

Portageville
Middle School & High School
Student Handbook
22-23



PORTAGEVILLE HIGH SCHOOL ALMA MATER

We love thee, O Portageville High,
Walls and Halls so dear, Memories of the days gone by Bring back thoughts and cheer.

We're proud of colors flying
Proud of bulldog fame,
Alma Mater Portageville High Will remain
the same.

Marching in our Blue and White
N'er a faltering sign
Carrying the banner for the bulldogs
O'er Old Portageville High

We are proud of colors flying, Proud of Bulldog Fame,
Alma Mater Portageville High Will remain the same.

School Colors

Blue, White, Gray

School Mascot

The Bulldog

High School and Middle School Faculty and Staff

Michael Allred.....	Superintendent
BJ Stone.....	High School Principal
Jason Irby.....	High School Assistant Principal
Tyler Trover.....	Athletic Director
Stacy Miller.....	Special Education Director
Susan Penn.....	Process Coordinator
Brittini St. Mary.....	Counselor
Donna Hawkins.....	Curriculum Director/Core Data/Attendance
Jayna Graham.....	High School Secretary
Suzanne Hartlein.....	Middle School Secretary
Mackenzie Tidey.....	Sixth Grade Science/Social Studies
Amy Moylan.....	Middle School Communication Arts
Phillip Jackson.....	Maintenance
Debra Cook.....	Aide
April Hammack.....	7 th & 8 th Grade Math
Paul Davidson.....	English 2 & 4
Jon Eidson.....	Technology Coordinator
Terri Stone.....	Sixth Grade Reading/Language
Todd Higgs.....	High School Math
Scott Norman.....	American History and Government
Matt Hendrix.....	Band/Music Appreciation, Consumer Math
TJ Smith.....	Physical Education/Health
Jamie Ivie.....	Middle School Science
Cindy Chance.....	High School Business
Jamie Massey.....	High School Business
Kellye Fowler.....	6th Grade Math
Tonya Mays.....	Aide
Ashlie Patton.....	Biology, A&P
Lisa Cook.....	EMH
Barry Branscum.....	Middle School Social Studies
Marsha Campbell.....	Consumer Science
Heather Priggel.....	Nurse
Lynda Priggel.....	Geometry, Algebra 1& 2, Pre-Calculus and Calculus
Amy Long.....	Librarian
Angela Riddle.....	Middle School Study Skills, Math, Keyboarding
Christina Saenz.....	Learning Disabilities
Travis Scherer.....	Middle School PE/Health
Jeremy Angotti.....	Agriculture
Tony Smith.....	Custodian
Ashley Swims.....	World History/American History/Geography
Ian Penrod.....	Body Conditioning
Heather Warren.....	Art
Sasha Starnes.....	English 1 and 3
Nathan Hampton.....	JAG
Christina Brands.....	Physics & Chemistry
Jared Tittle.....	IT
Jaylin Mosby.....	PAC/ISS
Kelsey Snider.....	Intervention
Tyler Trover.....	Foreign Language/Credit Recovery/Virtual
B.J. Stone.....	Title IX Coordinator, Special Education Coordinator

(Office located in the High School Building 573-379-3819)

PORTAGEVILLE SCHOOL DISTRICT
PUBLIC NOTICE

July, 2022

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, 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 Portageville School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disturbance, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, language impairment, sound system disorder (Articulation and/or Phonology), speech-fluency, speech-voice, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The Portageville School District assures that personally identifiable information collected, used, or maintained by the agency 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 Portageville School 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 at the Portageville School District, Monday-Friday from 8:00 a.m. to 3:00 p.m.

If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Ms. Stacy Miller/Director of Special Education, Portageville School District, 1108 King Avenue, Portageville, MO 63873; phone 573-379-3810. This notice will be provided in native languages as appropriate.

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Portageville School District are hereby notified that this institution does not discriminate on the basis of race, color, natural origin, sex, age or handicap in admission, access to, treatment, or employment in its programs and activities. Any person having inquiries concerning Portageville School District's compliance with the regulations implementing Section 504 is directed to contact Ms. Stacy Miller at 1108 King Avenue, Portageville, MO 63873, or call 573-379-3810. Any person having inquiries concerning Portageville School District's compliance with the regulations implementing Title VI and Title IX, is directed to contact Mrs. Kim Taylor at 1108 King Avenue, Portageville, Mo 63873 or call 573-379-5706. Individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights (OCR). The contact information for the local office of OCR is 816-268-0550 at the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64106. The email address for OCR is OCR.KansasCity@ed.gov.

STUDENT RIGHTS-HARASSMENT-POLICY 2130

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

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

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

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

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

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

CLOSED CAMPUS with Modifications for Senior Class

The Portageville High School will operate under the "closed campus" policy. Students coming to school are expected to remain on campus for the full day and use cafeteria facilities for eating purposes. Students are not to have lunch delivered to school after 10:00 AM.

Visitors, as a general rule, are not allowed on school premises during the school day. In case of emergency, all visitations are to be done in the principal's office or a location designated by him.

Seniors will have the opportunity (if qualified) to leave campus for lunch in the 2022-23 school year. This opportunity and the order students will be able to leave campus will be as follows:

- Term 1--Senior Top 10 Students Only
- Term 2--Senior Top 25 Students Only
- Term 3 and 4--All Seniors

The following rules will apply to students leaving campus for lunch. If any of these rules are broken, privileges for off campus lunch will be removed.

- Students cannot have any discipline referrals.
- No Tardy or Attendance Issues as determined by administrators. This includes lunch tardies.
- Must be on track to graduate with the proper number of credits.
- Permission forms must be on file in the HS office signed by parents in order to receive the privilege.
- Administration may suspend or cancel this program at any time deemed necessary.

PORTAGEVILLE SCHOOL DISTRICT ATTENDANCE POLICY

Frequent absences of students from regular classroom learning experiences disrupts the continuity of the instructional process and causes many students to fail or achieve only mediocre success in their academic program. Therefore, the value of attendance and punctuality cannot be over emphasized.

Students may not leave the school campus during school hours without receiving permission from the office. Students who fail to receive this permission will be subject to the regular penalty for being truant. Parents who wish to give permission for a student to leave school must sign a note and send it by the student stating the reason for leaving and it must be brought to the office prior to 7:55 a.m. Students must always sign in or out through the office. Phone calls will be accepted in an emergency.

Regular attendance is necessary for good work; irregular attendance will lower a student's grades. Both the student and parents share the responsibility for regular and prompt attendance. An effort will be made to contact homes by phone to ascertain the cause of excessive absences.

The following policies will be used:

- A. All absences shall be determined to be excused or unexcused by the principal in charge.
 - 1. Excusable absences shall be only for:
 - a. Personal illness (illness of student or illness or death in the immediate family)
 - b. Other serious personal or family business.
 - c. Doctor or dental appointments that could not be scheduled outside the regular school day.
 - d. Driver's test, one time for examination.
 - e. Administrator's decision will be applied to all absences.

- B. Students who receive unexcused absences will NOT be allowed to make up work. If a student is suspended from school, they will not be allowed to make up any missed work.
- C. Students claiming illness will be expected to bring an excuse from parents, or have parents to call school, or furnish a physician's certificate if requested.
- D. Whenever a student has been absent from school, he/she must obtain an admit slip from the principal's office before 7:55 to present to the teacher of each class he/she missed. A note from the parents or guardian stating the time and reason for the absence must be presented to the principal in order to receive an admit slip.
- E. If a student does not have an absentee slip from the office he/she will be sent to the office to obtain one. He/she will also receive a tardy.

Students enrolled in school must attend school a full day. There will be no part time students.

Students enrolled in school should not be absent more than 6 days each semester.

- A. A student who misses over 6 days in a class will receive no credit in that class for the semester.
 - B. A student who misses over 6 days or accumulates over 42 periods of absences in school will receive no credit in any class for the semester.
1. The responsibility for attendance is that of the student and parent or guardian.
 2. The student must assume the responsibility for make-up assignments and must complete the work within a reasonable time of the absence. The student must contact the teacher about the make-up work. The teacher will not contact the student.
 3. After 3 absences from any class period during a semester a letter will be sent to the parents advising them of the number of absences. After the 6th day no credit will be recorded. Unique cases involving circumstances beyond a student's control (prolonged absence due to illness confirmed by a doctor's statement) may be given consideration by the superintendent and the school board.
 4. When a student who is 16 years of age or older has exceeded the attendance policy in the number of days absent and cannot receive credit in his subjects for the semester, that student may be dropped from school rolls until the beginning of the following semester.
 5. The 6 days of absences per semester described in this policy are to take care of the following:
 - A. Personal illness (illness of the student, or illness or death in the immediate family).
 - B. Other serious personal or family problems.
 - C. Doctor or dental appointments that could not be scheduled outside the regular school day.
 - D. Driver's test, one time for examination.
 6. School sponsored or sanctioned activities are exempt from and will not count toward the total of 6 days.
 7. A student who is suspended for a disciplinary problem for any number of days will not have that number charged against the total number of days permitted in the policy.
 8. A student transferring into our district during the semester will have his total number of days allowed prorated.

9. In unique situations a student and parents may appear before the attendance committee to present extenuating circumstances.
10. College visits by seniors in the school system are exempt from and will not count toward the total of 6 days, with prior approval of the administration.
11. To allow students three parent excused absences per year in which students would be allowed to make up tests or assignments. **These must be OK'd by the principal prior to the day in question.**

Students who are tardy for a class must have an admit slip from the principal's office. It is the responsibility of the student to present his/her admit slip to the teachers for proper signature, and it is the student's responsibility to obtain make-up assignments and to complete the work promptly.

A "skip or sneak day" is not permitted or sanctioned by the school; therefore, it is considered truancy from school and will be dealt with accordingly. It will be regarded as an unexcused absence.

Failure to receive mailed notification does not exempt students from the attendance policy.

Students who violate the attendance policy may be subject to loss of all extracurricular activities for that semester. Administrator discretion may be used.

Parents who desire to appeal the loss of credit due to absenteeism may request a hearing before the Attendance Review Committee. This committee will consist of: principal, counselor, school nurse, and two teachers. At this hearing, parents or students may present reason and cause why the student should receive semester credit. If the committee decision is that sufficient justification has not been presented to award semester credit, the parent may appeal to the Superintendent of Schools.

Appeal requests must be received in writing within two weeks of the notification of withholding credit.

ABSENCE ON THE DAY OF AN ACTIVITY

Students who are absent on the day of a social activity, athletic contest, or any other school sponsored activity, will not be able to participate in that activity during the day or evening unless prior arrangements have been made with the office. In the event that an activity occurs on the weekend, the student will have had to be in attendance the last regular school day (Eg. Dances on Saturday, the student must attend school on Friday). In the event of a field trip taking place during a regular school day, the student must be in attendance the school day prior to that trip.

TARDINESS

A student is tardy if he/she is not in his/her classroom at the ringing of the 8:00 bell in the morning or the beginning bell for any class period during the day. Four minutes are allowed for passing to and from classes. This is sufficient time to reach any part of the building.

A record will be kept in the office of all first hour tardies reported. If a student receives 1 first hour tardy in any semester, a warning will be given. If a student receives 2 tardies in any semester, that student will be subjected to serving after school detention or CP. After 3 tardies, a student will receive ISS. Second through seventh hour tardies are to be recorded by their respective teachers.

Additional tardies will require additional discipline action. Any student with excessive tardiness (5 or more in one semester) will be required to attend summer school. A student may be placed in PAC due to excessive tardiness, at the administrator's discretion.

EXTENDED VOLUNTARY ABSENCE

An extended voluntary absence on the part of any student over 16 years of age will be considered cause for the student being dropped and being given the opportunity to enroll the following semester. This policy would be administered in consideration of the law and regulations relating to handicapped students.

STUDENTS ABSENT FOR FIVE DAYS

Any student that is absent from school for five consecutive days without a report from home will be dropped from the active rolls and a formal re-enrollment process will be required.

BELL SCHEDULE

The school day begins at 8:00 a.m. and ends at 3:06 p.m. Upon arriving at school, high school students will enter the building and go to either the gym or the cafeteria. Middle School students **must** go to the cafeteria upon arrival. Middle/High School students should not arrive prior to 7:35 a.m. During inclement weather, the doors to the gym will be opened at 7:30 a.m. for students' use.

Students are requested to sit on the bleachers and stay off the gym floor while utilizing this service. Students are to stay out of the halls and out of lockers until the first bell rings at 7:55 a.m. Students attending vo-tech classes may go to their lockers upon arriving at school.

PERMISSION TO LEAVE CAMPUS

Pupils are not to leave school during the day without permission from the principal. A pupil who leaves without permission will be considered truant. If you become ill, report to the office. You will then be sent to the school nurse, who in turn will make arrangements to get you home if she considers you too ill to remain in class. No student may leave the campus until their parents can be notified of their intent to come home. All calls to parents are to be made in the office. **If a student uses a cell phone to call home they may be found in violation of the cell phone policy and subject to discipline unless approved by an administrator.**

WITHDRAWAL FROM SCHOOL

A student who desires to withdraw from school must see the counselor. The student must then return his/her books and clear all fees with the office. The administration requires that withdrawing students have parents or guardians telephone the principal or counselor at 379-3810 or present a written note stating the time and reason for withdrawal. Transcripts will not be sent out of the counselor's office until all school debts are paid.

NON-RESIDENT STUDENTS

Non-resident students must provide either payment of tuition (set by the Board) or an affidavit of non-support by the parent, which would be filed with the Internal Revenue Service and the Division of Family Services and Delegation of the power of attorney or a letter of legal guardianship.

THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS

The Portageville School District is consistent with the requirements advocated by the Federal Privacy of Parents and Students Act. Under no conditions or situations will record information be released without proper procedure and authorization.

BAD WEATHER CLOSINGS

School is called off when the weather is considered hazardous. Unless school is officially called off, students are expected to be here. Information on school closings will be announced over radio and television stations and through our School App.

KFVS-TV Channel 12, Cape Girardeau

KAIT-TV Channel 8, Jonesboro AR.

BOE office phone recording 573-379-3855

DISASTER ALERT

We have a disaster plan which is posted in each room. Whenever the community siren is activated or an announcement is made that a disaster (fire or tornado) is in progress, students and teachers will follow the prescribed plan. A scanner will be utilized in the principal's office to follow the progress of the weather.

BOUNDARIES

Students may not be in the parking lot between classes or during lunch. Students report to the high school gym or middle school cafeteria upon reporting to campus each morning. You may not be around the teachers' cars. No one is allowed in the parking lot during the day without permission from the office.

BUILDINGS AND GROUNDS

We are very proud of the general appearance of our buildings and grounds. We will continually upgrade and maintain the properties of the Portageville School District. Since it is the students' home for a good deal of the time, he/she is expected to assist in maintaining it in the following ways:

1. Students are expected to keep lockers neat and free of markings that deface them.
2. Students are expected to use trash containers for waste disposal and not litter the grounds.
3. Students are expected to clean up their own debris or any mess they may have made.
4. Students are expected not to lean on or sit in windows in any building.
5. Students are expected to leave air conditioners alone inside or outside the building.

6. Students are expected to do their part in keeping the restrooms clean.

Everyone should be proud of our campus and buildings. Help keep them nice and clean, free from paper and writings on walls, desks, etc.

Any class or organizational group of students wanting to use the school facilities during the day or after school hours must first consult with their teacher/sponsor and then receive permission from the principal's office. All groups must be under the direct supervision of their teacher/sponsor during the time of the use of the buildings facilities.

Non-school groups are welcome to use school facilities but must receive permission from the superintendent and Board of Education prior to the event. Interested groups should make necessary arrangements with respective building principals.

LUNCH

Students may deposit money in their account from 7:35 a.m. until 7:55 a.m. daily. Students that bring money after a specified time will be issued a tardy slip. All students that purchase food or drink from the vending machines will be required to eat in the cafeteria. No food will be allowed out in the classroom. *Students will be allowed to have water only in a class (Not in Computer labs) as long as it is in a water bottle brought from home. No fast food cups, yeti's, etc. or bottles taken out of the cafeteria. WE HIGHLY ENCOURAGE BRINGING YOUR OWN WATER THIS YEAR DUE TO POSSIBLE CLOSURE OF WATER FOUNTAINS.*

Breakfast and lunch are served daily. Breakfast will be served from 7:35-7:50 each day in the cafeteria. Therefore, students must arrive prior to that time to be able to participate in the breakfast program. Children must remain at school for lunch. Students that bring their lunch need to bring it with them, do not have others bringing you lunch. No child will be permitted to go home for lunch or leave the school premises during lunch time. **Lunches are not to be delivered during the noon hour.** Students and parents are required to fill out a free or reduced lunch form each year. If this form is not filled out and returned to school by the second day of school, charges will start to accumulate and must be paid. We encourage everyone who is entitled to use our free lunch program to do so since it is now possible to earn a fairly high wage but still qualify for these services. **Lunch balances that accumulate more than \$10.00 will result in your child being unable to attend any special events, such as, programs, parties, field trips, etc.** Everyone regrets when this happens, so please make every effort possible to get free or reduced forms promptly or to pay balances weekly.

SUPPORT SERVICES Policy 5550 Food Service Program Meal Charges Purpose The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances. Administration 1. Student Groups: ♣ Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars. a) These meals will include only the menu items of the reimbursable meal. b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate. ♣ Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted. ♣ High School students will be allowed to charge one meal. 2. No charges will be allowed for ala carte foods and beverages. 3.

Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department. 4. On May 15 annually all charging will be cut off. ♣ Parents/guardians will be sent a written request for “payment in full.” ♣ All charges not paid before the end of the school year will be carried forward into the next school year. ♣ Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies. 5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. Policy 5550 Page 2 6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District’s website.

Students may bring their lunch to school, but are required to use the cafeteria facility. Because of the close time schedule and closed campus arrangement, lunches cannot be delivered during the noon hour. Students eating in the cafeteria will be expected to empty his/her own tray and clean up all napkins, silverware, etc. from his/her area. Orderly decent behavior is expected of every student while in the cafeteria. Under no circumstances are students to take food outside the cafeteria. To purchase items from the ala carte line students must first purchase a regular meal.

Lunch period will be from 11:44-12:19 for middle school and 12:41-1:16 for high school.

GRADING SCALE AND SYSTEM

The grading scale used by the Portageville School District is:

96-100	A	82-84	B	67-69	D+
93-95	A-	79-81	C+	63-66	D
89-92	B+	74-78	C	60-62	D-
85-88	B	70-73	C-	0-59	F

Semester grades will be determined by the numerical percentages of two quarter grades.

The grading system is defined as: A - superior work, B - above average work,

C - Average work, D - below average work and F - failure to do the minimum amount of work to pass the course. Incomplete (INC.) - work must be made up or grade will be recorded as an F on permanent record.

Grade point averages for our grading scale are figured on a 4 point basis:

A	4.0000 grade points	C	2.0000 grade points
A-	3.6667 grade points	C-	1.6667 grade points
B+	3.3334 grade points	D+	1.3334 grade points
B	3.0000 grade points	D	1.0000 grade points
B-	2.6667 grade points	D-	0.6667 grade points
C+	2.3334 grade points	F	0 grade points

*Beginning in the Academic year 2014-2015 our district will be implementing a 5.0 Weighted scale. This will be implemented with the class of 2016. All dual credit and college courses will be based on the 5.0 scale while all other courses will still be based on a 4.0 scale mentioned above. The 5.0 scale is as follows:

A	5.0000	C	3.0000
A-	4.6670	C-	1.6667
B+	4.3330	D+	1.3330
B	4.0000	D	1.0000
B-	3.6670	D-	0.6670
C+	3.3330	F	0.0000

NEW: DUAL CREDIT TRANSCRIPTS AND GRADES

Students taking dual credit courses through Southeast Missouri State University will have two transcripts. They will have a college transcript and high school transcript. Student grades through dual credit courses will be cut off on the last day for seniors at Portageville High School for their high school transcript purposes and for class rank. However, students taking these courses will still be required to take the dual credit final on the dates required by SEMO. It is possible that a student's high school transcript and college transcript display different grades as a result of this issue. Teachers for dual credit students and the high school counselor will communicate this process to students and parents.

CLASS RANKINGS

For a student to be designated as Valedictorian or Salutatorian of the graduating class, the last four semesters of high school attendance must have been in Portageville High School. To be considered for the senior class top ten, a student must attend classes in the district for four consecutive semesters. Foreign exchange students will not be eligible for top ten.

The grade point average ranking for graduates will begin with those students completing the College Preparatory Studies, excluding the requirements for students at or above the national level on the ACT score; all other students will be ranked accordingly. The grade point average to be computed on a four point scale from "A" through "F", including pluses and minuses. To be eligible for the top ten students must complete the College Preparatory Studies Program.

*Beginning in 2015-2016 the grade point average will be computed on a 5.0 scale. Physical Education and Drivers Education are to be excluded in considering the grade average. Art and Music will be given a letter grade and count toward the GPA and class rank. Based on this criterion, the student with the highest grade point average in high school for 8 semesters of

attendance shall be designated as Valedictorian. The student with the second highest grade point average for 8 semesters of attendance shall be designated Salutatorian. The students in the graduating class with the ten highest grade point averages for 8 semesters will be designated as “Honor Graduates.”

In the event there are two or more students making 4.0 or better, the student with the highest overall GPA will be named Valedictorian and the student with the second highest will be Salutatorian.

*****Beginning with the class of 2023, a student who makes an “F” in ANY course will NOT be eligible for the Top 10 Student Ranking their Senior Year.**

TOP 10 AWARD BY CLASS GRADES 9-12

Students will be recognized at the end of the year awards assemblies with recognition for being in the TOP 10 listing for their GPA in each class. This award will be taken directly from their school transcript.

FINAL EXAMS

Exams will be given during the last week of each quarter. A student must have an excused absence to be able to make up a final exam. It may then be made up. All students will be required to take final exams at the end of each semester.

REGULAR HONOR ROLL

The honor roll criteria for Portageville High School and Middle School is as follows:

- A. A 4 point scale from “A” through “F” including pluses and minuses will be used.
- B. A grade point average of 3.000 points is the minimum required to be included on the honor roll.
- C. WHEN APPLICABLE, physical education, art, music, keyboarding, communication discoveries, study skills, consumer science, industrial technology, vocational/technical grades, etc. are included along with the core subjects when considering the grade average for honor roll.

At the close of the fall and spring semesters, students’ grades are recorded on cumulative folders in the counselor’s office. The cumulative folders contain information about tests, health, attendance, conduct, interests, extra-curricular activities, unit credits, grads, etc . . . This information is available to the student from the counseling office.

3.50 CUMULATIVE GPA HONOR STUDENT:

Students with a Cumulative GPA of 3.50 or higher will be recognized at the end of the year awards assembly with special recognition. This award will be determined by the student’s academic transcript.

HONOR CORDS

Honor cords are given to graduating seniors who meet the following criteria: Taken at least 4 years of courses in CA, Math, Science, Social Science, Practical Art, Fine Art, and Business with the highest GPA and most rigorous course completion.

HIGH SCHOOL GRADUATION POLICY

The graduation policy of the Portageville School District is based on a program which should be cooperatively planned by the student, his/her parents and the counselor. It should meet the individual needs of the student and culminate in completion of 24 units of credit and meet the specific legal requirements of the state of Missouri. The following is a list of requirements:

Language Arts	4 units
Social Studies	3 units
Science	3 units
Mathematics	3 units
Fine Arts	1 unit Practical
Practical Arts	1 unit
Physical Education	1 unit
Electives	<u>8 units (1unit Hlth/Personal Fin)</u>
TOTAL UNITS	24
Semester of Attendance	8

Students are required to take seven units each year since we have a seven period day with no study halls. Vo-Tech students will earn six units per year. In their senior year students must pass a minimum of five units in order to graduate regardless of how many units accumulated. Exceptions to this policy will be made only upon administrative recommendation.

One unit of high school credit shall be the uniform standard of measurement for completion of a course with instructional time allocations of 8700 to 9600 minutes for laboratory classes and 6900 to 8700 minutes for other classes.

One-half or one-fourth unit may be granted for short courses requiring one-half or one-fourth of the time required for a full unit. Credit for all courses shall be based on this standard (including Music and Physical Education).

Students may not take English I & II or English II and III at the same time. If a student failed one semester of English I or II, he/she may re-enroll for the one semester failed and the next level class simultaneously.

SPECIFIC REQUIREMENTS

Fine Arts - 1 unit, a maximum of 4 units of vocal music or 4 units of instrumental music, or a combined total are necessary for graduation. Units of music earned in excess of this limitation will not be conducted toward the 24 units required for graduation, but will be applied toward the total graduation credits. Physical Education – 1 unit required, 2 units of physical education will be counted toward the 24 units required for graduation.

Achievement credit may be granted to students on the basis of advanced work and test scores indicating a thorough knowledge of a course. Standardized tests with national norms shall be used where possible. Achievement credit shall be designated separately on the transcript and the local board of education, at their discretion, may authorize a maximum of 2 units of achievement toward the total units of credit required for graduation. This recommendation would be made by the superintendent after administrative consultation.

Credit for off-campus instruction under the guidance and direction of the school district faculty may be granted for programs meeting criteria specified and approved by the State Department of Education.

Units of credit may be earned in summer school or night school, with the prior approval of local school officials, and counted toward the high school graduation requirements in accordance with State Board of Education standards and regulations.

Units of credit may be earned and counted toward meeting high school graduation requirements through extension or correspondence courses from accredited public institutions of higher education. Local board of education policy shall establish whether such credit is transferable and the amount of credit which is acceptable for graduation from their high school, upon prior approval by the administration.

Requirements for graduation for special education students (classified EMH by testing) will be established on an individual basis and approved by the superintendent for recommendation to the board of education, after administrative consultation.

These regulations combine the minimum requirements of the State Department of Education and the requirements established by the Portageville School District Board of Education.

SUMMER SCHOOL

Students that are required to attend summer school will be required to attend for the full 20 days. Students are assigned to summer school for credit recovery (failing classes), attendance and tardies. Students are allowed to miss 1 day of summer school and still receive credit as determined by the Missouri Department of Elementary and Secondary Education. Students will NOT be allowed to leave summer school early for jobs, vacations, etc. Failure to attend summer school can result in being placed in PAC the following semester. It is the responsibility of students to follow school expectations on grades and attendance.

This applies to seniors as well. Failure to attend summer school will result in diplomas and transcripts withheld until the commitment is fulfilled.

EARLY GRADUATION

A student who, for sound educational and vocational reasons, wishes to graduate from high school in less time than the ordinary eight semesters, grades 8-12 sequence, may request permission to complete graduation requirements on a seven semester schedule. The following regulations and procedures will be applied in determining whether a student will be permitted to complete their high school education in less than four years.

1. The Portageville School District Board of Education will rarely waive the eight (8) semester requirements, it will be considered only on an individual basis, and examples for approval are: pregnancy, acceptance to a college, university, vocational-technical school, or enlistment in the military service. The acceptance of employment will not be considered as meeting the criteria for waving the eight (8) semesters of attendance.
2. A student who wishes to graduate early must meet all graduation requirements established by the board by the end of their seventh semester.
3. The student's intention to accomplish this shall be stated in writing to the principal and Board of Education in the spring of their junior year, prior to preparing their schedule for their senior year.
4. A student who is approved for early graduation will not be allowed to participate in any school-related functions (prom, senior trip, and graduation) during the spring semester. The student will not be issued a diploma until after regular graduation ceremonies.
5. The Portageville School District Board of Education will make the final decision regarding all early graduation cases.

* This policy will also apply to those students that take more than 4 years to graduate and wish to leave after the first semester.

REPORT CARDS

Report cards are given out after quarter exams in a scheduled class four times a year. Parents will be notified midway between each grading period of student's doing failing work. Parents desiring a conference with the teacher should contact the principal's office for an appointment with the teacher. We encourage conferences before the end of the grading period so that solutions can be discussed before the failing grade is given.

CLASS OPERATION

All students are expected to come to class ready to go to work. This includes: having homework assignments ready to hand in upon request, having all necessary books and having paper and pencil.

HIGH school OFFERINGS

***= DUAL CREDIT**

W = Weighted

English I (9 th)	Physics 1 st (9 th)
English II (10 th)	Applied Science (10-12)
English III (11 th)	College Prep Chemistry (10-11)
English IV (12 th)	Biology (11-12)
*College Writing (12 th)	Advanced Biology (11-12)
Consumer Math (11-12)	*AP Chemistry (12) W
Algebra 1-A (9 th)	*Physics (12) W
Algebra 1-B (10 th)	Anatomy & Physiology (12) W
Algebra I (9-12)	American History (9 th)
Algebra II (9-12)	Government (10 th)
Geometry (10-12)	World History (11 th)
*Pre Calculus A (11-12) W	*Psychology (12 th) W
*Pre Calculus B (11-12) W	*Sociology (12 th) W
*College Calculus (12) W	Geography (9-12)
*Statistics (12) W	Contemporary Issues (9-12)
Foreign Language (9-12) – Rosetta Stone	
Choir	Intro. To Business
Music Appreciation	Web Design/Coding
Varsity Band	Desktop Publisher/MultiMedia
Art I-IV	Business Technology I
Weight Training	Business Technology II
Body Conditioning	Business Law
PE	Yearbook
Health (10 th) required-10th	Personal Finance (10 th) required-10 th
ACT Prep (11 th) required	Business Communications
Career Development/Entrepreneurship	
Interpersonal Relationships	
Wellness/Nutrition	
Child Development I	
Child Development II	
FACS Occupation Cooperative Education (12 th) Work release –Requires Principal Approval	
Sikeston Career & Technical Skill Center (11-12)	

Exploratory Classes for 7th and 8th Grades

The 7th and 8th grades will have an “exploratory” class schedule.

- . Art
- . Foreign Language
- . Family and Consumer Science
- . Keyboarding
- . Introduction to Agriculture
- JAG (8)
- Math Study Skills
- Band

PROMOTION-RETENTION POLICY

Students who make “F” in two or more academic core classes (math, science, social studies, language arts, and reading) BOTH semesters may be retained in the same grade.

READING: Students reading one grade level or more behind the student’s present grade placement. This assessment is made by giving a reading inventory test to students who are not LD/EMH. Students reading one full grade level or more below their current grade may be retained and/or required to attend summer school (after school tutoring is offered throughout the school year.)

Students who make “F” in two or more academic core classes in “ONE Semester Only” are required to attend summer school to improve achievement.

ATTENDANCE: Having six (6) or more absences during either semester will result in mandatory summer school unless a student and/or parent wants to appeal to the Attendance Committee. Failure to attend summer school or to comply with the recommendations of the attendance committee will result in retention.

When considering retention of students, the following criteria will be considered:

- . Teacher recommendation
- . Academic performance
- . Social/Emotional/Physical Development
- . Tutoring attendance
- . Parent-School communication throughout the year.

The principal has the final decision whether a student is retained or promoted.

A+ SCHOOLS PROGRAM

Beginning with the class of 2010 Portageville High School will be seeking designation as an A+ school. By participating in the A+ Schools Program students can earn financial assistance for two years of post-secondary education. The basic A+ qualification requirements include earning a 2.5 GPA over four years; having an average attendance rate of 95%; avoiding the use of drugs/alcohol/tobacco and maintaining a good citizenship record; and simply attending an A+ designated school for the last three years of high school. Most PHS students already meet these

requirements. The additional requirements are earning a total of 50 hours of unpaid tutoring or mentoring to younger students and community service.

CORRESPONDENCE COURSES

Students will be responsible for all expenses for correspondence courses, unless approved by the high school or central office.

MOCAP

MOCAP is the Missouri Course Access and Virtual School Program. Previously this program was referred to as MOVIP (Missouri Virtual Instruction Program). Questions about the Missouri Virtual School Course Program can be answered at the building office through the Principal or Counselor.

Portageville High School Virtual Learning Program

For the 2022-23 school year, Portageville Middle and High School will use an online learning platform titled "Edgenuity" for grades 6-12.. This will be an entirely online platform and students will be required to do work assigned through the learning platform and not assigned specifically by a classroom teacher. This process will be completely different from what was used the previous year. Students will have to be self motivated to meet the difficult demands of virtual learning. Students will be assigned one teacher that is their point of contact that can aid in scheduling tutoring for a virtual student. Grades earned through Edgenuity will be the grade given on report cards. More information will be provided in a parent/student meeting once we have our roster of virtual students for the coming year.

How to Qualify for Remote Learning:

1. Students in grades 6-12 that have a verified medical excuse provided by a Licensed Medical Professional will be allowed to sign up for Virtual School. Medical Consent forms can be obtained from the High School or Middle School Office or on the District Website. Some administrative discretion may be used in extreme circumstances.
2. Remote Learning will be for a minimum of one semester. There will be NO switching back and forth. Whatever grades earned in the one semester will be placed on report cards.
3. **All Requests for Virtual School must be provided to the HS Office by August 13th. Failure to meet the deadline will result in the request being denied until the following semester.**
4. All Student and Parent participants accepted in the program must attend a training session once school begins.

5. Opportunities to sign up and get medical documentation forms will be made available on Monday July 19 on the school district webpage and High School Facebook page. Deadline for paperwork is August 13th. All forms can be brought back to the Middle or High School office starting August 2nd.

FAQ:

1. Can I do Remote Learning and participate in sports, clubs, school events, etc.?
--A remote learning student CANNOT participate in athletics, clubs, dances, prom, band concerts, senior trips, etc.
--A Senior Remote Learning student can participate in graduation and the senior awards ceremony.
2. Can I attend sporting events as a fan if I am a remote learning student?
-Yes. Proper admission must be paid like all students.
3. Can I switch from remote learning back to in person classes?
-Yes, However, the switch must be made at the beginning of a semester. No mid semester switches will be made.
4. Do I have to have a doctor's note stating Online Learning is best suited for me?
-Yes. A school medical form must be filled out to qualify for virtual learning. Forms can be found on our school website and on our Facebook page.
5. Do these stipulations apply to grades K-5?
-No. Elementary school will have their own set of guidelines.
6. How are grades determined through Edgenuity?
-work will be graded by the computer programs in Edgenuity and that will be the grade provided on progress and report cards.

HIGH SCHOOL CLASSIFICATION PROCEDURES

1. A ninth grader is defined as one that has successfully completed the 8th grade.
2. A tenth grader is defined as one that has completed six units of approved course work before the beginning of the third semester.
3. An eleventh grader is defined as one that has completed twelve units of approved courses before the beginning of the fifth semester.
4. A senior is defined as one that has completed 17 units of approved courses before the beginning of the seventh semester or a student who has enrolled in enough courses to

- complete the graduation requirements during the 7th and 8th semesters. A student classified as a senior must pass at least two and one-half units the 8th semester of the senior year.
5. Area vocational students must be at least 16 years of age by the 6th or 7th semester of school and have completed at least 8 units of approved courses.

VISITORS

DUE TO THE CURRENT PANDEMIC-THE POLICY FOR VISITORS MAY BE MODIFIED AS NEEDED AND INFORMATION WILL BE PROVIDED THROUGH VARIOUS MEANS OF COMMUNICATION. Students are not permitted to bring visitors to school. Visitors coming to school on their own are expected to report to the principal's office to obtain a pass. Any person violating this rule will be subject to arrest by local law officials. Visitors wishing to talk to instructors will be informed of their prep period and an appointment set up. All business concerning projects will be handled at this time. In no event is a class to be disturbed on project business. Visitors are not to bring lunch or food for students unless authorized by the building administrator.

SCHOOL SPONSORED TRIPS

All students who make school sponsored trips must leave and return on the school bus or other transportation furnished for the trip. All trips must be approved by the principal and all regulations must be obeyed concerning the conduct on the trip. All items taken on school sponsored trips are subject to being searched by district personnel and/or law enforcement. ***A student that has a failing grade in a class will NOT be allowed to attend a trip or an event after school until the grade is brought to passing.***

CHANGING OF SCHEDULES

Students will have 3 days to request a change in their schedule. Changes must be approved by the principal. Students cannot drop or enter a class on their initiative. After the first week, students will remain in the class for the remainder of the semester. Changes at semester will be done only in emergency situations with the approval of the counselor and principal. Students taking Dual-Credit classes will follow the policy of the University or College conducting the classes. Usually within the first 5 days of classes.

CADET TEACHING ASSISTANTS AND OFFICE WORKERS

Cadet teachers will be determined by the Principal and Counselor. Students will be evaluated to determine the best placement. Staff members' children cannot be a cadet teacher in their own personal classroom.

COUNSELING SERVICES

Many times students wish to consult with someone about educational, vocational or personal problems. The counselor is available to assist students with these problems. The counselor also helps students to make good adjustments to high school; to recognize their interests,

aptitudes, and weaknesses; to make arrangements for attending college or other instructional institutions. Except in emergencies, students are to see the counselor by appointment. Students must have a pass from the counselor to present to the teacher prior to the conference. The counselor's office is in the main office of the high school building.

LIBRARY SERVICES

The school library is open to all students from 7:45 am to 3:15 p.m. You are encouraged to make use of the materials available in the library but cautioned to take care of them when in your possession. Fines for overdue books and lost or damaged books will be charged to the student. **All Media Center rules must be strictly adhered to. Chromebooks can be checked out by a student with the student signing an accountability document taking responsibility for the computer if lost or damaged. All Chromebooks MUST be checked out through the library.**

SCHOOL NURSE

A fully qualified nurse will be at the school daily to treat students who become ill. Cots are provided for students who are sick until their parents can be contacted, and the student is removed to his/her home. The services of the nurse are available to grades K-12. Do not go to her office unless you are ill.

Students desiring to see the nurse must come through the principal's office and pick up a permission slip. Excessive visits to the nurse may require a doctor's form.

When a student becomes ill or is injured at school, he/she should report this to the teacher. The teacher will in turn permit the student to come to the office. Only in cases of real emergencies will the school send a student home or to the doctor, or to the hospital; however, the school is not responsible for any expenses incurred in this action. All contact with parents will be made through the school nurse or the building office.

PLEDGE OF ALLEGIANCE

In accordance with Senate Bill 718 Portageville High School students will recite the Pledge of Allegiance each morning during the 1st hour over the intercom system and will be led by the student council president.

I Pledge allegiance to the flag of the United States of America and to the republic for which it stands, One Nation, Under God, indivisible, with liberty and justice for all..

ASSEMBLIES

DUE TO THE CURRENT SITUATION, ASSEMBLIES MAY BE LIMITED AND VISITORS MAY NOT BE ALLOWED. The pledge to the flag is given to open all assembly programs. The student council president will lead the assembly. We request that all students and staff stand and place their right hands over their hearts and recite the Pledge of Allegiance.

All assemblies are conducted by the president of the student council. Assemblies are definitely a continuation of the classroom; proper classroom behavior should be maintained. The

pattern of conduct that is set by students in assemblies reflects their respect for each other, visitor, and themselves. It has an important bearing upon the attitude of the public toward our school.

HONORS ASSEMBLY

The Honors Assembly is held near the end of school. Teachers present departmental awards, scholarships, athletic awards, athletic letters, attendance certificates and miscellaneous awards of recognition. Awards from local civic organizations are presented at this time.

HEALTH STANDARDS

No pupil shall attend school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to same. Any teacher, with the approval of the principal, may require a pupil suspected of having a disease, or being able to transmit a disease to be examined by a physician and to provide a written statement of health before returning to school. Any pupil not complying may be excluded from school.

Whenever a faculty member suspects that a student is pregnant, the student will be referred by the teacher to the school nurse for consultation. Any other conditions which may be detrimental to good school health practices should be reported to the nurse for proper examination.

STUDENT DRESS

The essentials of good grooming will prepare us for all aspects of adult life. Our conduct and the type of work we do is reflected by the attire in which we attend school. We will feel more at ease and will be able to work more efficiently with the knowledge that we are appropriately dressed for the occasion.

Students will be allowed to wear loose fitting walking shorts, city shorts, or split skirts (no cut offs), the length of the shorts must be of appropriate length deemed necessary by administration. Definition of such appropriate appearance as a part of orderliness and discipline of the school shall be in the jurisdiction of the superintendent or principal. Students not complying with recommended dress and grooming suggestions may be sent home to rectify the situation. The dress code is as follows:

1. No body-shirts or tank-tops will be worn, all tops must have sleeves.
2. Pants must be worn belted up on the waistline
3. No bare midriff or Deep Cut Tops
4. No hats or head coverings of any kind (including Do-Rags) will be worn in the buildings.
5. No provocative or inappropriate slogans to be worn.
6. No sunglasses or “shades” will be worn in the buildings.
7. No clothing may be worn to school that advertises any type of alcoholic beverages, drugs, nudity, improper language or double meaning slogans.
8. All garments must be worn so that undergarments are not revealed.
9. All clothing must be worn in an appropriate manner. Students will not be allowed to wear shirts backwards, one empty sleeve or just covering arms in front.
10. Leggings can be worn if the shirt or covering comes down below the fingertips.

11. Holes in jeans: holes in jeans must fall below the tips of fingertips. If holes are above fingertips they must be covered with patches or the student should have appropriate attire underneath the jeans.
12. No houseshoes
13. No facial piercings

GRADUATION DRESS CODE

Students will not be allowed to decorate or personalize caps and gowns for graduation. Caps and Gowns will be worn in the manner that they are received. Violation of this can result in a student NOT being allowed to walk at graduation.

USE OF MOTOR VEHICLES

All students must purchase a parking permit. There will not be an issuance of parking tags this year. Parking spaces will be reserved, if someone parks in your space, report it to the office immediately. The parking permit is \$20 per year.

Student use of privately owned motor vehicles on school property is a privilege. Students who drive motor vehicles to school must adhere to the following policies:

1. All students will park in the student parking lot located at the north end of the Library/Industrial Arts Building.
2. Drive directly to your parking space and park.
3. Leave the vehicle immediately. You are strongly urged to close car windows and lock the doors.
4. Do not loiter or visit around the vehicle.
5. Do not go near any vehicle during the day without permission.
6. No motor vehicle will be ridden during school hours without permission. Students violating this policy as a driver or passenger will not be permitted to bring vehicles to school.
7. No student shall be permitted to operate a car or motorcycle on the school grounds who is not a holder of a valid license.
8. No student operating a motorcycle at school shall be permitted to ride anyone other than himself/herself on the machine.
9. Cars driven to school must be parked on the student lot in a uniform manner. No cars will be parked in front of the senior or junior high buildings during the school day, with the exception of the senior top ten.
10. Students are not allowed in cars at noon nor to visit with people in cars passing by on the streets.

All students attending the Vocation-Academic Skills Center will ride the school bus provided for this purpose, unless special permission is given. Students requesting special permission will make their request in writing to the Superintendent of Schools.

Students that drive privately owned vehicles will be released 4 minutes later than bus riders to prevent congestion in the parking lot.

ALL CARS WILL NOT BE ALLOWED TO EXIT PARKING LOT UNTIL ALL BUSES HAVE CLEARED THE STUDENT PARKING LOT EXIT.

All cars will exit from the lot to the north on King Avenue after school. All speed laws will be strictly obeyed on all streets and roads in the school area. Students violating these directives will be refused permission to bring vehicles on school property and will be subject to appropriate disciplinary action.

ACCIDENT INSURANCE

Accident insurance is available to all students. Students are encouraged to take out the accident coverage. Athletes of teams such as football, basketball, baseball, track, softball, and cheerleaders are required to carry this insurance, and all vocational classes are expected to have this insurance.

BUS CONDUCT

1. Observe the same conduct as in the classroom.
2. Be courteous and use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.

Due to the great number of students transported daily in the district, it is a necessity that the above rules be obeyed to ensure safety and common sense. The administration will support bus drivers to every reasonable end in enforcing the above rules.

VO-TECH STUDENTS MISSING BUS

Any vo-tech student missing the bus due to their tardiness must report to the office immediately. They will be expected to contact their parents and obtain transportation to the Vocational Center. If unable to obtain transportation, the student will be assigned to ISS and will be counted absent from the vo-tech center.

RADIOS, CD, MP3 Players, Cell Phones, ETC.

Radios, MP3, CD players, pagers, tape recorders, etc. are not to be brought to school unless specifically requested by a teacher for class purposes and approved by the principal.

LOST AND FOUND ARTICLES

Found articles should be turned in to the office. In case of lost items, inquire in the office as soon as possible.

STUDENT SALES

The selling of articles to raise money for any project not connected with this school is prohibited. Before any group takes on selling articles as a project, it must be cleared with the administration and Board of Education.

LOCKERS

Each student will be provided a locker if one is requested. Students should only use their locker. Students may have to share lockers. Hall lockers are assigned by the office during registration. Lockers must be kept in a neat condition, free of markings and debris. Students should not keep money or valuables in their lockers.

USE OF TELEPHONES

Only in cases of emergency will students be called to the telephone during class periods. The telephones in the school office are for school business. Student's use of these will be limited to very necessary business. Students will not be released from classes to make phone calls. If a student uses a cell phone to contact someone at or outside of the school they are in violation of the cell phone policy.

CHEWING GUM

Students are not to chew gum during the school day while using the school facilities. In large part, this is to protect school property and to maintain its good condition. Teachers are asked to enforce the rule of no gum chewing. Students will be disciplined for chewing gum in accordance with the tardy policy.

DISPLAY OF AFFECTION

As part of the responsibility of the school community, students are expected to exercise discretion in the public display of affection. The sensibilities of other individuals present must be given due consideration.

Students will not be allowed to kiss or to hold hands with each other while on school property during the school day. Violators will be disciplined.

SMOKING

Smoking is considered by health authorities to inhibit the proper growth and development of a person's body. With this fact in mind, the use of tobacco in any form by students on any campus of the Portageville School District is prohibited during school hours. School hours are from the time the first student arrives on campus in the morning until all buses have left in the

afternoon. Violations of this rule will subject the student to designated disciplinary action as stated in the discipline policy. Vaping is considered the same as vaping and all tobacco related policies apply to vaping.

AUTHORIZATION OF PURCHASES

All purchases of items for school organizations, class activities, etc. must be approved by the teacher/sponsor. Before purchases are made, a requisition must be completed by the teacher/sponsor, signed by the principal, and a purchase order obtained from the business manager. Unless proper procedure and authorization is used, the purchaser is personally responsible for the cost of the item purchased.

MILITARY RECRUITMENT

Before a military recruiter will be given permission to talk with a student, he will present evidence of having permission from the student's parents or guardian.

ANNOUNCEMENTS AND BULLETIN BOARDS

Teachers are requested to read the announcements to their classes each day.

The bulletin boards are on the west wall in the main hall. Clubs and organizations post their news and activities here. Do not use up space that is already in use.

EXTRA-CURRICULAR ACTIVITIES

The extra-curricular activities shall be managed in such a manner as to bring out their maximum benefits with a minimum of interference with the regular program. Parties and functions sponsored by the school, or a class or club or any group of students using the school property or school funds, shall be attended by students enrolled in the school. Non-students may attend only with the permission of the administration. **There shall be no overnight senior trips.**

The Board of Education is deeply concerned that good sportsmanship is maintained at all times at all school events. Any deviation from this on the part of any student or faculty member will result in disciplinary action.

All activities must be approved by the administration and properly entered on the school calendar. In order for a student to be eligible to try out and/or participate in any extracurricular activity, no outstanding debt to the district shall exist.

Students participating in athletics and extra-curricular activities grades will be checked weekly. If a student is failing 2 classes they will be ineligible for the activity until their grades are passing. This will be reviewed by the administrators and coaches/sponsors to ensure compliance. A student that is not participating in the club or event, cannot attend the event if they have an F currently in a class.

INTERSCHOLASTIC CITIZENSHIP STANDARD

According to MSHSAA eligibility standards all students who represent the school in interscholastic activities must be credible citizens and judged solely by the proper school authority certifying a list of students for competition. These students whose character or conduct is such to reflect discredit upon themselves or their school is not considered a “credible citizen”. A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date.

In addition, any student who is involved in the possession, use, or sale of drugs or alcohol or gross misconduct whether the incident occurs at school or outside school may be declared ineligible during that sport season and will remain ineligible for interscholastic activity until the administration and coaches determine that the student meets the “credible citizen” standard. It is understood that citizenship eligibility cases are handled on an individual basis by the coach, athletic director and principal. However, it is also felt that the following guidelines will assist in the uniform handling of such cases.

First offense	restricted from participation in or dressing out for contest for 14 days (2 full weeks) of extra-curricular activity.
Second offense	one full semester suspension from all extra-curricular participation (includes practice, contests and off-season conditioning)
Third offense	365 days suspension from participation in extracurricular activities.

Athletes will have the opportunity to express their side of any incident in which they may be involved. If the athlete is dissatisfied with any decisions, he/she has the right to appeal through the following channels:

- A. Building Administrator
- B. Superintendent
- C. Board of Education

Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school administration and head coach.

ATHLETICS AND ELIGIBILITY

Portageville High School and Middle School are members of the Missouri State High School Activities Association. To participate in activities with other schools, a student must meet the requirements set forth by the Missouri State High School Activities Association and the Portageville Board of Education. A student must be enrolled in at least 6 classes to maintain his eligibility and must have passed 2.5 credits the previous semester. **Student participating in**

athletics and extra-curricular activities grades will be checked weekly. If a student is failing 2 classes they will be ineligible for the activity until their grades are passing. This will be reviewed by the administrators and coaches to ensure compliance.

The following sports are available to students who meet the eligibility requirements.

BOYS:

Baseball,
Basketball, Football

GIRLS:

Volleyball,
Basketball, Softball

SPORTSMANSHIP

Students are the most important factors in school sportsmanship. The habits and reactions quite largely determine its quality, the better schools are those in which the students and administration join with the faculty, alumni, and community in establishing and maintaining good school practices.

CLUBS AND ACTIVITIES

All organizational meetings will be encouraged to meet before or after school hours due to our complex schedule.

STUDENTS IN 6TH GRADE AND BELOW MUST BE ACCOMPANIED BY A PARENT/GUARDIAN WHEN ATTENDING NIGHT ACTIVITIES SUCH AS BALL GAMES AND MUSICAL EVENTS

STUDENT COUNCIL

The High School and Middle School Student Councils at PHS is a member of the District, State and National Association of Student Councils. Its members elected by the student body each spring, are governed by a constitution and fit within the framework of school policies.

Some of the purposes of the Student Council are to establish a close relationship between the faculty, administration and the student body; to develop better student citizenship, leadership, responsibility, initiative and school pride; and to provide actual experience in democratic governmental procedure. Throughout the year, the Student Council carries on various projects which will benefit the school and community.

BETA and JR. BETA CLUB

The BETA Club is of national affiliation. It is an honors club open to students in grades 9 through 12. Jr. BETA is for honor students in 6-8 grades.

Family Career and Community Leaders of America

The FCCLA is of state and national affiliation. It is composed of students who are taking or who have had one year of Home Economics. Initiation takes place after meeting national requirements. The members take part in worthwhile projects and work on national requirements for an FCCLA Chapter.

CHEERLEADERS

Junior and senior high cheerleaders are selected by a panel of judges after try-outs, according to the rules and regulations established by the cheerleaders' constitution.

MAJORETTES

The number of majorettes may vary. They are selected by a process involving the band instructor, a panel of judges and teacher evaluation. There is one head majorette and one drum majorette who are required to have been in band for one year and to be able to play a musical instrument.

ART CLUB

The Art Club is composed of students who are taking or have had one year of art. The members take part in art contests and other worthwhile projects.

QUIZ BOWL

To improve school spirit of the student body, improve self-image of the participating student, and improve the attitude toward academic excellence of the student body.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

Initial membership is open to secondary students enrolled in business and office education who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to meaningful school-community relations and possess qualities for employment.

FUTURE FARMERS OF AMERICA (FFA)

Club for students enrolled in FFA courses in grades 9-12.

MATH AND SCIENCE CLUB

Is an after school program for middle school students that have a genuine interest in math and science.

STUDENT BEHAVIOR AND DISCIPLINE POLICY

It is the policy of the Portageville School District that good behavior and good school discipline are essential to an effective educational environment. It further is the policy of the

Portageville School District that tries to resolve behavioral and disciplinary problems by every reasonable means. Suspension, long-term suspension, or expulsion shall be employed only after a range of in-school disciplinary alternatives have been tried, except in emergency situations, and only for the most serious offenses.

Students must assume the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to the rules and regulations of the school. Students must understand that a failure to observe the rules and regulations can result in a temporary or permanent loss of the right to attend school.

Recognizing that attendance is of utmost importance in the educational process, every reasonable effort will be made to avoid school-ordered absence from class and/or activities. A.

Teachers and staff shall make every effort to resolve problems informally and without the use of punishment through discussion, counseling, and exchanging opinions with the student.

- B. Students will be encouraged to make use of the procedures and opportunities as set forth in the following discipline policy.
- C. Reasonable efforts will be made to involve parents IN DISCUSSIONS, WHERE APPROPRIATE. The school will offer to inform parents and students where more specialized help can be found when possible and when needed.
- D. Written assignments by teachers for discipline must be a learning situation.

DISCIPLINE POLICY

The Missouri Legislature recently passed a law requiring each local district to have a written policy of discipline. The Portageville School District has adopted the following policy reserves the right to add to the policy things that may be stated in The Public School Laws of Missouri of The Constitution of Missouri pertaining to schools in Missouri.

PURPOSES OF THE POLICY

- A. The purpose of this discipline policy is to meet the mandate of the legislation which requires each local district to have a written discipline policy.
- B. The purpose of this discipline policy is to prevent actions which might interfere with the school's educational mission.
- C. The purpose of this policy is to ensure a safe and orderly environment for learning in the school district. The policy will provide for all affected, a clear statement of the expectations this school district has for its students and consequences which will follow when deviations from the expectations occur.
- D. The legal basis for the discipline policy—Selected Missouri Laws may be cited or quoted to offer evidence of the school board's legal authority in matters regarding the discipline policy.

A major responsibility of the entire faculty is in the continuance of efforts toward improving and maintaining desirable student behavior. All teachers in the Portageville School District have the responsibility and authority to enforce discipline at any time. Correct any student, when necessary, without hesitation. The opportunity to get an education is a privilege that should not be abused. Among the lessons one learns in school, a very important one, is discipline. Discipline is not taught as a subject, but is a vital part of the whole structure of education. Success

in your life depends upon good self-discipline. In your training you develop self-control, character, orderliness, and efficiency. Self-discipline is the key to good conduct and proper consideration of others.

Persons in authority in the school must take a firm position concerning the violations of school standards, in regard to disrespectful behavior towards teachers, the flaunting of authority, vandalism, and other behavior patterns that are as important.

We urge each of you to give much thought toward trying to understand the purpose of discipline in school so that you may form a positive attitude toward it, and not only do your part in making school an effective place for learning, but in developing habits of self-restraint and self-control that will make you a better person.

Most students will progress in school without difficulty, but some may have problems in learning, social adjustments, or both. If a problem occurs, be sure to level with parents, principal, counselor, and teachers.

Corporal punishment is included as a form of punishment in this discipline policy. The following guidelines will apply to corporal punishment.

CORPORAL PUNISHMENT

- A. Laws applicable to school Section 563.061 and Section 568.060.
- B. Chapter 171 School Operations. Section 171.011 Conduct of Pupils “There is no such thing as reasonable punishment from a malicious motive.” 88 Mo. A. 354
- C. When a paddling is administered an administrator will fill out and record proper documentation.
- D. A student is not to receive more than one paddling per day. Should there be a need for more than one it is to be postponed until the next day. It is the administrator’s responsibility to check to see if the student has been paddled by someone else that day.
- E. The principal is to ask if there is some reason the student should not be paddled. Such as a sore, etc.

Out-of-School Suspension, when evoked, will not cause the student to be charged with the appropriate number of absences for the days out and NO missed homework or grades can be made up.

FORMS OF PUNISHMENT

- 1. Verbal Reprimand
- 2. Corporal Punishment (paddling)
- 3. After School Detention
- 4. In-School Suspension (ISS)
- 5. PAC
- 6. Out-of-School Suspension (OSS)
- 7. Expulsion (permanent removal)

IMPORTANT! Punishment for each offense mentioned may vary according to the severity of the offense. For example, third and fourth offense punishment may be assigned if the misbehavior is extreme even on the first offense.

By Missouri Law, building principals may suspend students from school for a period not to exceed 10 days. The superintendent may suspend from school for a period not to exceed 90 days. The Board of Education, by Missouri Law, may permanently expel a student from school.

In cases involving students who are deemed to be habitual offenders, the student and parents will be asked to appear before the Board of Education.

I. CLASSROOM BEHAVIOR

Students are required to do all assignments given to them by teachers. They should not disrupt the classroom or disturb others. Students are required to come to class prepared to study, that is, they should bring textbooks, paper, pen, or pencil, and other material required by the teacher.

1st offense Principal/student conference, ISS, 1-10 days OSS, after school detention and possible documentation in the student's discipline record or corporal punishment

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

II. FIGHTING

An attempt will be made to determine guilt or innocence of all parties. If innocence cannot be determined, both parties will be punished.

1st offense Principal/student conference, ISS, 1-10 days OSS, and possible documentation in student's discipline record or corporal punishment
Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

III. ASSAULT-STUDENT

Attempting to cause injury to another; intentionally placing another in jeopardy of imminent physical injury.

1st offense Principal/student conference, ISS, 1-10 days OSS, and possible documentation in student's discipline record

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

IV. WEAPON (Regulation 2610)

Students are forbidden to bring into school or onto school grounds or property any item that is ordinarily considered to be a weapon. (Examples include; knives, guns, chains, metal

knuckles, fireworks or explosives.) Any student that is in violation of this policy faces possible suspension or expulsion.

V. EXTORTION

Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.

1st offense Principal/student conference, ISS, 1-10 days OSS, and possible documentation in student's discipline record or corporal punishment

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

VI. ANTI-HAZING

It is the policy of the Portageville School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in any hazing. Violators face corporal punishment/suspension depending on the seriousness of the hazing activity.

VII. FALSE ALARM

1st offense Principal/student conference, ISS, 1-180 OSS or expulsion, documentation in student's discipline record or corporal punishment and immediate report to law enforcement

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record and immediate report to law enforcement

VIII. TRUANCY

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Upon returning to school, truants must be accompanied by a parent/guardian who shall make personal applications to the principal for readmission. Work missed while a student is truant may not be made up and the student receives an "F" for the day in each class missed. The disciplinary procedure for truancy is as follows:

1st offense Student's parents must confer with principal by phone or in person and student may be given choice of CP or ISS at the discretion of the administration. (1-3 days ISS)

2nd offense 3-10 days ISS and parent must return to school with students for a conference before readmission to school

3rd offense The student will be suspended for a minimum of 5 days and the proper authorities may be contacted. To be readmitted parent must return to school with students for conference.

IX. DISRESPECT TO STAFF MEMBERS

A student shall not fail to comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, administrative personnel, bus drivers, custodians, or other authorized personnel.

- 1st offense Principal/student conference, ISS, 1-10 days OSS, and possible documentation in student’s discipline record or corporal punishment
- 2nd offense ISS minimum of 3days
- 3rd offense Five days OSS and/or appear before BOE

X. VERBAL ABUSE TO STAFF OF A THREATENING NATURE

Disrespectful language to a staff member that is threatening in nature.

- 1st offense 3 days OSS
- 2nd offense 5 days OSS
- 3rd offense 10 days OSS

XI. USE OF LANGUAGE or WRITTEN STATEMENTS THAT IS DISPARAGING OR DEMEANING

Words which are spoken or statements that are written or drawn solely to harass or injure other people, such as threats of violence, gang related activity (writing, drawing, recruiting), defamation of a person’s race or ethnic origin. ***This includes anything relating to gangs in the form of affiliation, recruiting, drawings, symbols, etc.***

- 1st offense Principal/student conference, ISS, 1-10 OSS or expulsion, documentation in student’s discipline record or corporal punishment and immediate report to law enforcement
- Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student’s discipline record and immediate report to law enforcement.

XII. BULLYING

Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. (Refer to policy 2655). Bullying forms are located on the school website and can be filled out online. The report will go to a building administrator for review.

- 1st offense: Contact parent and student may be given a choice of CP, ISS of 1-180 days of OSS.

Subsequent Offenses: Student may be given CP, ISS or OSS up to 180 days at the discretion of the administration.

Bullying may be reported by filling out a bullying response form located on the school website, or in person at school.

XIII. USE OF VULGAR AND ABUSIVE LANGUAGE (Cursing)

- 1st offense Principal/student conference, ISS, 1-10 days OSS, and possible documentation in student's discipline record or corporal punishment
- Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

XIV. SMOKING OR USING OTHER TOBACCO PRODUCTS

No smoking or use of tobacco products is allowed on the school campus. This includes anything affiliated with vaping.

- 1st offense Principal/student conference, ISS, 1-10 days OSS, confiscation of tobacco products and possible notification of law enforcement and possible documentation in student's discipline record or corporal punishment

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

XV. DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property. There are two categories that will be taken into consideration: Accidental or Premeditated. If a student accidentally destroys school property while performing normal activity he/she will not be disciplined. If a student destroys school property while misbehaving he/she will be disciplined. State laws punish people who deface school property. Any student who willfully defaces school property or the property of other students shall be required to pay in full for all damages and faces possible suspension or expulsion from school. 1st offense

Principal/student conference, ISS, 1-10 OSS or expulsion, documentation in student's discipline record or corporal punishment and immediate report to law enforcement

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record and immediate report to law enforcement

XVI. STEALING – ALL FORMS

A student shall not steal or attempt to steal property belonging to the school or public or private property while under the jurisdiction of the school.

- 1st offense Contact parents for a conference and the student will be suspended for a minimum of three days and faces possible expulsion.
- 2nd offense Student will be suspended for a minimum of 10 days and face possible expulsion.
- 3rd offense Will seek expulsion by Board of Education

XVII. FAILURE TO OBEY ADMINISTRATIVE RULES AND REGULATIONS

This includes tardiness and other rules documented in the Student Handbook 1st offense
Principal/student conference, ISS, 1-10 days OSS, and possible documentation in student's discipline record or corporal punishment

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

XVIII. PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate at school (holding hands etc.). Failure to comply with this rule will lead to disciplinary actions.

1st offense Principal/student conference, ISS, 1-180 days OSS, and possible documentation in student's discipline record or corporal punishment

Subsequent offenses: ISS, 1-180 days OSS or expulsion and possible documentation in student's discipline record

IXX. SEXUAL HARASSMENT/ Indecent Exposure

Use of verbal, written, symbolic language, or physical contact that is sexually harassing.

1st offense Principal/student conference, ISS, 1-180 days OSS, and possible documentation in student's discipline record or corporal punishment

Subsequent offenses: 11-180 days OSS, or expulsion, documentation in student's discipline file

XX. RULES GOVERNING NIGHT ACTIVITIES

1. At performing functions such as vocal music and band concerts, plays and other similar events, the same behavior as expected in the classrooms will be expected. In addition to quiet, attentive attitude, students are expected to remain seated until the conclusion of the performance.
2. At athletic contests, dances, and other similar events the following will be enforced:
 - A. Drug and alcohol policy
 - B. When Students leave an event they may not return.
 - C. When students are absent during the day of a night event they must obtain permission from the principal before attending
 - D. During athletic events students are to remain inside the gym and be seated while the game is in progress. The lobby is to be cleared during the game.
 - E. Students removed from night events for disciplinary reasons must leave the campus. A conference will be held the following day to determine whether or not the student will be allowed to attend future activities.
3. School dances will not be permitted to extend later than 12:00 a.m. All dances must be chaperoned by the sponsors of the club or class giving the dance. Exceptions to the 12:00 a.m. time will be made at the homecoming dances and the prom. Once a student leaves a dance, he/she cannot return. Dates must not be below the 9th grade or over 20 years old.
4. Any student that has been dropped from active roll and/or dropped out of any school district will not be allowed to attend school dances.
5. Dress code for dances will be posted two weeks in advance.

(No bare midriff, cut-outs, deep cut tops or sheer material.) Any clothing deemed inappropriate by administration or staff will not be tolerated.

XXI. RULES GOVERNING STUDENT VEHICLES

Students must park in assigned parking place.

1. Students are to park cars immediately upon arrival at school.
2. Students are to park cars in the student parking lot only.
3. Do not sit in parked cars after arriving at school. This applies to all cars whether parked on or off school grounds.
4. Cars are not to be moved during the school day unless permission is granted by the principal,
5. Students are not to be in their vehicles during the school day unless granted permission by administration.
 - 1st offense May not bring a car to school for five days
 - 2nd offense May not bring a car to school for 30 days
 - 3rd offense May not bring a car to school for the remainder of the school year

XXII. LITTERING SCHOOL GROUNDS AND THE AREA BETWEEN SCHOOL AND TOWN

Trash cans are provided for litter. Students are to use these cans instead of throwing trash on the ground. If you are coming from town and have some paper or empty can, hold on to it until you can dispense of it properly.

- 1st offense Verbal reprimand and clean up area that is littered 2nd offense
Clean up the area and /or CP
- 3rd offense CP or After School detention

XXIII. DRUGS AND ALCOHOL

The board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the district's schools. Therefore, the use, possession or transfer of intoxicants, alcohol and/or physical or mind altering chemicals (drugs) or substances represented to be such, are prohibited on school property, at school sponsored activities or events, or in any vehicle while such vehicle is being used to transport students for the district.

Any person in violation of the provisions of this policy shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in this district who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of the guidelines for discipline. For possession and/or use:

- 1st offense Contact parents for conference and student will be suspended for 1-180 days or expulsion, documentation in student's discipline record or corporal punishment and immediate report to law enforcement

Subsequent Offenses: Expulsion, notification to law enforcement, and documentation in the student's file

Sale of drugs/alcohol or substances represented to be such:

- 1st offense 10 days OSS by Principal plus remainder of semester or next quarter, whichever is longer. Note: "next quarter" shall be interpreted to include the next quarter of the next school year.
- 2nd offense Recommendation of expulsion to Board of Education.

SCHOOL SEARCH POLICY

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

1. The person

A student's person and or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If after being informed of the basis for the school official's reason to search the student does not consent and the circumstances permit, the student's parents or guardian should be called in and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students.

2. School Property

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

3. Automobiles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobile on school property. The interiors of student vehicle may be inspected whenever a school authority has reasonable suspicion to believe the illegal or unauthorized materials are contained inside.

4. Seizure of Illegal Materials

If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

5. Illegal or Unauthorized Materials

For purposes of this policy, “illegal or contraband materials” include all substances or materials, the presence of which or prohibited by school policy or state law, including, but not limited to, controlled substances, imitation controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, and incendiary devices.

6. Drug Dog Use

The Portageville School District will work in cooperation with law enforcement agencies to insure that we provide a healthy & safe environment within the schools. As such, the building principals with the superintendent’s approval will have law enforcement to use a sniff dog on a random basis to sniff lockers, cars & classrooms.

XXIV. COMPUTER/INTERNET USAGE POLICY

No student is allowed to send or receive email provided by commercial online sources on any computer in the school. No student is allowed to access non-educational Internet sites on any computer in the school. Such sites include sports sites not clearly related to a class assignment or project, outdoor web sites involving weapons, chat lines, music websites not associated to a class assignment, adult web sites of any kind, or web sites related to TV programming that is not associated to a class assignment. These non-educational sites are forbidden, unless specifically authorized by a teacher. No student is allowed to tamper with computer files or directories, software, or hardware without proper consent from a teacher. No student is allowed to use classroom computers without logging in and out on a workstation log sheet. This responsibility belongs to the student, not the teacher; ALL students MUST sign in at every workstation. This protects the student from the possibility of false accusations of inappropriate computer use. Any student found utilizing computer equipment without proper documentation of use will be suspended from computer use on any computer in the school. No student is allowed on any computer in the school without consent from the classroom teacher or an accompanying teacher. No student is allowed to download files, programs, or graphics from the Internet without consent from the classroom teacher. No student is allowed to login using another user’s account. All students must have a district Internet Policy and Usage Agreement on file in the computer lab, signed by a parent or guardian and the student.

1 st offense	Loss of computer privileges for 1-30 days, notification of parents
2 nd offense	Loss of computer privileges for 1-180 days, notification of parents

XXV. BEHAVIOR NOT COVERED

The school district reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. The rules set forth in the Student Handbook and rules adopted by the Board of Education that are part of the official minutes of the Portageville Board of Education are also a part of this policy and shall be enforced by the administration in the same manner as set forth in this policy. Under certain circumstances, the administration may vary from the above recommendations.

XXVI. CELL PHONE POLICY

The use of cell phones on the school grounds during the day is prohibited EXCEPT during lunch break. Students will be allowed on an experimental basis to have their cellphones during LUNCH ONLY. Students will not be allowed to be on their phone on the way to lunch in the halls or outside, only in the cafeteria. Any deviance from this will result in the student being subject to discipline procedures. This is being experimented with this year and the policy can be changed or revoked at anytime during the year if deemed necessary by the administration. Any student on their phone or their phone sounding off during class or between classes will be subject to normal discipline procedures. THE DISTRICT WILL NOT SPEND TIME LOOKING FOR LOST OR STOLEN PHONES.

New for 2020-21 school year: Students will be able to be on their phone prior to school starting while awaiting the bell.

The following discipline actions will occur for violating the policy.

- 1st offense One full day of ISS
- 2nd offense Two full days of ISS
- 3rd offense Three full days of ISS

If there continues to be an issue student may be placed in PAC.

SPECIAL EDUCATION STUDENTS

Special education students will be expected to follow the same code of conduct as all other students in the Portageville School District, unless their multi-disciplinary team states otherwise in their Individual Education Plan.

EQUAL EDUCATION OPPORTUNITY

No student shall be excluded otherwise disciplined on account of age, sex, race, religion, national origin, poverty, wealth, pregnancy, parenthood, marriage, or handicap.

FAIR TREATMENT

Disciplinary actions shall be fair and appropriate and disciplinary actions will be reviewed periodically by the central office to ensure fairness. Offenses shall be considered on an individual basis.

Disciplinary actions will be considered from the standpoint of what is necessary to maintain good order in the school situation.

EXCLUSION FROM SCHOOL

Exclusion from school may occur according to the following procedures: Suspension—Principals may summarily suspend students for not to exceed ten school days (summary suspension) and the superintendent of schools may suspend for not to exceed ninety school days (long-term suspension).

For the purpose of definition, expulsion is an action taken by the Board of Education which permanently removes a student from school, unless reconsideration is given by the Board of Education at a later date. The Board of Education will consider a request for readmission after the end of a semester.

DUE PROCESS

All students must be afforded due process whenever deprived of their right to education through exclusion from regular classroom instruction or other school activities. The right to due process includes the right to be informed of the violation and the right to a fair hearing prior to summary suspension, long-term suspension, or expulsion. There is no indefinite suspensions.

SUMMARY SUSPENSION

1. The principal of the school may use summary suspension as a disciplinary procedure whenever it is felt that the conduct of the student is a clear violation of a specific, published standard of conduct or the student's continued attendance in regular classes presents a clear and present danger either of physical harm to the student or others, or of substantial and material disruption of the educational process. The suspension will be carried out only after orally giving the student or parent a full factual statement of the conduct with which the student has been charged and the reasons why suspension is necessary and giving the student the opportunity to tell the student's side of the story, and to the extent necessary, questioning the student and the complaining party in the student's presence.
2. A reasonable effort shall be made to immediately advise the student's parents of the suspension by telephone and the specific actions for which summary suspension was ordered. The parents shall also be informed by hand-delivered letter or certified mail which, if possible will be posted within twenty-four hours of the day of suspension, containing the same information.
3. The principal will remove the pupil from class and make a reasonable effort to keep the student under supervision until the close of the school day until the arrival of the persons in parental relationships to the pupil, or to have the student accompanied home.
4. The principal shall make every reasonable effort to hold a conference with the parents before or at the time the student returns to school. In no case shall a summary suspension last beyond ten days after the day it begins. A ten-day summary suspension will only be used in the more extreme cases.

LONG TERM SUSPENSION

If the principal recommends a long term suspension, he or she shall refer the problem to the superintendent who shall follow the same procedures set forth for summary suspension. If

long-term suspension is made the superintendent shall provide the student and student's parents with a hand-delivered notice or notice by certified mail which, if possible, will be posted within twenty-four hours of the day of the long-term suspension.

Such notice shall be on the adopted school form and shall contain:

1. A statement informing the parties concerned that they have the right to appeal the long term suspension to the Board of Education and that if an appeal is made the suspension will be stayed until the Board meets and reviews the suspension unless, in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
2. A statement that they have the right to have a lawyer present for the appeal.
3. A statement that if an appeal is made they will be given further information immediately concerning the time and place and procedure to be followed (the letter and procedures will be the same as followed in expulsion hearings).
4. A statement that the students or his or her parent has the right, if they so request, to obtain a full educational evaluation prior to the hearings.

EXPULSION

When the superintendent, upon the recommendation of a principal, determines that an expulsion is necessary disciplinary action, the following procedures will be followed. The parents shall be informed by notice hand-delivered or mailed by certified mail, which, if possible, will be posted twenty-four hours after the decision is made to recommend expulsion to the Board of Education. Such notice shall be on the attached school form shall contain:

1. A description of the proposed disciplinary action in detail.
2. A complete description of the published standard of student conduct violated by the student.
3. A full statement of the facts leading to the recommendation.
4. A statement of the time and place of the hearing, which shall not be in less than eight days after mailing or hand-delivery of the notice.
5. A full statement of the procedural rights of the student, including the right of access to copies of evidence, the right to be represented by a lawyer or other person of the student's choice, the parents and the student's right to be present and the right to confront witnesses and ask questions.
6. A description of the alternative educational opportunities available to students.
7. A copy of the student behavioral and disciplinary policy and the standard of student conduct.
8. A statement that the student or his or her parent has the right, if they so request, to obtain a full educational evaluation prior to the hearing. On or before the day and notice is postmarked, the principal shall make a reasonable effort to contact the parents or guardians either personally or by telephone to communicate in the written notice.
9. Any student recommended for expulsion to the Board of Education may be placed on either summary suspension or long-term suspension, depending upon time involved.

**GENERAL PROCEDURES TO BE FOLLOWED IN RELATION TO LONG TERM
SUSPENSION**

1. The student's right to a hearing in the event of an appeal or a long term suspension or hearing on an expulsion may not be waived.
2. The hearing shall be at the office of the Board of Education at the time set by the Board of Education.
3. No hearing on either long-term suspension or expulsion will be held less than eight calendar days of the date of mailing or hand-delivered notification.
4. A hearing may be rescheduled at the request of the student or parent when either is unable to attend at the time stated in the original notice. However, the student would remain on suspension unless the suspension has been stayed according to the provisions set forth on page 31.
5. The scope of the hearing shall be confined to the charged contained in the notice required by due process.
6. The Board of Education shall decide on all matters of fact, on the ultimate question of whether or not the student has engaged in prohibited activity, and on the sanction to be imposed by majority vote. Only members of the Board shall be present during deliberations.
7. Results shall be hand-delivered or mailed by certified mail which, if possible, will be posted within twenty-four hours of the hearing, to the student, student's parents or representative on the adopted school form. The notice of results shall also indicate that student's and parent's rights are contained in the Student Behavior and Disciplinary Policy.
8. The student and parent have the right to appeal the Board decision to the Circuit Court.

SCHOOL VIOLENCE

In light of all the school violence, the Portageville Administration is going to take the following position. Any student making an implied or expressed threat to do harm to another student or staff member of the Portageville School District will be dealt with in a severe manner. All threats will be treated as serious. Discipline will range from Parent Conference, Corporal Punishment, In School Suspension, Out of School Suspension, and /or Expulsion. This policy also relates to gang affiliation, recruiting, drawings, writings, etc.

Students aware of other students making threats to harm other students or staff members are encouraged to inform their parents, a staff member, or their principal. Please work with your school in order to ensure a safe environment for all individuals. Safe Schools phone number 1 866 748 7047.

STUDENT ID CARDS

Beginning 2010-2011, all students must wear their student identification cards around their neck during the school day. Students must also wear the identification cards to all extra- curricular events (example: Ball Games) unless told otherwise by school staff or administration. Students not wearing their identification cards will not be permitted into extracurricular events.

PORTAGEVILLE DRUG TESTING PROGRAM

All students participating in athletics, clubs, organizations as well as students who drive to school are expected to hold themselves as good examples of conduct, sportsmanship, and training, which includes avoiding drug and alcohol usage. It has been widely recognized that drug and alcohol usage can cause serious physical, mental, and emotional harm. A student who uses drugs can be a danger to himself/herself, his/her teammates or opponents

The purpose of the program is to prevent drug and alcohol usage; to educate students and parents/guardians to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to alert students to possible drug problems and the potential harms; to prevent injury, illness, and harm as a result of drug and alcohol abuse, and to maintain an educational environment free of alcohol and drug abuse at Portageville High School.. The program is not intended to be disciplinary in nature.

This program will not affect the policies, practices, or rights of the school in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than random sampling provided for herein.

Procedure for Testing

1. Each student will be assigned a number. The principal will keep under lock and key the cross reference log showing each name and number. The labeling of samples will be by number only. A sealed envelope with the student's number will be personally delivered to each athlete or cheerleader by his/her coach.
2. The principal will select the dates for testing. The nurse with the principal present will randomly draw numbers.
3. A certified mobile alcohol and drug collection company will do the collection of the sample and the testing.
4. The lab report is then received by the principal or his designee. The report will be kept under lock and key by the principal.
5. If there is a positive, the principal will report that fact to the athletic director, the appropriate head coach, and the parents of the student. The principal will also arrange for a conference of those persons. At the conference the principal will solicit any explanation of the positive finding and ask for doctor prescriptions of any drugs the student was taking that may have affected the outcome of the analysis. If the student and his/her parents desire another test of the remaining portion of the sample, the principal will arrange for such analysis.

Any reasonable question will be decided in the student's favor, but retesting may be required at any time.

The athletic director will explain to the student and his/her parents the dangers of drug use, especially for the student, will suggest possible counseling and if asked, provide names of counselors or a counseling service. The athletic director will also set the dates and contests for

which the **student** will be suspended from activities and competition and the principal will note the suspension in the name and number log. Before being eligible to return to competition, the **student** will again be tested and must test negative before resuming competition. This test may be requested to be taken the day of notification at the students expense or taken when the testing returns on it's next regular visit.

Repercussions of Portageville School's Drug Testing Program

1. Any extracurricular student refusing to participate in the program or to submit to a drug test will be immediately ineligible to participate and parents will be contacted. He/she may be eligible again when a drug test is taken and the results are found to be negative.
2. With all substances the test results will show either positive or negative.
3. Extracurricular students testing positive will be suspended from competition/activities for 30 school days and until that individual can test negative.
4. **It is not the purpose of this program to automatically bar from all further participation** in activities those who exhibit a positive test from a urinalysis. It is the purpose of this program to educate, help and direct extracurricular students away from drug abuse and toward a healthy and drug free participation in sports. With that in mind, extracurricular students suspended from activities are required to participate in all practices and attend all games to remain a member of the team.
5. If a student is found to be aiding a classmate in order to help the classmate pass a test the student will receive the same repercussions as the student that failed the test.

HOMEWORK POLICY

Homework is a necessary and important aspect of the learning process and one that we feel the need to place an increased emphasis upon. The Policy for the Middle School and High School will be as follows:

- The third homework assignment not turned in will result in an afterschool detention assigned to the student to complete all assignments.
- Starting with the fifth homework assignment not turned in will result in ONE day of ISS and one day for each additional assignment not turned in.

Portageville School District PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, 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 Portageville School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 Portageville School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Portageville School District assures that personally identifiable information collected, used, or maintained by the agency 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 Portageville School 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 at the Portageville School District, Monday-Friday from 8:00 a.m. to 3:00 p.m.

If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Mary Samples or Angela Edgar, Special Education Process Coordinators, Portageville School District, 904 King Avenue, Portageville, MO 63873; phone 573-379-5706.

This notice will be provided in native languages as appropriate.

**Portageville
School District
Extracurricular
Handbook**

22-23

**Portageville School District
Extra-Curricular Handbook**

Philosophy

The Portageville School District extra-curricular activity programs provide opportunities for students to pursue special interests in addition to their more formal class activities. The activity programs are designed to help students develop leadership, citizenship, sportsmanship and teamwork. Although student extra-curricular activities are very important, we must stay focused on the welfare of the student. The student and their education are our primary concern.

The Portageville School District extra-curricular activity programs are subject to and governed by rules, regulations and by-laws of the Missouri State High School Activities Association. Students participating in extra-curricular programs are also governed by the athletic and student handbook. Violations will result in various actions, including restrictions and suspensions.

Notice of Nondiscrimination

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Portageville School District are hereby notified that this institution does not discriminate on the basis of race, color, natural origin, sex, age or handicap in admission, access to, treatment, or employment in its programs and activities. Any person having inquiries concerning Portageville School District's compliance with the regulations implementing Section 504 is directed to contact Ms. Stacy Miller at 1108 King Avenue, Portageville, MO 63873, or call 573-379-3810. Any person having inquiries concerning Portageville School District's compliance with the regulations implementing Title VI and Title IX, is directed to contact Mrs. Kim Taylor at 1108 King Avenue, Portageville, Mo 63873 or call 573-379-5706. Individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights (OCR). The contact information for the local office of OCR is 816-268-0550 at the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64106. The email address for OCR is OCR.KansasCity@ed.gov.

Academic Standards

Eligibility for each semester of activity is determined according to the MSHSAA by-laws. Students in extracurricular activities who are not performing up to their ability in classes, as judged by the head coach/sponsor after consultation with classroom teachers, may be subject to restriction or suspension from participating in the extra-curricular program. **Students will not be permitted to miss a class to participate in or attend an extracurricular activity if they are failing that class. This includes evening events.**

Attendance

Attendance at school is very important to be successful in the classroom and extra-curricular programs. Students must be present on the day of the contest to be eligible to compete under

MSHSAA rules. Refer to the student handbook for more information pertaining to student absences on the day of a contest/activity.

Transportation

All students are required to travel using the mode of transportation arranged by the school for out-of-town contests. Circumstances may arise when it is necessary for parents/guardians to request alternative arrangements. When this occurs, the parents/guardian must contact the coach/sponsor in person or by phone to explain the details and sign a release form which will be provided by the coach/sponsor. If approved students may only ride with parents or guardians.

In emergencies the coach/sponsor will use their discretion and best judgment in approving requests for alternative transportation.

***Students Quitting or Being Removed From an Activity**

Students that quit or were removed from the team for any reason after the first scheduled contest of that particular sport will not be allowed to attend that contest for the remainder of that sport season. Administration discretion will be used.

***School Insurance Reimbursement**

Students that quit a sport are responsible for reimbursement of school paid insurance for that particular sport if the Portageville School District paid for coverage through the school insurance sports coverage plan.

By-Law 212.0 – Citizenship Requirement

According to MSHSAA eligibility standards all students who represent the school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. These students whose character or conduct is such to reflect discredit upon themselves or their school is not considered a “credible citizen”. A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of a contest without being excused by the principal.

In addition, any student who is involved in the possession, use or sale of drugs or alcohol or gross misconduct whether the incident occurs at school or outside school may be declared ineligible during that sport season and will remain ineligible for extra-curricular activities until the administration and coaches determine that the student meets the “credible citizen” standard.

Citizenship eligibility cases are reviewed on an individual basis at the school level by the coach/sponsor, athletic director, principal, parents, and player. However, the following system-wide guidelines will assist in the uniform determination of such cases.

First offense – restriction from participation in or dressing out for contests for 14 days (2 full weeks) of that extra-curricular activity that the student is involved in.

Second offense – one full semester suspension from all extra-curricular participation (includes practice, contests, and off-season conditioning).

Third offense – 365 days suspension from participation in extracurricular activities.

* Second or third offense punishment could be assigned if the actions of the student are extreme even on the first offense.

Student Under Arrest

If a student is arrested for a misdemeanor (shoplifting, vandalism, etc.) or a felony (assault, robbery, DWI, possession, etc.) the student will not be allowed to represent the school in the interscholastic activities until all legal requirements are met or dropped. However, if there is admission of guilt by the athlete or if, after reviewing the case, school officials believe there is strong evidence (e.g., a witness that indicates probable guilt), then the school may restrict the student from participation before the legal outcome of the case. Parents and the student are to be informed of any problem through a meeting with the head coach, athletic director, and the principal.

Penalties for violations are:

Misdemeanor (excluding minor traffic violations) – 14 days (2 full weeks) restrictions from participation (contests) of that extra-curricular activity that the student is involved in.

Felony – 365 days suspension from all extra-curricular activities.

Use of Alcohol

Students shall not use alcoholic beverages. If a student violates this regulation, the head coach, athletic director, and principal will review his/her violation. Following this review, the student and his/her parents will be notified of the decision.

A violation is:

- A) The drinking/possession of alcoholic beverages witnessed by a school official.
- B) Admission of guilt
- C) Outcome of legal case

Sportsmanship Conduct

The Portageville School District is proud to offer opportunities for our students and families to enjoy extracurricular activities. Participation in these events is a great learning opportunity for our students in relation to Sportsmanship and proper conduct at events. Portageville has a rich tradition in clubs, sports, etc. and we certainly want to continue to be successful in all that our students strive to achieve and be supportive of all that they work to achieve. Our school and community reputation is at stake when someone decides to act in a manner that is not a positive reflection on our school.

In the event we have a situation where someone chooses to act in an unsporting manner, the District will follow the procedures listed below.

First Offense for Removal from a Game or Event – Student or adult will be removed for the remainder of the contest and the following contest upon review by the Portageville Administration.

Second Offense for Removal from a Game or Event – The student will miss the remainder of that sport season upon review by the Portageville Administration. The adult will not be allowed to attend a school function for 365 days upon review by the Portageville Administration.

PORTAGEVILLE SCHOOL DISTRICT



Portageville School District
904 King Avenue
Portageville, MO 63873
Phone: 573-379-3810
Fax: 573-379-3159

Portageville High/Middle School Drug and Alcohol Testing Policy

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy.

Random Drug Testing

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades **6-12** as a condition of participation in covered activities. Covered activities include parking on district property, all school sponsored extracurricular activities, including school sponsored clubs, and all activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Student Drug Testing

Definitions

Covered Activities – Covered activities include parking on district property, all school sponsored extracurricular activities, including school sponsored clubs, and all activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation.

Drug Testing – Testing for illegal drugs.

Participation Days – Each day that school is in attendance

I. General Procedures for All Student Drug Testing ***Sample Collection***

Portageville School District will use an outside agency to randomly test eligible students in covered activities. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing and procedures designed to ensure the privacy of students while testing.

Protection of Information (Privacy)

The positive test results will be reported directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information

Positive Test Results

A positive test result is defined as a toxicological test result that is considered to demonstrate the presence of an illegal or prescription drug using the standards customarily established by the testing laboratory administering the drug use test. Upon testing positive for the use of prescription medication, the student will be given the opportunity to provide documentation that the use of the particular drug in question has been authorized by the physician providing care to the student. Review of positive drug tests will be done by a

Medical Review Officer (MRO) who will inquire into the reasons for the positive drug test. This inquiry will include but may not be limited to contacting the dispensing pharmacy and/or the prescribing physician. A positive result attributable to the lawful use of a prescription or nonprescription drug shall not be considered a positive test result for the purpose of this policy.

A parent(s)/legal guardian(s) may request a retest of the split specimen within 24 hours of notification of the final test result. Request will be submitted to the MRO. The student will be required to pay the associated cost of the retest in advance but will be reimbursed if the result of the retest is negative. Enforcement of any exclusion from all covered activities shall be stayed until completion of the retest. If there is a positive result from the retest, the enforcement of any exclusion from all covered activities shall be effective immediately upon receipt of the positive test result. If the retest is a negative result, then no action will be taken with respect to exclusion from all covered activities.

II. Random Drug Testing *Notification and Consent*

Students wishing to participate in extracurricular activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the coach or principal by the beginning date for practice or interscholastic contest established by MSHSAA and/or before participating in school sponsored clubs. If there is no established beginning date for practice for the activity, the signed consent form must be returned within five (5) calendar days of the first participation day. **A signed consent form shall be valid for all covered activities and will remain effective as long as the student remains in Portageville School District or until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.**

Any newly enrolled student and the parent/guardian will have ten (10) days from the date of enrollment to sign and return a consent form.

Random Selection

The drug testing coordinator will select a percentage, determined by the superintendent, of students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student using the random selection process.

Testing

Samples may be tested for illegal drugs. Samples will not be screened for the existence of any physical conditions other than prohibited drugs.

Consequences

Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the extracurricular sponsor. Offenses accumulate throughout grades seven through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

First Offense – The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for 30 school days and must pass a drug test administered by the district prior to participating in covered activities again.

Second Offense – Students with two (2) positive test results for drugs or alcohol will be subject to being prohibited from participating in all covered activities for a **maximum** of 90 days and must pass a district-administered drug test prior to participating in covered activities again. The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year. ***Alternative to the first offense must be complied with prior to any alternative being considered for the second offense. The second offense alternative will increase from 15 to 30 days of suspension if completed.**

➤ The student will be required to submit to a drug test every time the district conducts random drug testing on other students for the rest of the school year.

Third Offense – Students with three (3) positive test results will be prohibited from participating in all covered activities for a maximum of 365 days. The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

Administration and board discretion may be used.

Refusal to Submit or Falsifying Results

A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

III. Suspicion-Based Drug Testing

A student may be required to submit to a drug test when there is a reasonable suspicion that the student is under the influence of drugs. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or

designee will determine if reasonable suspicion exists. The district's attorney may be consulted as necessary.

Consequences

Students who test positive under this section will be disciplined in accordance with the district's discipline code and may also be temporarily or permanently excluded from all district extracurricular activities in accordance with other district policies or practices.

Refusal to Submit or Falsifying Results

A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

ACKNOWLEDGEMENTS

2022-23 Student Handbook

Student and Parent Pledge

I understand that the Portageville High School Handbook is designed to familiarize me and my parents with what is expected of me as a student in this school.

I also realize that I will be held responsible for the information it contains as well as educating my parents on the guidelines and policies.

I agree to abide by the rules set forth in the Student Handbook.

Student Signature _____ Date _____

Parent Signature _____ Date _____

2022-23 Extracurricular Handbook (Only sign this section if your child plans to participate in clubs, sports, attend events, and Drive to school)

Student and Parent Pledge

I have read and understand the policies established in the Portageville School District Extracurricular Handbook.

I also realize that I will be held responsible for the information it contains as well as educating my parents on the guidelines and policies.

I agree to abide by the rules set forth in the Extracurricular Handbook.

Student Signature _____ Date _____

Parent Signature _____ Date _____