

# PORTAGEVILLE ELEMENTARY

## 2022-2023



Home of the Bullpups  
Phone: (573) 379-5706

Together Everyone Achieves More  
Let's be a TEAM

## **PRINCIPAL'S MESSAGE**

We would like to welcome you to Portageville Elementary School. Our goal for this school year is to provide a positive learning environment and collaborative school community among all stakeholders. This handbook has been developed to help you learn as much as possible about school policies, procedures, and the services that we offer our students. It is also a quick reference guide you will find useful as questions or situations arise throughout the year.

In order for our school community to be successful in these efforts, an atmosphere of mutual respect and responsibility will be critical. We set high expectations for all learners with a willingness to learn and a positive attitude.

Studies show that positive student interactions and self discipline are vital components for success in school. We strive for all students to be respectful, kind, responsible, and empathetic citizens within the school community. When students struggle with these attributes, our goal is to offer guidance and support when needed. Keep in mind that life lessons are learned every day at school and student discipline is part of this learning and growing to become productive citizens of our community.

Finally, research has shown that positive parental involvement in education through school and at home is a strong factor in student success. We encourage all parents and/or guardians to be active participants in their child's education. It is truly an honor to work with you and your child this school year. We hope that all our students and staff have a rewarding and successful year.

Sincerely,  
Mrs. Kim Taylor  
Principal

Mrs. Shanna Barham  
Assistant Principal/504 Coordinator

## **Mission Statement**

The Mission of Portageville Elementary is to foster a collaborative community where all students learn to their maximum potential in a challenging, safe and supportive environment.

### **We are committed to the following goals:**

1. Foster a school culture where all students are inspired, engaged, and challenged.
2. Consistently teach, model, and reinforce positive character traits by working together as a cohesive unit to foster an environment of respect and responsibility.
3. Develop fluent readers and instill a love for reading that will continue throughout life.
4. Nurture a love for writing so that all students can write fluently for a variety of reasons.
5. Make sure that all students gain a deep understanding of mathematical concepts and the role that math plays in all areas of life.
6. Provide a learning environment where all students have the opportunity to explore the world through science and social studies and develop a curiosity for everything around them.

## **DISTRICT GOALS**

### **IMPROVE STUDENT PERFORMANCE**

The Portageville School District will develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic, and career goals.

### **HIGHLY QUALIFIED STAFF**

The Portageville School District will recruit, attract, develop, and retrain highly qualified staff to carry out the district vision, mission, goals, and objectives.

### **FACILITIES, SUPPORT, AND INSTRUCTIONAL RESOURCES**

The Portageville School District will provide and maintain appropriate instructional resources, support services, and safe and functional facilities.

### **PROMOTE PARENT AND COMMUNITY INVOLVEMENT**

The Portageville School District will promote, facilitate, and enhance parent, student, and community involvement in district educational programs.

### **GOVERNANCE**

The Portageville School District will govern the district in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

## 2021-2022 FACULTY AND STAFF

Allred, Michael	-----	Superintendent
Taylor, Kim	-----	Principal
Barham, Shanna	-----	Assistant Principal/504 Coordinator
Brandy Lovins	-----	Secretary
Hendrix, Julie	-----	Counselor
Sipes, Britney	-----	Nurse
Watkins, Morgan	-----	Preschool
Bidewell, Chelsea	-----	Preschool
Staffey, Sydney	-----	K-1 Intervention/ECSE
Hayes, Kelli	-----	Kindergarten
Kellams, Kristen	-----	Kindergarten
Hayes, Brittany	-----	Kindergarten
Halstead, Alison	-----	First Grade
Johnson, Amber	-----	First Grade
Kellams, Jill	-----	First Grade
Higgs, Allison	-----	Second Grade
Swilley, Judy	-----	Second Grade
Benthal, Teri	-----	Third Grade
Walker, Meghan	-----	Third Grade
Kelley, Jody	-----	Third Grade
Frakes, Susan	-----	Fourth Grade
Birdwell, Anna	-----	Fourth Grade
Compere, Janet	-----	Fourth Grade
Robinson, Brandy	-----	Fifth Grade
Ward, Kristy	-----	Fifth Grade
Lyons, Erica	-----	Fifth Grade
Wilson, Amber	-----	Special Education
Hoggard, Jonna	-----	Special Education

**Faculty and Staff Continued**

Miller, Stacy-----Special Education/504 Coordinator  
Wilson, Dawn-----Speech Pathologist  
Dunlap, Cassie-----Special Education Aide  
Lovins, Savannah-----Special Education Aide  
Williams, Genea-----Preschool Aide  
Robbins, Tabatha-----Preschool Aide  
Danielle Morgan-----Early Childhood Special Education Aide  
Young, Brenda-----Special Education Aide  
TBD-----Special Education Aide  
Johnson, Natalie-----Remedial Reading  
Allred, Emily-----Remedial Reading  
Scherer, Luella-----Art  
Davis, Kayla-----Music  
Stafford, Candice-----P.E.  
Long, Amy-----Library

## 2022-2023 SCHOOL CALENDAR

Monday-Thursday, August 15-18-----Teacher In-service  
Thursday, August 18-----Open House  
Monday, August 22-----Students' First Day  
Monday, September 5-----Labor Day (No School)  
Friday, September 16-----Early Release  
Friday, October 7-----Teacher In-service  
Monday, October 10-----Columbus Day (No School)  
Friday, October 14-----First Quarter Ends  
Monday, October 24-----P/T Conference (12pm-7pm)  
Monday- Friday, November 21-56-----Thanksgiving Break  
Monday, November 28-----Teacher In-service (No School)  
Friday, December 16-----Early Dismissal--Second Quarter Ends  
Monday, December 19-Dec 30-----Christmas Break  
Monday, January 2-----Teacher In-service (No School)  
Tuesday, January 3-----Students Return  
Monday, January 16-----MLK Jr. Birthday (No School)  
Monday, February 20-----Presidents Day (No School)  
Friday, March 3-----Third Quarter Ends  
Monday, March 13-----P/T Conference (12pm-7pm)  
Monday, March 27-March 31-----Spring Break  
Friday, April 7-----Good Friday (No School)  
Friday, May 12-----Early Dismissal--Fourth Quarter Ends--Students' Last Day!

### Make-up days:

1. May 15th
2. May 16th
3. May 17th
4. May 18th
5. May 19th
6. April 7th

## **VISITORS**

Due to security and more importantly health reasons, visitors will be limited and all visitors will be screened at the front door. If a parent wishes to speak to their child's teacher, he or she must call the school and set up an appointment to visit with the teacher on their prep periods. If the child needs to be picked up at any time during the school day, please call the school in advance. Any child not going home their regular way must have a signed note stating who he or she will leave with or what bus they are to ride. In case of an unexpected emergency, a parent must call the office when they arrive. **Phone calls will not be accepted.**

## **PLEDGE OF ALLEGIANCE**

In accordance with Senate Bill 718, Portageville Elementary School students will recite the Pledge of Allegiance each week.

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.

## **TIME SCHEDULE**

No child should arrive at school before **7:30AM**. Before this time, there is no supervision provided. Children in grades K-5 will be expected to go outside on the playground when they arrive at school if they do not wish to eat breakfast. If they choose to eat breakfast, they will need to go to the cafeteria between 7:30 and 7:45. If it is rainy, students are to go to the cafeteria and either eat breakfast or sit on the non-eating side. A **7:45** bell will dismiss students to their classrooms. At **7:55 AM the school day begins**. Students will be marked tardy after 7:55 AM. At **8:00 AM** each day, doors will be locked for your child's safety. We will also practice school lockdowns from time to time, so students and staff will know how to respond if an emergency situation should arise. If it is necessary to bring your child in late, you are required to check the students in at the office. Our bus dismissal time for all students will be **3:00 PM**, with walking students leaving at approximately **3:05**. At the dismissal bell, students should leave the campus and proceed home. With younger elementary students, if there is a change in their normal routine, **a written note of instruction must be sent from home or the parent must come by the office with written instruction before 2:00 PM in the afternoon.** Students will not be signed out after 2:40 p.m. If you need to pick up your child early, please be here before 2:40 p.m. This will alleviate confusion on the part of the teachers, office, and bus drivers that can happen during those last minutes of the day. Use the area in the back of the building to pick up or drop off students. Please do not park in front of our building between 2:30-3:00. Please remember that children will not be allowed to linger on school grounds after dismissal time. To help ensure your child's safe arrival at school, we will again be doing our Call Back Program to make sure no child has left for school but not arrived. You will receive a separate form to fill out to enroll your child in this program.

## **FOOD SERVICES**

Breakfast and lunch are served in the cafeteria daily. Breakfast will be served from 7:30 - 8:00 AM. A student must arrive at 7:30 or shortly after to eat breakfast. Children must remain at school for lunch. No child will be permitted to leave the school for lunch.

**Dear Parent/Guardian:**

**Portageville Elementary is participating in a Universal Lunch and School Breakfast Program for the current school year 2021-2022. If your children attend Portageville Elementary, breakfast and lunch will be available to them at no charge. All students enrolled at this school may participate in the breakfast and lunch program at no charge to them. Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students. The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs. Meals will be served to all students at no charge regardless of the eligibility status. If you have any questions about the program please feel free to contact us at 573-379-5706.**

**Sincerely,  
Kim Taylor**

### **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.

## **DRESS CODE**

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 an appropriate length deemed necessary by the 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 flip-flops can be worn at school. All students should wear closed toe shoes.
2. No body-shirts or tank-tops will be worn; all tops must have sleeves.
3. No bare midriff or deep cut tops.
4. No hats or head coverings of any kind will be worn in the building (unless specified).
5. No provocative or inappropriate slogans are to be worn.
6. No sunglasses or "shades" will be worn in the building. No clothing may be worn to school that advertises any type of alcoholic beverages, drugs, nudity, improper language or double meaning slogans.
7. All garments must be worn so that undergarments are not revealed.
8. All clothing must be worn in an appropriate manner. Leggings must be worn with a long shirt that comes down to the tips of middle fingers when arms are placed down at sides. -like we test to see if shorts are too short.
9. Pants must be worn belted up on the waistline.
10. No facial piercings can be worn during school hours.

## **SCHOOL CLOSURE**

If the schools are closed due to inclement weather and/or emergency, information will be broadcast over the following radio/TV stations:

KFVS Television Channel 12 in Cape Girardeau

KAIT Television Channel 8 in Jonesboro

KMIS Radio (106.5) in Kennett

**Portageville Elementary Facebook Page (please like us for updates)**

A text will be sent to everyone who has signed up for text-caster (Bulldog Alert). If weather conditions worsen while school is in progress, school may be dismissed early. Please make sure your child knows whether to ride the bus home or to a

sitter, or is being picked up at school. Please make these arrangements before severe weather occurs, since it is impossible to take a message for every student or allow every student to call home.

## **EMERGENCY DRILLS**

We have a disaster plan which is posted in each classroom. Whenever the community siren is activated or an announcement is made that a disaster (fire, tornado) is in progress, students and teachers will follow our disaster plan.

Fire drills, tornado drills, and earthquake drills are required by the state of Missouri throughout the school year. The signals for these drills are:

Fire: continuous long rings of the bell

Tornado: continuous short rings of the bell

Earthquake: a voice command to drop and cover

Students should take these drills seriously. Students' lives may be in jeopardy if the learning required by these drills is not treated importantly. Please help your child understand to respond properly to all evacuations and drop and cover commands

## **ATTENDANCE**

It is very important that our students be at school daily. If a child arrives late or leaves early, a parent must accompany them to the front door to be checked in. Classroom teachers cannot release students from their care without a call from the office.

If a student is absent for two days in a row, please call the office and explain the reason for the absence. Also, please make sure all missed assignments are made up after an absence. Our policy states that a student must not miss more than six days a semester. Please get a doctor's excuse for any visit the child has with a doctor. **If a student misses more than six days a semester, summer school will be mandatory.** If a parent feels that their child has a legitimate reason for more than six absences, he or she may call and speak with an administrator. Failure to attend summer school or to comply with the recommendation of the attendance committee will result in retention.

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. Administrator's decision will be applied to all absences.

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

1. The responsibility for attendance is that of the student and parent or guardian.
  2. After 3 absences during a semester a letter will be sent to the parents advising them of the number of absences. 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.
- Students who violate the attendance policy may be subject to loss of all extracurricular activities for that semester.**

## **TARDIES**

Students who arrive in their classroom later than **7:55** will be counted tardy.

After 2 tardies parents will be notified by phone.

After 3 tardies- Students will be assigned ASD (After School Detention)

4 tardies-2 days of after school detention

5 tardies-3 days of after school detention

**Excessive tardies may result in ISS or further disciplinary action**

**Five or more tardies in a semester will result in mandatory summer school.**

## **GRADING SYSTEM**

Portageville Elementary makes every effort to keep parents informed of student progress. Parents are encouraged to keep in close contact with their child's teacher. Parent-teacher conferences are scheduled at the end of the first and third quarters. Students in grades one through five receive report cards every nine weeks. Kindergarten teachers schedule conferences for their students after the first nine weeks, but do not send home report cards until the second nine weeks since Kindergarten students need a longer adjustment period. Mid-quarter

### Grading System Continued

progress reports will also be sent home each quarter for students in grades one through five.

Academic achievement is also recognized by quarterly honor rolls. To qualify for the A Honor Roll, a student must have all A's (A and/or A-) in all core subjects. To make the B Honor Roll, a student must have B- or above in all core subjects. The following point system is used for grading in our school:

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

### RETENTION POLICY

Retention will result because of any one factor listed below:

1. Reading one grade level or more behind the child's present grade placement. This can be validated by giving a reading inventory test to those students who are not LD/EMH.
2. Attendance: Having more than six 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 may result in retention.
3. Two or more F grades in core subjects in first and second semester will result in retention.
4. Kindergarten teachers will develop a checklist of skills needed to master before being promoted to the next grade. This checklist will include basic sight words. Mastery level will be at 80%.

## **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 Portageville Elementary will be as follows:

- The 3rd homework assignment not turned in will result in CP or after school detention assigned to the student to complete all assignments.
- Starting with the 5th homework assignment not turned in will result in one day of ISS and 1 day for each additional assignment not turned in.

## **TEXTBOOKS**

Textbooks are issued to students at the beginning of the school year. If the book becomes lost or damaged, parents are required to pay for it. If a lost book is paid for and later found in good condition, the money will be refunded.

## **MEDICAL NEEDS**

Portageville School District has a full-time nurse available to assist in any health problems that arise. If a student becomes ill or gets injured at school, the parents will be notified immediately. Please keep the school informed of any changes in emergency phone numbers. If a student has a long-term medical condition needing daily medication, it will be necessary for the parent to come to the school office and fill out a medication form. The nurse is not available to take students home. Please make plans now for relatives or friends to pick up a sick child when you are not available.

## **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. 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. Any other conditions which may be detrimental to good school health practices should be reported to the nurse for proper examination

### **Medical Needs Continued**

If a student needs medication at school, parents are required to meet the nurse and fill out a medical consent form and discuss protocol. In addition, if your child is given a new medication, the school is NOT allowed to give the first dose. Do not send any medication to school with your child. All medication must be delivered to the nurse by a parent or guardian. If your child has a medical condition that requires an EPIPEN, Rescue Inhaler, or breathing treatments, we must have these items at school.

### **HEAD LICE POLICY**

Our policy on head lice is consistent with state requirements. Policy states that children must have no active head lice in order to attend school. If children are found to have lice (live bugs), they will be excluded from school until the lice are gone.

### **MEDICAL RELEASE OF INFORMATION**

The Portageville School District policy for the completion and release of information requests from physicians is as follows:

1. Procedure will be initiated in the school office.
2. Two weeks from the date of receipt should be allowed for gathering information.
3. Parents/guardian must sign a consent letter to share information with the doctor, and the parent must provide the doctor's name and address.
4. All school-related information will be faxed or mailed directly to the doctor, not the parent/guardian.
5. A copy of all information to the doctor and received from the doctor will be kept in the student's permanent record.

### **BUS CONDUCT**

No student should arrive at the bus stop until five minutes before pick-up time. The following bus rules are for the children's safety: Observe the same conduct as in the classroom; Be courteous, Use no profane language; Do not eat or drink on the bus; Keep the bus clean; Cooperate with the driver; Do not smoke; Do not be destructive; Stay in your seat; Keep head, hands, and feet inside the bus. The bus driver is authorized to assign seats. If the rules are not followed, appropriate disciplinary action will be taken. Indefinite suspension from the bus may be included.

## **CODE OF CONDUCT—ADULTS**

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors. Therefore, the B.O.E. has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

### **CODE OF CONDUCT—ADULTS**

### **REGULATION 1431**

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

1. Verbally aggressive behavior, which would include, but not limited to, threats, intimidation, and profanity, will result in limited access to the school premises and school activities for up to one year. The length of restriction will be determined by the Superintendent of Schools.
2. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement.
3. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

### **Summer School**

Students that are required to attend summer school for attendance or tardies will be required to attend for the full 20 days. These students are allowed to miss only 1 day of summer school. Failure to attend may result in retention. Students will NOT be allowed to leave summer school early for any reason including vacations, etc. It is the responsibility of the parents to make sure students attend summer school and follow school expectations.

## **PHOTOGRAPHY POLICY**

Because of privacy issues, please refrain from excessive photo taking at school. We cannot allow photographing to disturb classes, classroom instruction, or activities. Student pictures will be posted on the web site or newspaper with parent permission. Forms will be given to parents during Open House to sign. If you do NOT want your child's picture taken or used on our website or other avenues, please indicate this on the photography form.

## **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 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 the 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 of opinions with the student and parent.
- 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. Any written assignment used by teachers for the purpose of discipline in school 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 and reserves the right to add to the policy things that may be stated in The Public School Laws of Missouri or 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 school 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 this 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 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

### **Purposes of the Policy Continued**

Persons in authority in the school must take a firm position concerning the violations of school standards, in regard to disrespect for 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 the discipline policy. The following guidelines will apply to corporal punishment.

## **CORPORAL PUNISHMENT**

- A. Laws applicable to school Section 5563.061 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. An administrator has the right to inflict reasonable punishment for misconduct

by paddling. It must be administered for a salutary purpose to maintain the discipline and efficiency of the school.

- D. When paddling is administered by an administrator, there will be a witness and and disciplinary form will be filled out using SISK12. A parent or guardian will be notified before corporal punishment is administered.
- E. A student is not to receive but one paddling per day. If a child returns to the office that day, he/she will sent home with 1 day- OSS.
- F. The teacher or principal is to ask if there is some reason the student should not be paddled, such as a sore, etc.

In-school suspension is used sparingly at the elementary level. However, it sometimes becomes necessary to isolate a child totally from other students. When a student is sent to ISS, they will be required to complete schoolwork without talking, getting up, or making noise.

### **Corporal Punishment Continued**

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. Conference with Parents
3. Missed Recess or Privileges
4. Corporal Punishment (paddling)
5. In-School Suspension (ISS)
6. Out-of-School Suspension (OSS)
7. Expulsion (permanent removal)
8. After School Detention (ASD)
9. Before School Detention (BSD)

**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 ten (10) days. The superintendent may suspend from school for a period not to exceed ninety (90) days. The Board of Education, by 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 learn. They should bring a text book, paper, pencil, and any other material required by the teacher. Teachers will make every effort to handle discipline in the classroom. After implementing numerous interventions and contacting parents, a student will be sent to the office for further disciplinary actions.

1st offense: verbal reprimand and conference with parent.

2nd offense: ISS or corporal punishment.

Subsequent offenses: ISS, Corporal punishment, 1-180 days OSS or expulsion and referral to the juvenile office.

## **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.

1<sup>st</sup> offense: Contact parent and corporal punishment or ISS at the discretion of the administrator.

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion.

### **III. ASSAULT STUDENT**

Attempting to cause injury to another: intentionally placing another in reasonable apprehension of imminent physical injury.

1<sup>st</sup> offense: Principal/Student conference, corporal punishment, ISS, 1-10 days OSS,

Subsequent Offenses: ISS, 1-180 days OSS or expulsion and referral to the New Madrid County juvenile office.

### **IV. WEAPON**

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.

1<sup>st</sup> offense: CP or 3 days ISS

2<sup>nd</sup> offense: 5 days OSS

3<sup>rd</sup> offense: 10 days OSS

### **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**

1<sup>st</sup> offense: CP, ISS, or 5 days OSS

2<sup>nd</sup> offense: 10 days of OSS

3<sup>rd</sup> offense: Expulsion

## **VIII. TRUANCY**

Students who are absent from school with or 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 a personal application 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:

### **Truancy Continued**

1<sup>st</sup> offense: Student's parents must confer with principal by phone or in person and student may be given a choice of CP or ISS at the discretion of the administrator.

2<sup>nd</sup> offense: Student will be given OSS for a minimum of 3 days and parent must return to school with student for a conference before readmission to school.

3<sup>rd</sup> offense: 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 student for a conference.

## **IX. DISRESPECT TO STAFF MEMBERS**

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

1<sup>st</sup> offense: Verbal reprimand or CP or ISS

2<sup>nd</sup> offense: CP or ISS

3<sup>rd</sup> offense: 5 days OSS and/or appear before BOE

## **X. VERBAL ABUSE TO STUDENT OR STAFF OF A THREATENING NATURE(Violation of Safe Schools Act)**

Disrespectful language to a student or staff member that is threatening in nature

1<sup>st</sup> offense: 3 days OSS- Conference with parent (possible referral to Juvenile office).

2<sup>nd</sup> offense: 5 days OSS- referral to Juvenile Office

3<sup>rd</sup> offense: 10 days OSS-referral to Juvenile Office

\*Threats such as telling another student that they are going to kill them will result in 3 days out-of-school suspension. Threats of this kind will result in automatic contact of juvenile authorities.

## **XI. USE OF LANGUAGE THAT IS DISPARAGING OR DEMEANING**

Words which are spoken solely to harass or injure other people, such as threats of defamation of a person's race, religion, or ethnic origin.

### **Use of Language that is Disparaging or Demeaning Continued**

1<sup>st</sup> offense: 3 days OSS

2<sup>nd</sup> offense: 5 days OSS and 5 days ISS

3<sup>rd</sup> offense: 10 OSS and possible expulsion

## **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. (Bullying is a repetitive action and not an isolated incident). example: If students have a disagreement or conflict, this is not considered bullying. (Refer to policy 2655).

1<sup>st</sup> offense: Contact parent, CP, ISS, or OSS of 1-180 days.

Subsequent Offenses: Contact parent, CP, ISS or OSS up to 180 days at the discretion of the administration.

Bullying may be reported by filling out a response form located on our school website. We also have a bullybox located in the office if students would like to report bullying.

### **XIII. SMOKING/USING OTHER TOBACCO PRODUCTS**

No smoking or use of tobacco products is allowed on the school campus.

1<sup>st</sup> offense: CP or ISS

2<sup>nd</sup> offense: ISS

3<sup>rd</sup> offense: 3 days OSS

### **XIV. 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 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. In addition, the student will be suspended from bus privileges for the remainder of the semester.

### **XV. STEALING—ALL FORMS**

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

1<sup>st</sup> offense: Contact parents for a conference, CP, or ISS.

2<sup>nd</sup> offense: CP, ISS, or possible suspension.

3<sup>rd</sup> offense: Student will be suspended for a minimum of 5-10 days and faces possible expulsion.

## **XVI. FAILURE TO OBEY ADMINISTRATIVE RULES AND REGULATIONS**

This includes tardiness and other rules documented in the student handbook.

1<sup>st</sup> offense: Verbal reprimand

2<sup>nd</sup> offense: CP

3<sup>rd</sup> offense: CP or ISS

4<sup>th</sup> offense: OSS

## **XVII. PUBLIC DISPLAY OF AFFECTION**

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

1<sup>st</sup> offense: Verbal reprimand and/or CP or ISS

2<sup>nd</sup> offense: ISS and conference with parents and guilty parties

## **XVIII. SEXUAL HARASSMENT**

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

1<sup>st</sup> offense: Principal/student conference, CP, ISS, 1-180 days OSS or expulsion.

Additional: ISS, 1-180 days OSS or expulsion

## **XIX. RULES GOVERNING NIGHT ACTIVITIES**

1. At performing functions such as vocal music and band concerts, in 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

### **Rules Governing Night Activities Continued**

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 applies.

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.
  - 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 may return to any future events.
3. School dances must be held on school property and 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.

**STUDENTS IN 6<sup>TH</sup> GRADE AND BELOW MUST BE ACCOMPANIED BY A PARENT/GUARDIAN WHEN ATTENDING NIGHT ACTIVITIES SUCH AS BALL GAMES AND MUSICAL EVENTS**  
**XXI. RULES GOVERNING STUDENT VEHICLES**

**XXI. LITTERING THE 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 an empty can, hold on to it until you can dispose of it properly.

1<sup>st</sup> offense: Verbal reprimand and clean up area that is littered

2<sup>nd</sup> offense: Clean up the area and/or CP

3<sup>rd</sup> offense: ISS

**XXII. DRUGS AND ALCOHOL**

The board recognized 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 school 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:

1<sup>st</sup> offense: Contact parents for conference and student will be suspended for a minimum of 3 days and faces possible expulsion.

2<sup>nd</sup> offense: Minimum of 10 days suspension and possible expulsion.

3<sup>rd</sup> offense: Recommendation of expulsion to the Board of Education

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

1<sup>st</sup> 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.

2<sup>nd</sup> 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 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 the 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's lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property, and

### **School Search Policy Continued**

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. Seizure of Illegal Materials**

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

## **4. Illegal or Unauthorized Materials**

For purposes of this policy, "illegal or contraband materials" include all substances or materials, the presence of which is 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.

## **5. Sniff Dog Use**

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

## **XXIII. COMPUTER/INTERNET USAGE POLICY**

No student is allowed to send or receive e-mail 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 (including wrestling), outdoor websites involving weapons, chat lines, music websites not associated to a class assignment (including MTV), adult websites of any kind, or websites 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<sup>st</sup> offense: Loss of computer privileges for 1-30 days, notification of parents.

2<sup>nd</sup> offense: Loss of computer privileges for 1-180 days, notification of parents.

## **XXIV BUS OFFENSE**

**In the event a child has a bus referral, the following actions will take place.**

1st Offense: Parent contact and verbal warning.

2nd Offense: Parent Contact and 10 day suspension off the bus

3rd Offense: Parent Contact and 30 day suspension off the bus and subsequent offense will result in suspension off the bus for the rest of the school year.

## **XXV CELL PHONE POLICY**

The possession or use of cell phones on school property during the day is prohibited. Any student caught with a cell phone will be subject to disciplinary actions.

1st Offense: Cell phone will be confiscated and parents will be notified to come pick up the phone.

2nd Offense: One full day of ISS or CP

3rd Offense: Two full days of ISS or 1 day OSS

## **XXVI BEHAVIOR NOT COVERED**

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, 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 a 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.

Excessive behavior problems keep students from learning and will not be tolerated. Any time a student accumulates five (5) office visits, a parent conference at school is mandatory. A student will remain suspended from school until a satisfactory conference is held.

### **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 the Individual Education Plan (IEP).

### **EQUAL EDUCATION OPPORTUNITY**

No student shall be excluded or 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 10 school days (summary suspension) and the superintendent of schools may suspend for not to exceed 90 school days (long-term suspension). For the purposes of definition, expulsion is an action taken by the BOE which permanently removes a student from school, unless reconsideration is given by the BOE at a later date. The BOE 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 shall be 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 of which the student has been charged and the reasons why suspension is necessary and giving the student the opportunity to tell the students' 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 24 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 or until the

### **Summary Suspension Continued**

arrival of the persons in parental relationship 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 (10) days after the day it begins. A 10-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 a 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 24 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 BOE, 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.
4. 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 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.

### **Expulsion Continued**

The parents shall be informed by notice, hand-delivered or mailed by certified mail, which, if possible, will be posted within 24 hours after the decision is made to recommend expulsion to the BOE. Such notice shall be on the attached school form and 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 will not be less than 8 days after mailing or hand-delivery of the notice.
  5. A full statement of the procedural rights of the student, including the right to 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 the information contained in the written notice.
- Any student being recommended for expulsion to the BOE may be placed on either summary or long-term suspension, depending upon the time involved.

**GENERAL PROCEDURES TO BE FOLLOWED IN RELATION TO LONG-TERM SUSPENSION OR EXPULSION**

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 BOE at a time set by the BOE.
3. NO hearing on either long-term suspension or an expulsion will be held less than

**General Procedures Continued**

- eight (8) 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 in **SUMMARY SUSPENSION**.
  5. The scope of the hearing shall be confined to the charged contained in the notice required by due process.

6. The BOE shall decide on all matters of fact, on the ultimate question of whether or not the student has engaged in the 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 24 hours of the hearing, to the student, student's parents or representative on the adopted school form.
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.

Students aware of other students making threats to harm other students or staff members are encouraged to inform either their parents, a staff member, or their principal. Please work with your school in order to ensure a safe environment for all individuals. There is now a School Threat Hotline Number (1-866-748-7047) that allows parents or students to report threats of any kind.

### **TITLE I PROGRAM**

The purpose of the Title I program is to provide the enriched and accelerated learning experience necessary for all students to reach high standards. The goal is to increase achievement in the areas of communication arts and mathematics for all students. The following objectives will be implemented to achieve the general goal of the program:

Objective 1: Students will be able to demonstrate improvement of communication arts skills as identified in the Missouri Learning Standards and district grade level curriculum expectations.

Objective 2: Students will be able to demonstrate improvement of mathematics skills as identified in the Missouri Learning Standards and district grade level curriculum expectations.

All administrators, teachers, and paraprofessionals at Portageville Elementary are properly certified and highly qualified. Parents of each student attending our school may request information regarding the professional qualifications of the student's classroom teacher.

## **PORTAGEVILLE SCHOOL DISTRICT INTERNET USAGE AGREEMENT FOR STUDENTS**

Access to the internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the internet services available over the Portageville School District network, individuals must agree to abide by the following regulations.

1. The use of any Portageville School District network is a privilege which may be revoked by the administrator of the network at any time for abusive or inappropriate conduct.
2. Users shall not intentionally obtain copies or modify files, passwords, or data that belong to anyone else. No one should represent themselves as someone else by using another's account. Accessing the network using another person's account and/or password are grounds for revocation of network privileges. No one should forward material without prior consent.
3. The district reserves the right to inspect any materials stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.

4. The district internet is provided primarily for educational purposes under the direction of district staff. No advertising for profit or campaigns for political office are allowed through the network.
5. Users must respect the integrity of computing systems and equipment. For example, no one should damage, vandalize, or destroy district computer equipment. Furthermore, no one should develop programs that harass other users, or attempt to infiltrate a computer or computing system.
6. All users must abide by existing Federal and State laws in force regarding electronic communication and electronic networks. This includes accessing information without authorization, giving passwords out, causing a system to malfunction, or violating copyright protection. These laws carry penalties of up to twenty (20) years in prison.

#### **Internet Usage Agreement Continued**

7. Please be aware that the Portageville School District does not promise that the functions of the system will meet any specific requirements you may have, or that it will be error-free or uninterrupted. Furthermore, the Portageville School District shall not be liable for any direct or indirect, incidental, or consequential damage sustained or incurred in connection with the use, operation, or inability to use the system or its connected works.
8. The Portageville School District network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder.
9. E-mail (electronic mail) must be used responsibly. Electronic mail is not guaranteed to be private. Messages dealing with inappropriate or illegal activities will be reported to the authorities. Specific user responsibilities include checking email regularly, remaining within your limited disk quota, and not interfering with the network traffic by sending broadcasts or chain letters to lists or individuals. Furthermore, you are responsible for protecting your email account and password. Email accounts are to be used only by the registered user.

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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5. What happens if a complaint is not Resolved at the local level(LEA)?	7. How will a complaint filed with the Department be investigated?
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<b>Appeals</b>	
9. How will appeals to the Department be investigated?	
10. What happens if the complaint is not resolved at the state level (the Department)?	

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

**6. How can a complaint be filed with the Department?**

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

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

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

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teacher, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## 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](mailto:OCR.KansasCity@ed.gov)



Portageville School District  
Mr. Michael Allred, Superintendent  
904 King Ave  
Portageville, MO 63873  
Phone: (573)379-3855/ FAX: (573)-379-5817

**Mr. Mark Moody, President**  
**Mr. Micah Rone, Vice President**  
**Mr. Jarrett Warren, Secretary**  
**Mr. Ronnie G. Adams, Treasurer**  
**Mr. Ronnie K. Adams, Member**  
**Mrs. Patricia Johnson, Member**  
**Mr. Michael Prince, Member**

**Mr. Michael Allred, Superintendent**  
**Mrs. Kim Taylor, Elementary Principal**  
**Mr. B.J. Stone, H.S. Principal**  
**Mr. Jason Irby, H.S. Asst. Principal**  
**Mrs. Stefanie Dennison, Business Manager**  
**Ms. Brenda Birdwell, Superintende Secretary**  
**Mrs. Shanna Barham, Asst. Elem. Principal**

Dear Parent or Guardian,

The Portageville School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Sincerely,

**Kim Taylor**  
**Elementary Principal**

**Shanna Barham**  
**Assistant Elementary Principal**

**These questions cover the definition of homelessness that is within the Every Student Succeeds Act (ESSA).**

1. Are you sharing the housing of other persons due to a loss of housing, economic hardship, or similar reason? Explain, if it is for a similar reason.  
 YES  NO  
Explain: \_\_\_\_\_
2. Are you currently residing at a motel, hotel, trailer parks, or camping grounds due to the lack of alternative adequate accommodations?  
 YES  NO
3. Are you currently residing in an emergency or transitional shelter?  YES  NO
4. Has the student been abandoned in a hospital?  YES  NO
5. Is your primary nighttime residence a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings?  YES  NO
6. Are you currently living in a car, park, public space, abandoned buildings, substandard housing, bus or train station or similar setting?  YES  NO

**Active Military Families**

1. Is any legal guardian of this student active in the military?  YES  NO
2. Is any legal guardian of this student active in the National Guard?  YES  NO

**PROCEDURE CHANGE WITH DISCIPLINE for the 2022-2023 school year**

Our goal at Portageville Elementary is to keep parents informed of any changes with discipline and procedures. Every year, we contact a parent/guardian when corporal punishment will be administered and ask for permission. Now, in addition to calling, the state requires all public schools to have written permission from parents to administer corporal punishment each year. Please fill out the information below with your preference.

I \_\_\_\_\_ give Portageville Elementary permission to use corporal punishment on my child.

I \_\_\_\_\_ **do NOT** give Portageville Elementary permission to use corporal punishment on my child.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This handbook was designed to provide information about the elementary school to both students and parents. To ensure that the information is shared, please sign on the appropriate line and return only this back page to the classroom teacher. It will be filed in the student's permanent record. Please have at least one parent or guardian sign as well as the student.

Signatures on this page also indicate that you have read and understand the Portageville School District internet usage policy explained on the previous page. It is also understood that breaking this agreement could result in the loss of all network privileges. I also understand that inappropriate or illegal use of network facilities may result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

I have read the student handbook and shared it with my child.

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Student's Name and Grade Level

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DATE

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Signature of Parent/Guardian

Please be sure we have an emergency card for your child on file.

PLEASE DETACH THIS FORM AND SEND BACK TO SCHOOL.

Thank You!!!

Portageville Elementary School  
2022-2023 School Year