-site administrator or AD. If an administrator or the AD is not present, the head coach is responsible for implementing the policy. Cancellation or postponement of a game/practice will occur if any of the following situations occur: 675645645
 - Lightning detector detects lightning once in the 3-8 mile range which was preceded by recent activity in the 8-20-mile range.
 - Lightning detector detects lightning twice in the 3-8 mile range without recent activity in the 8-20-mile range.
 - Lightning (sky to ground) is seen or thunder is heard.
 - Note: Current literature suggests thunder can be heard at a maximum of 10 miles. Therefore, anytime thunder is heard, you should immediately clear the field of play. Current literature does not provide a clear guide as to how far lightning can be seen, particularly in the night sky. If you see a distinct channel (bolt) of lightning, you should immediately clear the field of play. "Flickers" or a glowing in the horizon may be treated with careful monitoring of the environment and the lightning detector as noted above.
- The Lightning detector should be in an upright position and situated away from cell phones, electronic devices, motors, engines, and high powered communication devices which may cause false triggering of the detector. False triggers are identified by a continuous cycling (similar to when the unit is first turned on) of all indicators on the detector. In the event of a false trigger, the detector should be reset. This is accomplished by turning off the detector, moving to an open area, and turning on the detector. The AD or administrator should then follow the cancellation criteria noted above.
- Once the decision has been made to cancel or postpone a game/practice, all athletes and spectators will be instructed to move to a safe location (building or vehicle). During practices the head coach is responsible for alerting athletes and during games a PA announcement will be made to alert spectators.
- Extra precaution should be taken during events to allow for adequate time for spectators and athletes to seek appropriate shelter.

- Activity will not resume until 30 minutes after the last lightning strike is seen or thunder heard and/or the Lightning detector indicates lightning is beyond the 20-mile range.
- If the recommendation is made to immediately clear the playing field and practice/game play continues, the AD should advise the coach, officials, and school administrator that they are leaving the area until the weather permits safe return.

Medical Policies and Procedures for the Putnam R-I Athletic Program

Please review the copy of the medical policies and procedures. A copy is available in each coach's office

Heat Illness Procedures

Each high school uses a weather station to measure a combined heat and humidity reading. The reading from the weather station will be applied to a heat index chart with the following procedures in place for coaches and athletic trainers. Athletic trainers will keep a log of all heat index readings taken.

- A. The following procedures are to be used for practice and games during hot weather events such as football & softball
 1. During hot weather when heat illness is most likely to occur the athletic director is to measure the heat and humidity using the weather station. The athletic trainer should report the heat index to coaches at the school site. During high heat and humidity times, coaches not at the school site should call the athletic director. Coaches who elect to call the national weather service should document what time they called, who they talked to, and the heat index they were given.
 2. If the heat index is between 95 – 105 plans to modify the practice or game are to be in place. Modifications include but are not limited to:

More frequent water breaks	Practice at a different time of day
Move to practice indoors	Shortened practice
Limited equipment	Less intensity
 3. If the heat index is over 105 degrees, the practice or game is to be postponed or rescheduled until the heat index falls below 105 degrees.
- B. Any item not specifically addressed in the procedure will be dealt with according to MSHSAA guidelines which can be located in the MSHSAA Sports Medicine Manual.
- C. While practicing for athletics students should be allowed free water intake during the entire practice session. Coaches, parents, and athletic trainers should educate their players on water and electrolyte replenishment along with the benefits of being properly hydrated.

Evacuation Plan for Football, Baseball, and Softball Events

Football – Lightning – Move to high school commons

Football – Tornado -- Move to high school interior hallways

Baseball – Lightning – Move to restrooms & concession Stand

Softball – Lightning - Move to high school commons

Baseball – Tornado -- Move to restrooms & concession Stand

Softball – Tornado -- Move to high school interior hallways

SPORTSMANSHIP

As a participant representing the Putnam County R-I School and community, you have the responsibility to exhibit good sportsmanship at all times. As a member of the extra-curricular program, you become a representative of your family, the student body, your school, and your community. The coaching staff and sponsors will expect all participants to conduct themselves as champions in the athletic arena, the classroom, and in everyday life. The coaching staff and sponsors will demonstrate appropriate behavior at all times. Instruction will be provided by coaches and sponsors to inform participants of district expectations.

A very important lesson we learn through interscholastic athletics is that by hard work and dedication we can improve. In America we recognize we can take ability, and through hard work and dedication, become anything we want to be. If you are willing to recognize the ability you possess and work hard, you can achieve success in athletics. This is a lesson that will prove very valuable to you as you prepare to face the challenges of life after high school.

Attitude is one of the principle ingredients in becoming a champion in any sport or activity. The desire to excel, to win, and to pay the price are all positive qualities or attributes of attitude that contribute to a winning philosophy.

A winning philosophy is important, but realizing the importance of how the game is played is equally important. Simple acts or gestures of respect-such as displaying good conduct, cooperating with officials, shaking hands with opponents before and after the contest, showing self-control at all times, accepting decisions and abiding by them, and never being boastful or bitter-will aid you and your team in portraying the standards of sportsmanship expected of athletes at Putnam County R-I Schools.

STUDENT EXPECTATIONS

Students must understand they are a reflection of the community, school, and parents. Therefore, students who participate in any activity sponsored by the Putnam County R-I School District are required to adhere to the following expectations.

LETTERING

All varsity coaches or sponsors must create lettering policies for each sport or activity. However, the coach or sponsor must communicate the lettering policy with the Putnam County Activities Director(s) before the start of the season. It is also the responsibility of the coach or sponsor to have a parent/student meeting where all rules and policies are communicated to the parents and students.

The school "letter" is awarded to students earning them in various school activities. The following general rules apply to the awarding of school letters:

1. The student awarded a school letter must be a good school citizen.
2. The student must be recommended by the sponsor or coach of an activity.
3. Individuals must complete activities scheduled unless prevented by unavoidable reason.
4. A student will be awarded one chenille letter. If the individual qualifies in other activities he/she will be awarded a qualifying certificate in those activities.
5. A school letter may be awarded for scholarship by

- a) earning a 3.5 grade point average for the year in academic classes
- b) earning an "I" rating in a district contest or festival or an "I" or "II" at the state level;
- c) earning the state farmer degree.

APPEARANCE

The student shall be neat and clean at all times and project a wholesome image. Grooming and appearance is at the discretion of the individual sponsor/coach. The wearing of hats is not allowed inside any building or before/after a school sponsored event. Students are also not permitted to wear any piece of clothing that is an advertisement for any form or type of alcoholic beverage or tobacco product.

CELL PHONES

All participants should turn off and put away cell phones/electronic devices prior to practice and before entering the locker room. Violation of this rule is a minimum 3 days OSS as stated in the code of conduct. At no time shall cell phones be on in the locker room. If an MP3/IPOD electronic player can be used as a phone/camera the device must also be turned in to the coach/sponsor. The school/coach cannot be held responsible or liable for damages to student property.

ASSUMPTION OF RISK

Some activities will involve physical activity in which students could mildly, moderately, or severely injure themselves. Catastrophic injuries resulting in death or permanent paralysis may occur during participation. Each student assumes this risk, as there is no absolute prevention against any potential injury.

MEDICAL ATTENTION

Each athlete must have on file with the athletic director's office a health certificate signed by his/her doctor and parents. Coaches will also keep a file of students' physicals on hand when traveling to away events. A copy of the physical form is included in the Appendix. The procedure for handling injuries is as follows: If the injury occurs in practice and is of a serious nature, the athlete will be transported to the hospital emergency room. Parents will be notified by telephone immediately. If the injury is minor, a member of the coaching staff will treat it and notify parents if deemed necessary. If, at any time, parents need information or have questions concerning injuries, please call any member of the coaching staff, and they will be happy to answer your questions. Any athlete diagnosed with a concussion must have a concussion release form and it must be signed by a physician (MD, DO, PAC, ATC, NP) before an athlete can return to practice and/or games.

TRANSPORTATION

Bus Policy

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

- Parent's may sign students out through the Parent Square App. The coach or sponsor will share a form to be filled out at each game or event. Once the form has been completed students may leave at the conclusion of their event. For some school-sponsored activities, it is acceptable to help parents who have traveled to pick up their son/daughter at predetermined points. Additional drop off points not listed below will be established according to location of the event at the beginning of each season with administrative approval. Criteria for drop off points are selected depending upon the space needed for the bus being able to turn the bus around and safety of our kids. However, the following drops off points have been established and will not change:
 - **East-** Livonia & Water Tower
 - **West-** Hwy 139, Midway, & Lucerne
 - A parent may write a note (for the season) for his/her child to get off the bus at a convenient location. If a car is not waiting for the student, he/she will be brought to the school.
- The head coach/sponsor reserves the right to request that a student ride the bus home unless otherwise specified by administration.

MSHSAA

Unsportsmanlike Conduct at MSHSAA Events

Any unsportsmanlike conduct or misconduct of an athlete, coach, student, or fan at the site of an event whether it occurs before, during, or after the contest is of concern to the Board of Directors and shall be handled in accord with procedures established in the policy. It also reaffirms the expectation that in cases where an athlete is guilty of deliberately striking an opposing player, using profane or vulgar language, or using abusive language toward officials, etc., that the coach will immediately remove the player from the game and not permit the player to participate in the next succeeding four quarters (equivalence to one game). In addition, it now provides that if there are extenuating circumstances making the athlete's conduct more serious, the penalty imposed by the school shall be more severe. ***POSITIVE SPORTSMANSHIP IS A MUST.***

A substitute shall not enter the playing floor or field should a fight break out among players in the game. It also specifies that should any substitute leave the bench area to go onto the floor or field in such situations, he/she shall be suspended from the remainder of that game and from the next contest in which the team plays. Coaches need to make this policy clear to all members of their squads.

PARENT/SPECTATOR EXPECTATIONS

Parents, guardians, and spectators are encouraged to cheer their teams with enthusiasm while exhibiting good sportsmanship. The school will not tolerate being on the field/floor before, during, or after the game, or berating the players, coaches, and/or officials.

ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACHES AT ANY TIME

1. Pressure to increase playing time.
2. Team strategy
3. Play calling
4. Other student-athletes and/or participants

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern:

1. Call to set up an appointment with the coach (24 hour waiting period)
2. Student athletes must be present during all meetings unless agreed upon by both parties.
3. Do not attempt to confront a coach or interfere with the players before, during, or after a contest or practice unless their student has been injured. Parents and spectators should not enter the locker room, dugout, bench, or be on the sidelines before, during, or after a contest or practice unless their student has been injured and they have the coaches' permission. These can be emotional times for both the parents and the coach. Meetings of this nature usually do not promote resolution.

If these procedures, including sportsmanship, are not followed, the parent, guardian, or spectator will face the following consequences:

FIRST OFFENSE:

The parent, guardian, or spectator will not be allowed to attend the next competition at that level and must have a meeting with the administrative staff.

SECOND OFFENSE:

The parent, guardian, or spectator will be asked to have a meeting with the administrative staff and will not be allowed to attend any other games or activity for that season.

These terms apply to home and away games. Suspensions not fulfilled will be carried over into the following season.