Putnam Co. R-I School District



Elementary Student Parent Handbook

Adopted by the Board of Education: August 13, 2026

Contents

Welcome 5
Mission C-110-S 5
School Board Members G-100-S 6
School Building Information and Contact Information 7
Academic Calendar I-100-S 9
Attendance and Absence Procedures S-115-S 10
Food Service Program F-285-S 11
Allergy Prevention and Response S-145-S 13
Health Services S-215-S 14
- Illnesses/Injuries 14
- Health Office 15

Administration of Medication S-135-S 15
Communicable Diseases F-245-S 16
Student Insurance S-140-S 16
Student Records S-125-S 17
Personnel Records E-190-S 19
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S 20
English Language Learners I-150-S 20
Visitor Procedures C-155-S 20
Transportation Services F-260-S 21
Student Discipline S-170-S 22
Dress Code S-180-S 36
Bullying, Hazing, and Cyberbullying S-185-S 38
Complaints or Concerns C-120-S 41
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures 42
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S 44
Title IX C-131-S 45
Student Searches S-175-S 46
Student Alcohol/Drug Abuse S-195-S 46
Weapons in School S-200-S 47
Instruction 47
- Assessment Program I-195-S 47
- Promotion, Acceleration, and Retention of Students I-185-S 48
- Mandatory Summer School 48
- Physical Education 48
- Distance Learning Plan 48
- Alternative Methods of Instruction Plan 48

© Copyright 2020 EdCounsel, LLC

Section 504 I-125-S 49
Special Education I-125-S 49
Virtual/Online Courses I-160-S 50
Technology F-265-S 51
Building Information 56
Grading and Reporting System 56
Late Work Policy 57
Unpaid Bills 57
Parent-Teacher Conferences 57
Guidance Program 57
School Cancellations and/or Early Dismissal 57
Arrival and Dismissal Procedures S-165-S 57
Putnam County Learning Center - Before/After School Program 58
Deliveries 58
Food and Drink 58
Library 58
Literacy Plan 59
Lost and Found 61
Supply Lists 61
Care and Use of Textbooks 61
District Phone 62
Assemblies 62
Volunteers 62
Parents as Teachers Program 62
District Policy Information 62
Physical Examinations and Screenings S-146-S 62
Surveying, Analyzing, and Evaluating Students S-150-S 63
School Nutritional Program F-290-S 63
Student Transfers S-120-S 64
Trauma-Informed Schools Initiative 64
Tobacco-Free Policy C-150-S 64
Safety F-225-S 64
Firearms and Weapons F-235-S 66
Use of Recording Devices or Drones C-165-S 66
Signature and Form Requirements 67
Putnam County R-I Elementary School's 68
SCHOOL – PARENT – STUDENT COMPACT 68

© Copyright 2020 EdCounsel, LLC

F-265-P Technology Usage Agreement Form Form B 70
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment 71

© Copyright 2020 EdCounsel, LLC

Welcome

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

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.

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

A WORD TO PARENTS

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

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

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

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

© Copyright 2020 EdCounsel, LLC

ParentSquare
ParentSquare is the District's communication tool for parents of our students. Please download the app in order to receive access to information, messages, newsletters, and more!

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

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

Barb Hodges
Board of Education Member
First Elected: 2026, Term Expires: April 2029

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.

© Copyright 2020 EdCounsel, LLC

School Building Information and Contact Information

Principal: Mrs. Angela O'Reilly Ext. 317

Secretary: Mrs. Jolene White Ext. 318

Counselor: Mrs. Mandy Tipton, Ext. 335

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

504 Coordinator: Mrs. Monica Casady, Ext. 382

Superintendent Information

Mrs. Jonnie Beavers Ext. 301

Secretary: Mrs. Lauren Shipley Ext. 301

http://www.putnamcountyrl.net/

660-947-3361

803 South 20th St

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

Elementary Staff

O'Reilly, Angela	Principal	Office	317
White, Jolene	Secretary	Office	318
Tipton, Mandy	Counselor	30	335
Jones, Ashley	Preschool	22	362
Whitworth, Samantha	Preschool	23	371
Salisbury, Stephanie	Kindergarten	17	365
Carleton, Amanda	Kindergarten	20	338
Parks, Gina	Kindergarten	21	377
Williams, Becky	First Grade	19	357
Bushnell, Emma	First Grade	18	372
Sweet, Sarah	First Grade	16	339
Lewis, Shaleigh	Second Grade	13	337
Andrews, Amy	Second Grade	14	358
Waugh, Samantha	Second Grade	12	363
Schoonover, Cady	Third Grade	33	334
Newman, Heather	Third Grade	32	370
Williams, Beth	Fourth Grade	29	340
Brummit, Kate	Fourth Grade	28	335

© Copyright 2020 EdCounsel, LLC

Minear, Kaylee	Fifth Grade	26	366
Lawson, Kolby	Fifth Grade	27	386
Caley, Robin	Librarian	10	327
Dooley, Tammy	Art	24	328
Phinney, Jamie	Music	25	379
Robinson, Blane	P.E.	37	322
Whitworth, Gayla	Title I	2	329
Tipton, Wendy	Title I	41	326
Halley, Julie	Title I	5	375
Fenton, Tara	Title I	4	341
Casady, Monica	Special Services Coordinator	H.S. 12	382
McCollom, KayLea	Special Services Secretary	H.S. 12	392
Sivetts, Jenna	Resource	11	384
Smith, Angela	Resource	7	342
Jay, Kaylie	Speech/Lang Pathologist	15	391
Robinson, Kellyn	Speech/Lang Pathologist	H.S. 2A	373
Wilcox, Chris	Exploratory & Enrichment	H.S.	356
Parent Educators	Parents as Teachers	Ed Center	554
LC-School Age	SOAR	Ed Center	555
Preschool Paras	Para-Professional	22/23	362/371
Paras	Para-Professional	33	334
Mulvaney, Zach	Custodian	Elementary	309
Brontrager, Ida	Custodian	Elementary	309

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 Elementary 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.

© Copyright 2020 EdCounsel, LLC

Academic Calendar I-100-S

Putnam County R-I 2026-2027 School Calendar

July 2026

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Adopted Feb. 12, 2026

1105.2054 Instructional hours

0 Snow days to be made up

159 full instructional days
3 early out instructional days
11 Professional Days
2 Parent Teacher Conference Days

August 2026

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18X	19X	20X	21	22
23	24+	25	26	27	28	29
30	31					

E Early Dismissal
No School
X Teacher work day/Prof.Devel
+ First Day of School

10 Varsity Fall Sports Practices begin
12-13 New Staff Orientation
18-20 Teacher Work Days
24 First day of school

6 days of school in August

September 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7#	8X	9#	10#	11#	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 No school Labor Day

7-11 No school Putnam County Fair
8-PD Half Day
25 Mid-Term 1st Quarter

17 days of school in September

October 2026

S	M	T	W	TH	F	S
				1	2	3
4	5X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30E	31

5 No school teacher PD
23 End of 1st Quarter
30 Early dismissal PTC's

21 Days of school in October

November 2026

S	M	T	W	TH	F	S
1	2X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25E	26#	27#	28
29	30					

2 No school teacher PD
20 Mid-Term 2nd Quarter
25 Early Out
26-27 No school Thanksgiving break

18 days of school in November

December 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7X	8	9	10	11	12
13	14	15	16	17	18	19
20	21#	22#	23#	24#	25#	26
27	28#	29#	30#	31#		

7 No school teacher PD

18 End of 1st Semester/2nd Quarter
21-4 Christmas break

13 days of school in December

75 days in 1st Semester

1 No school holiday
4 No school teacher PD
5 2nd Semester begins

18 Martin Luther King Birthday
18 days of school in January

January 2027

S	M	T	W	TH	F	S
					1#	2
3	4X	5	6	7	8	9
10	11	12	13	14	15	16
17	18#	19	20	21	22	23
24	25	26	27	28	29	30
31						

5 Mid-Term 3rd Quarter
1 No School teacher PD

15 Presidents day

18 days of school in February

February 2027

S	M	T	W	TH	F	S
	1X	2	3	4	5	6
7	8	9	10	11	12	13
14	15#	16	17	18	19	20
21	22	23	24	25	26	27
28						

1-5 Spring Break
15 Teacher PD
19 End of 3rd quarter

15 Parent Teacher Conference
26-29 No School Easter
15 days of school in March

March 2027

S	M	T	W	TH	F	S
	1#	2#	3#	4#	5#	6
7	8	9	10	11	12	13
14	15X	16	17	18	19	20
21	22	23	24	25	26#	27
28	29#	30	31			

__ Mid-Term 4th Quarter
5 Teacher PD
21 days of school in April

April 2027

S	M	T	W	TH	F	S
				1	2	3
4	5X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	-

21 Early Dismissal,
Last day of school

15 days of school in May

87 days in 2nd semester

Summer School 22 days
May26- June 25

May 2027

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21E	22
23	24	25	26	27	28	29
30	31					

25 Summer School ends

June 2027

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

© Copyright 2020 EdCounsel, LLC

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.

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. The administration makes the final determination regarding whether an absence is verified or unverified.

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.

Student absences in the elementary are calculated in days and minutes. Parents will be notified in writing when a student has accumulated absences equivalent to five and ten days.

Fourteen Day Limit

Students with verified and unverified absences equivalent to more than 14 days in a school year may be subject to retention and/or mandatory summer school attendance. Verified and unverified absences both count towards the fourteen days.

Failure to attend mandatory summer school may result in extended school days for the following school year. If a parent or guardian believes that his/her child's absences are due to extenuating circumstances, an appeal may be filed. Procedures for attendance appeals are as follows:

1. Write an appeal letter to be reviewed by the attendance committee (made up of at least three staff members)
2. Present to the principal, counselor, or at risk coordinator any documentation of extenuating circumstances.
3. Parents will receive the attendance committee's written decision within five school days of the attendance committee's meeting. If the decision is to deny credit, you may appeal.

© Copyright 2020 EdCounsel, LLC

4. This process 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.

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

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

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. Attendance is taken at 8:15. If your child is not in the classroom by the designated time, they will be considered tardy. Any student who is tardy will need to check in at the elementary office to receive their pass to class. The District will count tardiness towards attendance.

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. If a parent or someone else comes for a child during school time, they must stop at the office. This is important for your child's safety and necessary for attendance records.

Food Service Program F-285-S
The food service provided for the students at Putnam County Elementary School is an important part of the total education program. Lunch and breakfast prices are set each June. Free and reduced-price meals shall be granted in accordance with Federal free

© Copyright 2020 EdCounsel, LLC

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.

Your child will have an account and you may deposit money weekly or for a longer amount of time into that account. Each time they eat a lunch or breakfast the correct amount will be subtracted from their account. When you send money for lunch, breakfast, or milk, please put this in an envelope labeled with your child's name, teacher, and specific instructions. This will be collected by the teacher and sent to the office. Payment for breakfast and lunch can also be completed through Infinite Campus.

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 class scheduled lunch period. Each lunch shift is 20 minutes long. Full price student lunches are $3.20 per lunch.

Weekly reminder calls will go out every Thursday for student accounts that go under a positive $15. Students will not be denied food service or provided an alternate meal as a result of a negative balance.

Milk Tickets
Milk tickets are available. Partial tickets are not sold. This money will be kept separate from lunch and breakfast money. You may send it all in one envelope, but please write on your check or envelope the amount you want to go for milk tickets. The cost for a milk ticket is $3.00 for a five-day punch and $12.00 for a 20-day punch.

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

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

Free and Reduced Lunch Application
Free and Reduced Price Information attachment D & E has the application

© Copyright 2020 EdCounsel, LLC

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

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

© Copyright 2020 EdCounsel, LLC

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, 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

A mini exam will be provided for each student by the school nurse or outside liaisons such as nurses from the Health Department or student nurses from Truman State University. Screenings will include height, weight, blood pressure, pulse, and vision screening each school year. Spinal checks are performed on alternate years starting with 5th grade. Parents will be notified of any concerns identified during screening. These routine health screenings are not intended to replace medical check-ups.

Periodically, students will be checked for head lice. Parents are advised to regularly check their child's head for signs of infestation. Should you find that your child is infected, please notify the school at once in order that screening of

© Copyright 2020 EdCounsel, LLC

the other students can be done to stop the spread. Children with head lice are excluded from school until they have been treated. **We have a nit-free policy.**

Toileting
Except as required by law, District staff are not responsible for changing students, cleaning students following toileting accidents, washing soiled clothing, or providing personal hygiene services. Students should be able to independently manage toileting and restroom needs.

If a toileting accident occurs, District staff may provide supervision, privacy, and access to a change of clothing. Parents will be responsible for sending a change of clothes or bringing a change of clothes to school. Following a second accident, a parent/guardian may be required to come to the school to assist the student. Repeated accidents may result in a meeting with the parent/guardian to determine appropriate supports and expectations.

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,

© Copyright 2020 EdCounsel, LLC

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.

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:

© Copyright 2020 EdCounsel, LLC

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:

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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.

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.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

© Copyright 2020 EdCounsel, LLC

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

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'Reillly
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

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.

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.

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

© Copyright 2020 EdCounsel, LLC

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 2:00 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.

© Copyright 2020 EdCounsel, LLC

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

- Any change in bus pick-up/drop-off requires a note. **A student must have a written note of permission from their parent and have it signed in the office before boarding any bus that is not the student's regular route.**
- Parents may send a handwritten note, email the building secretary, or notify the building the secretary via ParentSquare of transportation changes. Transportation changes may not be made by phone except in an emergency.

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.

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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. 11:30 a.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.

Lunch ISS- student eats lunch in the office or other assigned location rather than in the lunchroom.

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

© Copyright 2020 EdCounsel, LLC

entitled to due process rights. Student is not allowed on campus and may receive a maximum of 75% for any assignments.

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

© Copyright 2020 EdCounsel, LLC

	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.

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

	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.

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

	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.

Elementary Rules

One of the most important lessons of education is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and develop the habit of self-restraint which will make you a better person. Each grade level and classroom teacher has established their own discipline plan. Your child's teacher will provide a copy of their discipline plan and classroom rules. The following school-wide rules have been established for activities occurring outside the classroom setting.

Playground Rules

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

Lunch Rules

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

© Copyright 2020 EdCounsel, LLC

Hallways/Bathroom Rules

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

Principal's Discipline Plan

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

1. Verbal reprimand- Warning
2. Conference with principal
3. Participate in problem solving activity/complete think sheet, etc.
4. Notice of discipline action sent home to be signed by parent and returned to school.
5. Phone call to parent.
6. Loss of privileges—free play recess, specialty classes, any extra class privileges. These privileges can include class field trips, parties, track and field day, etc. If behavior problems occur during lunch, privileges of eating in the lunchroom can be taken away for a period of time.
7. After-School Detention 3:30-4:00. Parents will be notified a day in advance of detention so appropriate arrangements can be made to pick up your child.
8. In-School Suspension. The student will spend the day or part of the day in the office.
9. Out-of- School Suspension
10. Saturday detention from 8:30-11:30 or Monday detention during PD from 8:30-11:30
11. Corporal Punishment (with signed written consent)

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

© Copyright 2020 EdCounsel, LLC

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 Elementary 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

© Copyright 2020 EdCounsel, LLC

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:

© Copyright 2020 EdCounsel, LLC

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:

© Copyright 2020 EdCounsel, LLC

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

Dress Code S-180-S

During school hours, all students should be dressed and groomed in a manner that keeps their health, hygiene, 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 or exposing tattoos 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.

© Copyright 2020 EdCounsel, LLC

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, bandanas, or hoods will not be worn in the school building until final dismissal.
c. Exposure of underwear is inappropriate.
d. Tank top straps should be at least two fingers wide to cover the shoulder area and the back must be covered.
e. Sheer bottoms and bottoms that outline the shape of the student's bottom should not be worn alone as pants. ~~Bare midriffs are inappropriate.~~
f. Halters, backless clothing, see-through garments, spaghetti straps, or bare midriffs will not be permitted at school. Two-piece garments must overlap sufficiently so that, during normal movement and sitting, the midriff is not exposed.
g. Short or revealing clothing will not be permitted. We need to consider how the clothing reacts when the student sits or participates in a normal school day. This includes holes in jeans at inappropriate levels.
h. Trousers, pants, and jeans must be pulled up to an appropriate level and zipped and fastened.
i. Any clothing worn shall not have suggestive writing or drawings, or emblems that are obscene, derogatory, or racially offensive. Ads for liquor, tobacco, double meanings, or controlled substances will not be allowed.
j. Any clothing which might create a disruption in the educational process will not be worn.
k. A dress that exposes or bears gang-related apparel or tattoos is not acceptable at school, because it creates the potential for substantial disruption.
l. Cutoffs (shirts with sides cut out) should not show skin below the bra for females. Males should not show pectoral muscles.
m. NO FACE PAINT OR ACCESSORIES THAT AFFECT A STUDENTS' APPEARANCE - NO COSTUMES (unless approved by the principal)

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.

© Copyright 2020 EdCounsel, LLC

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.
    d. Subsequent offences - ISS

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.

© Copyright 2020 EdCounsel, LLC

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: Angie O'Reilly and can be reached at 660-947 3361 ext. 317.

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

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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 compliant 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.

© Copyright 2020 EdCounsel, LLC

- **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

© Copyright 2020 EdCounsel, LLC

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@putnamecountyr1.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-

© Copyright 2020 EdCounsel, LLC

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.

© Copyright 2020 EdCounsel, LLC

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.

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, regardless of blade length; 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

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

© Copyright 2020 EdCounsel, LLC

annually on the District's website. The assessment plan is located in each District building, office.

MAP Testing

Grades 3, 4, and 5	ELA
	Math
Grade 5	Science

Star Assessments for Missouri Reading

Promotion, Acceleration, and Retention of Students I-185-S
It is expected that most students in school will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Students receiving failing grades for a full year in two or more subject areas will be required to attend summer school. These students may also be retained in their current grade level placement.

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

Mandatory Summer School
Students will be required to attend summer school:

- Failure of core classes for the entire school year.
- If a student exceeds 14 absences (14 days as counted by the total minutes) within one school year.
- Teacher or principal recommendation.
- Failure to attend and successfully complete summer school could result in retention.

Physical Education
Students must attend P.E. classes unless they have a note from their parents. Prolonged absences from P.E. class require a note from a medical physician.

Distance Learning Plan
This is for a long-term outage. Teachers will be introducing new material and taking grades if distance learning occurs. All students will be required to participate and complete assignments with passing grades.

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 elementary will provide hard copies of their A.M.I. plan.
- Teachers will update their A.M.I. packet/work as needed quarterly.

© Copyright 2020 EdCounsel, LLC

- The assignments will be numbered by day (Day 1, Day 2, etc.)
- If we choose to use an A.M.I. day, students will be required to complete that day's work out of the provided packet. The work will be due the first day we return to school unless the student has an IEP that says they have extended time to complete assignments. If a student doesn't turn in their work on time, we cannot count them for attendance and the student won't receive any credit for the assignment and our late work policy of 75% credit won't apply.
- At least 80% of students must complete the assigned work or the day will have to be made up.
- Students will be counted absent for any day that they do not complete their AMI work.

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,

© Copyright 2020 EdCounsel, LLC

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.

© Copyright 2020 EdCounsel, LLC

Technology F-265-S

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 or displaying 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 Elementary 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

© Copyright 2020 EdCounsel, LLC

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
    - 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.

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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.

© Copyright 2020 EdCounsel, LLC

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.

© Copyright 2020 EdCounsel, LLC

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 elementary school grading scale is:
90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 and below = F.

Academic Progress Reports

Report cards are issued four times a year (end of each quarter) available online through Infinite Campus. Midterm reports are also available online through Infinite Campus.

© Copyright 2020 EdCounsel, LLC

Late Work Policy
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 one day after the due date at half credit. Anything turned in two days late or after won't receive any credit.

Unpaid Bills
The school has had to address large amounts of unpaid bills over the past few years. We have set the limit on unpaid bills at $50 per student. If your account exceeds this amount, you may not be eligible to attend field trips.

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

Parent-Teacher Conferences
Parent-Teacher Conferences will be held during the first and third quarters. Parents will be notified of their scheduled conference times by their child's teacher. We encourage all parents to attend the conferences because we view it as our best opportunity to discuss your child's school successes and needs.

Guidance Program
Ms. Mandy Tipton serves as our guidance counselor for the elementary building. Each classroom attends weekly guidance classes which focus on topics such as; character education, violence prevention/bullying, and healthy living/choices. Mrs. Tipton is available to all students and can be reached through the school office at 947-3361, ext. 335.

School Cancellations and/or Early Dismissal
School will be closed when weather conditions are such that buses are unable to run safely. Parent Square will 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 ParentSquare notification 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
Elementary Classes begin at 8:15 a.m. and dismiss at 3:30 p.m. Adult supervision begins at 7:45. Students should not arrive at school before 7:45. Families needing services prior

© Copyright 2020 EdCounsel, LLC

to 7:45 a.m. may wish to enroll their children in the “School Age” Before/After school program provided at the Putnam County Learning Center.

Putnam County Learning Center - Before/After School Program
Putnam County R-I offers a before and after school program which includes educational enrichment, tutoring/homework help, recreational activities, and childcare. Please contact the elementary office at extension 318 for further information about this valuable program.

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.

Deliveries
All deliveries must be dropped off at the elementary school office. School personnel will deliver all items to the specific classroom.

Food and Drink
Students are not allowed to chew gum on the school grounds or on the bus. Please do not send gum to school as treats.

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

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

Kdg. – 20
1st grade – 20
2nd grade – 20
3rd grade – 16
4th grade – 16
5th grade – 16

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

© Copyright 2020 EdCounsel, LLC

❖ World Books or reference books from a set aren't allowed to go home from the library.

❖ Children are not to have more than 3 books checked out at a time (K & 1st, 1 book).

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

Literacy Plan
COMPONENT 1: GOALS

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

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

COMPONENT 2: ASSESSMENT

Reading assessments are necessary to (a) determine if children are reading at grade level, (b) monitor reading progress, and (c) plan instruction. Assessments to monitor reading progress will be brief and take little time away from reading instruction. These assessments will be used to plan the instruction necessary to increase student reading progress. We will use measures for these purposes that have research-based evidence documenting their reliability and validity for the specific purposes for which they are being used.

COMPONENT 3: INSTRUCTION

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

Schools and teachers require high-quality instructional programs and materials to provide high-quality reading instruction to all children. A core reading program will be used in K-5 with children reading at or above grade level. For children reading below grade level, some combination of the core reading program with additional highly specific supplemental reading materials and intervention programs will be used for

© Copyright 2020 EdCounsel, LLC

reading instruction. The combination of materials used will be based on the learning needs of students. All programs and materials used at Putnam County will be constructed according to principles of scientifically-based reading research and, to the greatest degree possible, these programs and materials will be demonstrated to be effective in rigorous scientific studies.

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

COMPONENT 4: LEADERSHIP

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

COMPONENT 5: PROFESSIONAL DEVELOPMENT

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

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

COMPONENT 6: COMMITMENT

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

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

© Copyright 2020 EdCounsel, LLC

children develop the skills, habits, and dedication to reading that will serve them throughout their lives.

PURPOSES/USES OF LITERACY PLAN

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

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

Starting at the end of kindergarten, the district will recommend that a student should attend summer school if their state approved reading scores are below grade level or they have not met grade level criteria developed by teachers and administration. If they do not attend summer school, they may be retained for the following year.

Lost and Found
Students should make every effort to look out for their belongings. Label clothes, shoes, boots, textbooks and notebooks, etc. with the student's name. Items that have been misplaced and found by another individual should be returned to the Lost and Found Bin. DO NOT bring large sums of money or other valuables to school. Items of value, such as glasses, money, jewelry, etc, should be brought to the elementary office. Lost and found items will be kept in the bin for a reasonable time. The school is not responsible for lost or stolen items.

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

Care and Use of Textbooks
The Putnam County R-I Elementary School furnishes textbooks free of charge for students. Each teacher at the beginning of the school year issues textbooks to their respective classes. Students are to take the best possible care of the books issued and

© Copyright 2020 EdCounsel, LLC

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.

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

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.

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

Parents as Teachers Program
Parents as Teachers (PAT) is an early childhood program that is offered for children ages birth to 5 years of age. The early years of a child's life are critical for development and provide the foundation for success in school and in life. A child's first teacher is their parent. All families and children deserve the same right to succeed. The goal of PAT is to provide information, support and encouragement to all parents. The PAT office is located in the Putnam County Learning Center and can be reached at extension 554.

<u>District Policy Information</u>
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.

© Copyright 2020 EdCounsel, LLC

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) 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:

© Copyright 2020 EdCounsel, LLC

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.

© Copyright 2020 EdCounsel, LLC

EMERGENCY DRILLS

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

- **FIRE DRILL INSTRUCTIONS**
  1. Alarm: INTERMITTENT BUZZER
  2. If the alarm is sounded during passing time between classes, students go to the nearest exit. A double line will be permitted. Teachers will be at the classroom doors and may direct students if necessary. Teachers will follow the students from the building.
  3. If the alarm should be sounded during lunch time, all teachers and students in classrooms will follow the general procedure that applies to the room. The students standing in line and those seated in the lunchroom will leave by the west and southwest doors in the gym and across the parking lot to the grassy area in front of the school.
  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.

- **TORNADO DRILL INSTRUCTIONS**

© Copyright 2020 EdCounsel, LLC

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. If the alarm is sounded when classes are in session, teachers will stay with their classes. If classes are not in session, teachers will space themselves at intervals in the hallway to give commands.
4. If there is not time to take shelter in the hallway, move away from the walls and curl up on the floor on your knees, placing your hands over your head.
5. If you are caught out in the open and cannot get to the shelter, try to get to a nearby ditch or ravine and lie face down, hands over head.
6. After receiving notice that the drill is over, return to the room as quickly and quietly as possible.

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.

© Copyright 2020 EdCounsel, LLC

Signature and Form Requirements

- *School – Parent- Student Compact*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

© Copyright 2020 EdCounsel, LLC

Putnam County R-I Elementary School's
SCHOOL – PARENT – STUDENT COMPACT
2026-2027

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

School Responsibilities

Putnam County R-I Elementary and its staff will:

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

© Copyright 2020 EdCounsel, LLC

Parent Responsibilities

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

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

Student Responsibilities

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

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

2026-2027 ELEMENTARY SCHOOL HANDBOOK

PARENT/STUDENT COMPACT

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

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

_____

Student name (printed)

_____Date_____

Student signature

_____Date_____

Parent/Guardian signature

© Copyright 2020 EdCounsel, LLC

F-265-P Technology Usage Agreement Form Form B
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.

© Copyright 2020 EdCounsel, LLC

C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2026-2027 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.

© Copyright 2020 EdCounsel, LLC