

# FAMILY

## *Handbook*

PERRY COUNTY  
SCHOOL DISTRICT 32



2023-2024

# HANDBOOK



# PIRATE CODE

In all that we do, we live by the Pirate Code.  
Just remember to say “Aargh!”

**A - Act Responsibly**

**A - Accept Opportunity**

**R - Respect Myself & Others**

**G - Give Kindness**

**H - Honor Family & School**



**AARGH!**

## Table of Contents

1. Welcome from Dr. Jones and Mr. Hayden.....	<u>1</u>
2. Handbook signature page information.....	<u>2</u>
3. District Leadership.....	<u>3</u>
4. 2023-24 Academic Calendar.....	<u>4</u>
5. Perryville Primary Center.....	<u>6</u>
6. Perryville Elementary School.....	<u>16</u>
7. Perry County Middle School.....	<u>26</u>
8. Perryville High School.....	<u>42</u>
9. Perryville Area Career & Technology Center.....	<u>50</u>
10. A to Z Index of District Policies and Procedures.....	<u>58</u>
11. Bus Safety Expectations Matrices.....	<u>68</u>
12. Regulation JG-R1: Student Discipline.....	<u>97</u>
13. ESAA Complaint Procedures.....	<u>105</u>
14. Influenza Information.....	<u>108</u>



# Perry County School District 32

326 College Street  
Perryville, MO 63775  
573-547-7500

Dr. Fara Jones, Superintendent  
Craig Hayden, Assistant Superintendent

August 2023

Dear District Families,

It's our pleasure to welcome you to the 2023-24 school year. As your new superintendent and assistant superintendent, we are excited to see our students back on campus refreshed from their break and ready to learn.

You'll notice changes big and small at District 32 this year. The new Perry County Middle School opens its doors to students for the first time on Aug. 21. This state-of-the-art educational facility was made possible by the voters of Perry County, and we extend sincere thanks on behalf of our staff and students. Our instructional leaders have spent a great deal of time planning for a rigorous, engaging classroom experience for every student. We've welcomed new teachers at every school, and we encourage you to get to know all of your child's teachers. We know that you'll find that we have a dedicated group of professionals who wish to help your student achieve their educational goals.

We are beginning this new school year with high expectations for our students in the areas of academics, behavior, and attendance. Please familiarize yourself with the district's policies on absences and tardies; as a district, we are well below the state's expected attendance rate of having 90 percent of students in school at least 90% of the time. We'll be monitoring every student's attendance and academic progress and working with families to resolve any barriers to their child's full participation in class and school life.

We've also set high expectations for ourselves and our staff. We are focused on building positive relationships, providing support for our teachers and staff, and creating an environment where students feel safe and valued. If you have questions or concerns about your child's educational experience, please visit with your student's teacher. Most concerns are satisfactorily resolved through this conversation. Your teacher can also guide you to additional resources or information if needed.

The purpose of this handbook is to provide a safe and effective teaching and learning environment for our educators and scholars. The information presented here, along with our guiding policies and procedures, is intended to strengthen the relationship between school and home. This partnership is a vital component of your student's success at District 32. Please take time to review your student's building procedures, and refer to the A-Z Index of District Policy & Procedures when you have questions about how or why our schools operate. Be sure to return the signature page to your student's school office to complete the enrollment process.

Our district faces challenges in the coming year. Our students and staff will need to adapt to changes, stay focused on our purpose, and commit to the district's vision of pursuing excellence in all we do every day. We believe our district family is up for that challenge, and that we will have many reasons to celebrate in the coming year.

With Pirate Pride,

Dr. Fara Jones  
Superintendent

Mr. Craig Hayden  
Assistant Superintendent



**Your student's enrollment  
is not complete  
until you have returned the  
completed signature page to the  
school office.**

**See Page 3 or your email**

Perry County School District 32

# FAMILY HANDBOOK SIGNATURE PAGE

## RETURN TO YOUR CHILD'S SCHOOL OFFICE

I have read and understand the contents of the PERRY COUNTY SCHOOL DISTRICT 32 FAMILY HANDBOOK.

I have reviewed this document with my student and we agree to follow the policies outlined in the FAMILY HANDBOOK.

I understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the FAMILY HANDBOOK during the school year will be communicated to parents/caregivers by email.

I further agree to cooperate and partner with the school in any possible means to make teaching and learning successful for positive outcomes in my child's educational efforts.

(Please note: You will complete one form for each student; the signed form will be kept on file in that student's school office.)

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF HOUSEHOLD PARENT/CAREGIVER \_\_\_\_\_

SIGNATURE OF HOUSEHOLD PARENT/CAREGIVER \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

**Complete one form per student**

PERRY COUNTY SCHOOL DISTRICT  
LEADERSHIP TEAM

**BOARD OF EDUCATION**

Ms. Nancy Voelker, President  
Mr. Dominic Blythe, Vice President  
Mr. Kevin Bachmann, Member  
Mr. Richard Dix, Member  
Mr. Mark Gremaud, Member  
Mr. Jamie Robinson, Member  
Mr. Glendon Sattler, Member

**ADMINISTRATION**

Dr. Fara Jones, Superintendent .....	1329
Mr. Craig Hayden, Assistant Superintendent .....	1329
Mrs. Jane Narrow, Chief Academic Officer .....	1587
Mrs. Stacey Seabaugh, Director, Special Services .....	1352
Mr. Dan Hecht, Director of Career Center .....	1342
Mr. Shadrick Shafer, High School Principal .....	1338
Mrs. Lisa Martin Assistant High School Principal .....	1346
Mr Justin Dreyer, Assistant Principal/Athletic Director .....	1343
Mr. Nicholas Cowell, Middle School Principal .....	1333
Mrs. Stacey Versemann, Assistant Middle School Principal .....	1332
Mr. Jeff Steffens, Elementary School Principal .....	1380
Ms. Leslie Ackermann, Assistant Elementary School Principal .....	1350
Ms. Emily Koenig, Primary Center Principal .....	1336
Ms. Lacey Amschler, Assistant Primary Center Principal .....	1348
Mr. Dan Oberkirsch, Director of Maintenance .....	1250
Mr. Dan Querry, Director of Technology. ....	1623
Mr. Jonathan Tucker, Assistant Director of Technology .....	1469
Ms. Kate Martin Director of Communications .....	1559
Ms. Debbie Baer, Director of Food Services .....	1220
Ms. Sarah Orf, Director of Transportation.....	1264
Ms. Melanie Hager, Assistant Director or Transportation .....	1263

Email board members or administrators at  
FirstInitialLastName@pcsd32.com

JULY					0
Mo	Tu	We	Th	Fr	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

## Perry County School District #32 2023-2024

JANUARY					19
Mo	Tu	We	Th	Fr	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

July 29 - Aug. 6 Sports Dead Week  
 Aug. 7-9 New Teacher Days  
 Aug. 15-17 All Staff Workshop Days  
 Aug. 21 1st Day of Student Attendance Grades 1-12

AUGUST					9
Mo	Tu	We	Th	Fr	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

Aug. 23 Kindergarten First Day of Attendance  
 Sept. 4 Labor Day - No School  
 Sept. 21 Collaboration/PD - No School  
 Sept. 22 East Perry Fair - No School  
 Oct. 13 Mid-Term Grade (37 days)  
 Oct. 19 Parent Teacher Conference - No School  
 Oct. 20 - Fall Break - No School  
 Nov. 20-21 Collaboration/PD - No School  
 Nov. 22-24 Thanksgiving Holidays - No School  
 Dec. 20 Dismiss at 11:30 - 1st Semester (77 days)

FEBRUARY					18
Mo	Tu	We	Th	Fr	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

SEPTEMBER					18
Mo	Tu	We	Th	Fr	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Dec. 21 - Jan. 3 Christmas Break - No School  
 Jan. 2-3 Collaboration/PD - No School  
 Jan. 15 MLK Day - No School  
 Feb. 15-16 Collaboration/PD - No School  
 Feb. 19 Presidents' Day - No School  
 Mar. 11 Mid-Term Grade (45 days)  
 Mar. 27 Collaboration/PD - No School  
 Mar. 28 - Apr. 1 Easter Break - No School  
 Apr. 8 - Eclipse - No School

MARCH					18
Mo	Tu	We	Th	Fr	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

OCTOBER					20
Mo	Tu	We	Th	Fr	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

May 17 Last Day of Senior Attendance - Graduation  
 May 22 Dismiss at 11:30 - Last Day of School  
 End of 2nd Semester (91 days)

APRIL					20
Mo	Tu	We	Th	Fr	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

NOVEMBER					17
Mo	Tu	We	Th	Fr	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

Students dismissed at 11:30
New Teacher Days
No School
Mid-Term Checkpoints
Teacher Days - No School

MAY					16
Mo	Tu	We	Th	Fr	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

DECEMBER					14
Mo	Tu	We	Th	Fr	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

JUNE					0
Mo	Tu	We	Th	Fr	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Student Days: 169  
 Teacher Days: 181

**2023-2024 BOE APPROVED 12-14-2022**





573-547-7500  
Ext. 1311



[www.perryville.k12.mo.us/o/ppc](http://www.perryville.k12.mo.us/o/ppc)



[facebook.com/perryvilleprimary](https://facebook.com/perryvilleprimary)

# PERRYVILLE PRIMARY CENTER

## 2023-24 Family Information



Mrs. Emily Koenig  
Principal

Mrs. Lacey Amschler  
Assistant Principal

Mrs. Becca Barker  
Administrative Assistant

Mrs. April Thompson  
Secretary

573-547-7500

Perryville Primary Center

Ph: 547-7500

503 Schindler Rd

Fax: 547-547-6936

Principal	EXT	RM	Conference Rm	1301	Assist Principal	EXT	RM	
<b>Emily Koenig</b>	<b>1255</b>	<b>A04</b>			<b>Lacey Amschler</b>	<b>1256</b>	<b>A02</b>	
<b>Lit Pirayes: H. Kasten</b>	1226	109			<b>Lit Pirates Daycare</b>	<b>1209</b>	<b>114</b>	
<b>Kindergarten</b>	<b>EXT</b>	<b>RM</b>	<b>1 First</b>	<b>EXT</b>	<b>RM</b>	<b>Second</b>	<b>EXT</b>	<b>RM</b>
Jessica Buchheit	1314	O14	Jenny Dee	1312	104	Jackie Behrle	1529	202
Holly Elder	1509	15	Hanna Bert	1796	101	Barb Derickson	1519	203
Amv Garner	1319	OO8	Heather Blandford	1501	103	Alexis Doza	1525	210
Alexus Carr(Earhart)	1318	O13	Ashley L'Hote	1274	102	Stephanie Steffens	1534	212
Katie Kist	1479	O12	Stephen Mosier	1321	110	Valerie Stueve	1495	211
Donna Steffens	1317	OO6	Rose Rosenzweig	1530	108	Denise Wortmann	1506	204
L. Walter	1216	OO5	7 Brittany Schremp	1496	107	7 Sierra Young	1316	209
Motor Lab	1526	OO4						
Valerie Doran	1320	OO7						
Melissa Ponder	1309	O11						
<b>Special Area</b>	<b>EXT</b>	<b>RM</b>						
Connie Reiter	1625	OOO	Music			<b>Title I Reading</b>	<b>EXT</b>	<b>RM</b>
Laura Buchheit	1217/1522	200	Counseling/A06 Office			Julie Brooks	1511	OO3
Kellie Engert	1607	A11	PE/ 873 6003			Amanda Grein	1494	205
Michelle House	1225	O19	Library			Lindsay Querry	1405	208
Lilly Chapman	1322	213	STEM			<b>Secretaries</b>	<b>EXT</b>	<b>RM</b>
Cristy Crites	1401	O18	6 Art			Rebecca Barker	1336	office
<b>Special Services</b>	<b>EXT</b>	<b>RM</b>				April Thompson	1348	office
Bethany Burch	1315	111	ECSE			<b>Nurse</b>	<b>EXT</b>	<b>RM</b>
Olivia Litwicki	1613	100	ECSE			Logan Davis	1561	A10
Colleen Rhodes	1562	216	SPED					
Jessica Congiardo	1325	117	Speech			<b>Custodian:</b>		
Aimee Leible	1361	215	SPED			Tina Berkbuegler		
Natalie Moldenhauer	1430		Proc. Coord			Tonna Clemens		
Amanda McGinnis	1280	214	SPED			Sasha Murden		
Jennifer Fritsche	1310	1	SPED					
Maria Naeger	1450	O16	SPED					
Kirstin Winkler	1302	121	ELL					
Kristen Zahner	1442	116	11 Speech			<b>PAT:</b>	<b>EXT</b>	<b>RM</b>
<b>Paraprofessionals:</b>	<b>EXT</b>	<b>RM</b>				Jill Barber	1210	106
Dodi Thieret	1613	ECSE/100	Lisa Hacker	1225	Lib/O19	Robyn Lukefahr	1210	106
Kathy Bergmann	1309/1320	Ponder/Doran	Jessica Koenig	1562	Collard/216			
Christine Clements	1280	McGinnis/214	Jackie Brophy	1280	McGinnis/214	OT/PT (Behrle/Welker)	1585	114
Shai Cox	1280	McGinnis/214	Amber Scheman	1209/1226	104/LP	Adventure Club	1609	Elem.
Lisa Craft	1613	ECSE/100	Mindy Taylor	1280	McGinnis/214		1288	café
Tiffany Elder	1315	ECSE/111	Jordan Stumpe	1209/1226	114/LP			Total
Sarah Orf	1264	Bus Dept	Kristy Poirrier	1252	Bus Dept	Melanie Hager	1263	790

## Perryville Primary Center

### Adventure Club

Adventure Club offers before- and after-school care for students. Morning hours are 6:30-7:30 am (7:45 am for preschool-aged students). Morning price is \$3 per day per student. Afternoon hours are from school dismissal until 5:30 pm. Cost for afternoon Adventure Club is \$5 per student per day if picked up by 4:30 pm, and \$8 if picked up after 4:30 pm. Full-day Adventure Club is offered in the summer and on professional development days, from 6:30 am to 5:30 pm. The cost is \$18 per day per student. Please note: If school is dismissed early due to inclement weather, Adventure Club remains open for 2 hours after the dismissal.

### Arrival and Departure

Staff supervision begins at 7:25 am. Students should not arrive earlier than 7:25 am.

#### Morning Arrival by Bus

At 7:25 am, the buses will begin unloading at the west side of the Primary Center building. Staff on Duty will be available to supervise students as they exit the buses in the mornings. Students will enter the building through doors assigned by grade level.

#### Morning Arrival by Family Vehicle

At 7:25 am each morning, family vehicle traffic enters in four lanes from the drop-off/pick-up entrance off of Schindler Road. Vehicles will be dismissed 3-5 vehicles at a time to unload from each of the four lanes in order. Students will exit the vehicle and enter the building through doors assigned by grade level.

Students eating breakfast at school will receive a grab-and-go breakfast to take to their classroom. Classes will begin promptly at 7:49 am. Tardies will be assessed for students who arrive after 7:49 am. See Tardies in the Family Handbook for additional information.

#### End-of-Day Dismissal

School is dismissed daily at 2:55 pm. Parents will complete dismissal plans when completing online enrollment. The child will follow that plan every day. On the rare occasion that alternate arrangements must be made, a parent must notify the school office no later than 1 pm. Students are never allowed to ride a different bus route, or go home by another way without advanced parental notification.

#### Riding the Bus

Children are escorted to the bus lot by classroom teachers. They should immediately board their bus. They should not disembark. No playing is allowed on the bus lot. Children on special education routes are provided assistance to board and disembark the bus. For more about riding the bus, see Buses/Transportation in the Family Handbook.

#### Parent Pick-Up

Those who are picking up a child by vehicle should fill each pickup line starting with the outside lane (closest to Schindler Road). A school car visor must be displayed or parents will be directed to park and go to the office to pick up their child(ren). The school car visors will be provided prior to the start of school, either at Open House or by mailing.

#### Vehicle Pick-Up Process

Our vehicle pick-up process is designed to add security and efficiency to the pick-up line. We are partnering with the company SafeDismissal.com to implement this process. One of the many features to this dismissal process is that your children will remain safely in the school building until they meet

you in the car loading area. You will be provided with a numbered car visor that **MUST BE DISPLAYED** until after your child is loaded in your car. This car visor number will be entered into the program by a staff member in the order that you have arrived. Then, in the safety of the classroom, your child's teacher will receive a message that your child's ride has arrived. This will be received in plenty of time for your child to come to the pick-up area. Your child will be directed to go to the car loading area and should be waiting for you as you pull up.

Remember these tips to make the process work correctly:

- Make sure the pick-up car visor is displayed in the driver's side front window. Leave it there until your child is in your car.
- Stay in line in the lane you enter. One lane will fill first, then we will fill the second lane. This will ensure that the correct order of vehicles is maintained so that your child is waiting for you when you pull up.
- If your child is not at the loading area when you pull up, we may ask you to pull into a waiting area until the student is located. This is so we do not hold up the waiting line.
- If you do not have a pick-up visor, we will ask you to pull in to a waiting area to verify that the child may leave with you. We will also print a new car visor for you to take with you. This provides an increased measure of security so that we know every child is going home safely.

**NOTE:** Changes to pick-up plans must be communicated to the school **BEFORE 1 pm**. Parents are discouraged from picking up students early from school. Instructional time is extremely important for the achievement of students and is guarded closely. If a child is picked up early (before 2:50 pm.), that time may be counted in the student's absence data. Children will not be called up to the office to leave early so parents can avoid the pick-up line. Cars are invariably through the pick-up no later than 3:10 pm. Also, consistent early pick-up without a MEDS excuse may result in administrative intervention similar to tardiness to schools. These procedures reflect our desire to promote attendance and encourage active participation in a full school day. We also wish to reflect the expectations of the career world.

#### **Students not picked up by 3:15 pm or unable to be dropped off by the bus**

If a student is not picked up by 3:15 pm or is brought back to school due to an inability to be dropped off by the bus, parents will be notified that any future occurrences will result in their child being sent to Adventure Club. If the student is enrolled with Adventure Club, the child will be sent there and the normal fee will be charged. If the student is not enrolled with Adventure Club, a fee will be charged to the family. Any unpaid charges will be placed on the fine list.

#### **Attendance**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals with the assistance of building staff will closely monitor student attendance and implement intervention strategies and other actions as follows:

<b>Absences/Tardies/Early sign-out</b>			
<b>Term</b>	<b>Definition</b>	<b># allowed per semester</b>	<b>Consequences for exceeding # allowed</b>
<b>Excused absence</b>	Parents call to inform the school why their student is absent	5	Any absence after 5 is concerned unexcused.
<b>Unexcused absence</b>	No call/note was provided to the school as to why the student was absent, <b>or</b> if the student has exceeded five excused absences in one semester.	0	1 academic lab is assigned for every unexcused absence.
<b>Verified Absence</b>	When documentation ex. doctor's note is provided to the school	As many as needed	N/A
<b>Tardy</b>	Arriving at school after 7:49	3	1 academic lab is assigned every additional tardy after 3.
<b>Unverified Early Sign-out</b>	Signing your child out before 2:50 without providing a verified excuse	3	1 academic lab is assigned every additional unverified early sign-out after 3.
<b>Verified Early Sign-out</b>	The documentation supplied to the office (ex. Doctor's note)	As many as needed	N/A

District Policy JED and procedure JED-AP1 can be found on the Perry County School District 32 website at [www.perryville.k12.mo.us](http://www.perryville.k12.mo.us) under the Parent section labeled "Attendance."

### **Bell Schedule**

School hours are from 7:49 am to 2:55 pm.

### Office Sign-Out During the Day

Anyone picking up a child must be prepared with legal identification. Students can be signed out by a parent/guardian or approved emergency contact before they are released early from school. All early sign-outs must be approved through the principal's office. Teachers will not release a student unless the office has notified them that the child has been appropriately signed out. Any unusual incidents involving parents or other adults and students on the school premises will be immediately reported to the administration. A copy of the custody agreement is required to be placed in the student's permanent file if a parent/other individual is NOT allowed to pick up the child at school. This information will be placed in the student's file.

### Birthday/Special Day Treats

Treats may be brought in for a student's birthday or special celebrations (holidays, etc.) when pre-arranged with the classroom teacher. Families should confirm that the treats will be brought prior to bringing them. Treats should be store-bought or purchased through a restaurant. Treats may be brought in by the student or they may be dropped off at the front office to be delivered at a time determined by the teacher.

### Grading

Perryville Primary Center has fully transitioned to Standards-Based Grading, which measures a student's mastery of grade-level standards by prioritizing the most recent, consistent level of performance. Students in Grades K-2 use a standards-based reporting system in all content areas. Below is an explanation of these grades:

- 4 - Advanced; exceeds grade-level expectations
- 3 - Proficient; meets grade-level expectations
- 2 - Basic; making progress toward grade-level expectations
- 1 - Below Basic; not demonstrating progress toward grade-level expectations

In the areas of Science, Social Studies, Art, Music, Physical Education, STEM, Handwriting and Behavior, the following grades will be used:

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

### Homework Policy

At Perryville Primary Center, homework is meant to reinforce skills that are taught and practiced at school. To best support your child's understanding of concepts, we ask that parents and guardians check with their children daily regarding homework. Communication with the teacher is encouraged. The Primary Center primarily uses SeeSaw for communication. Every family receives information at Open House to connect with the classroom teacher.

However, we also encourage a personal phone call when necessary.

The homework schedule is as follows:

#### Kindergarten

Homework will be expected each week. Kindergarten students will begin to show responsibility by taking home books, daily planners, notes and reminders that must be returned. All students are expected to read 15 minutes four times per week. Homework may include math worksheets, flashcards, readers or handwriting. These practices will begin to prepare them for first-grade homework requirements.

Average homework time = 20-30 minutes.

## First Grade

Homework should be expected each week. First-grade students will demonstrate continued responsibility by taking home books, math work, daily planners, notes and reminders that must be returned. All students are expected to read 15 minutes per evening Monday-Thursday. In addition, first-grade students are expected to practice weekly spelling words and high-frequency words to achieve mastery in reading and spelling. Average homework time = 20-30 minutes.

## Second Grade

In second grade, homework may be expected Monday-Thursday. Any work not completed in class may be considered homework. All students are expected to read 15 minutes each night. Average homework time = 20-30 minutes.

## The Benefits of Standards-Based Grading

### For Students

Learning targets are clearly defined and aligned with state standards.

- Students are offered multiple opportunities and ways through which to demonstrate proficiency.
- Students monitor their own progress toward the achievement of specified targets.
- Specific feedback on progress helps build self-esteem, pride, and motivation for students.

### For Parents

- Report card grades are less mysterious and have more meaning.
- Parents are aware of exactly what their child knows, is able to do, and next steps for progress.
- Parents know in what areas their child needs more support.
- Parents are empowered to increase their child's confidence and help the student set goals.

### For Teachers

- Teachers know exactly where students stand in their progress toward learning targets and what support needs to be provided.
- Teachers of the same courses have aligned expectations and standards.
- Assessment results help teachers determine when students need extra help and when they need more challenging work.

## Instruction

### Kindergarten

At the Kindergarten level, students are taught skills that will enable them to read, calculate and think critically. Emphasis is placed on reading, writing, math and social skills. Engaging, hands-on lessons are used to develop the necessary skills to succeed. Parents play the most critical role in the development of these skills. The expectation is that you will actively participate in the educational program.

Kindergarten students receive instruction in the following areas:

Reading      Social Studies      Technology

Listening	Health	Library
Speaking	Music	Counseling
Printing Art	STEM	Science
Mathematics	Writing	Physical Education

### First Grade

In first grade, students will focus on becoming confident readers. Students will learn strategies to figure out unknown words to become independent readers. Also, students will learn comprehension skills to understand and learn from what they have read. Students will learn various forms of writing and will be introduced to revising and editing skills. Mathematical skills of addition and subtraction are taught. In first grade, there is a lot of teacher support given to students to be successful. However, parent help and support are needed at home with homework and listening to your child read for 15 minutes, Monday through Thursday. The first-grade curriculum contains:

Reading	Science	Library
Writing	Social Studies	Counseling
Spelling	Technology	Physical Education/Health
Listening	Art	STEM
Mathematics	Music	

### Second Grade

This is the year that the students begin to refine their reading skills and to use those skills to investigate other areas such as science, health and social studies. Primary emphasis is still on the advancement of reading skills. The curriculum includes the following:

Reading	Health	Writing
Spelling	Social Studies	Art
Science	Mathematics	Speaking
Counseling	Music	Technology
STEM	Physical Education	

### Counseling

The goals of the guidance program of Perryville Primary Center are to assist students in acquiring competencies in career planning, knowledge of self and others, and educational and vocational development. Its primary focus is on the emotional and social needs of all students. Through classroom guidance activities and individual and small group counseling, the elementary counselor seeks to help all students develop to the best of their abilities. Important concepts taught are: character education, career awareness, personal safety (e.g. bicycle, strangers, drug/alcohol, tobacco, sexual abuse, neglect), decision making, and knowing how to get along with others.

### Art

The goals of the art program are to promote artistic awareness, appreciation, efficient work habits and to encourage critical thinking and individual problem solving. Various art forms are introduced in the art classes from watercolor to ceramics.



## Music

The goal of the music program is to allow each student to develop an awareness of the sounds of musical production and of their own musical ability. Students will sing, listen to classics, critique music and learn the technical aspects of musical production.

## Physical Education (PE)

The physical education program is designed to enhance students' physical capabilities, add to the knowledge of sports and games, advance emotional and social growth, and understand the concept of healthy living.

## STEM

STEM is a curriculum based on the idea of educating students in four specific disciplines — science, technology, engineering and mathematics — in an interdisciplinary and applied approach. Rather than teach the four disciplines as separate and discrete subjects, STEM integrates them into a cohesive learning paradigm based on real-world applications.

## Gifted Education

The goal of the gifted education program is to challenge those students who are identified with above average intelligence or cognitive ability. The program is often self-paced with the students engaged in individual research projects. Group work in affective areas is also emphasized.

## Parents As Teachers

Parents As Teachers at Perry County School District 32 in Perryville is staffed by parent educators who have received specialized training in child development and early learning. The program is free to Perry County families with children ages birth to 3 years.

PAT families receive, at no charge:

- Personalized home visits by a certified parent educator who helps parents understand child development, important milestones and ways to encourage learning.
- Group meetings with other parents to share parenting experiences, gain new insights and talk about topics of interest.
- Periodic screening of general development, speech, hearing, vision and nutrition to provide early detection of potential concerns.
- Referral networking to help families link with other specialized services if needed.

For more information about the program, contact a Parents As Teachers parent educator:

Robyn Lukefahr	573-547-7500 Ext. 627	<a href="mailto:rlukefahr@pcsd32.com">rlukefahr@pcsd32.com</a>
Jill Barber	573-547-7500 Ext. 419	<a href="mailto:jbarber@pcsd32.com">jbarber@pcsd32.com</a>

## Personal Devices

Students in grades PK-2 should not bring their personal electronic devices to school, including but not limited to cell phones, smart watches, tablets, game devices, or laptops. If students must have a cell phone for safety reasons to use before or after school, it must be turned off and left in their backpack. If at any time there is a special technology day, teachers will communicate this with families in advance.

## School-wide Discipline

Perryville Primary Center implements a school-wide approach that integrates classroom management with social-emotional learning to work with children to:

- Set and achieve goals together despite obstacles.
- Manage emotions instead of acting out.

- Set personal boundaries to encourage mutual respect.
- Resolve conflict in a way that creates closer relationships.

We believe in Conscious Discipline ([www.consciousdiscipline.com](http://www.consciousdiscipline.com)), an evidence-based approach, that incorporates brain research and utilizes a common set of expectations and language to teach and model positive behavior.

The focus is on creating a school family. This will work to:

- Increase the willingness to learn by creating a sense of belonging
- Boost impulse control internally: a much more effective approach than an external system of punishment and rewards
- Help children develop and apply sustained attention by reducing stress and encourage contributions in a caring atmosphere

\*Perryville Primary Center’s school-wide behavior plan is detailed in our District’s Pirate Code (<https://bit.ly/3fWgt34>)

#### Students Sent Home by the Nurse

If a student is sent home by the nurse, the child’s classroom teacher will be notified immediately. Arrangements can be made for homework by the parent with the teacher. Parents must check in at the front office before signing a child out of the health office. You can contact our Health Office at 573-547-7500 Ext. 561.

#### Supportive Literacy Groups

Perryville Primary Center’s program provides reading intervention for kindergarten through second grade students. Individuals or small groups of students may work daily with a reading specialist teacher focusing on reading and writing activities.

#### Toys

No toys should be brought to school unless for a special classroom activity, directed by the classroom teacher. This includes trading cards, handheld electronic games, balls, etc.

#### Tutoring and Homework Assistance

If granted by the building principal, students may receive additional tutoring in comprehension of concepts and/or extra assistance with assignments. This takes place in the Primary Center Library. After-school tutoring will begin in the fall of the year and continue through late spring. Students may receive after-school tutoring assistance with the recommendation of a teacher. Enrollment may be limited.

*Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook.*



573-547-7500  
Ext. 1335



[www.perryville.k12.mo.us/o/pes](http://www.perryville.k12.mo.us/o/pes)



[facebook.com/pesweared32](https://facebook.com/pesweared32)

# PERRYVILLE ELEMENTARY SCHOOL

## 2023-24 Family Information



Mr. Jeff Steffens  
Principal



Mrs. Leslie Ackermann  
Assistant Principal



Mrs. Tiffany Schneier  
Administrative Assistant



Mrs. Barb Lawrence  
Secretary

## 573-547-7500

### 2023-24 ELEMENTARY STAFF EXTENSIONS AND ROOMS

**BUILDING ADMINISTRATION**

Jeff Steffens, Principal x.1228  
 Leslie Ackermann, Asst. Principal x. 1243  
 x.1243

**FRONT OFFICE**

Tiffany Schneier x.1380  
 Barb Lawrence X.1350  
 Conference Room X.1299

NAME	EXT	ROOM	NAME	EXT	ROOM
<b><u>3rd grade</u></b>			<b><u>4th grade</u></b>		
Taylor Arnold	1532	305	Alicia Blythe	1306	413
Halie French	1523	415	<b>Sally Camden</b>	1304	411
Kristine Hurst	1424	309	Mary Catherine Fetterhoff	1564	416
Michelle Iffert	1497	308	Jessalyn Hemmann	1307	410
Tessa Lurk	1499	311	Brooke Smith	1324	409
Julie Robles	1454	304	Carol Roth	1224	412
Heather Robinson	1313	312	Amber Winkler	1536	414
<b><u>5th grade</u></b>			<b><u>Sped</u></b>		
Amanda Huber	1647	503	ED Room	1516	513
Angela Jung	1560	504	Amanda Cattoor	1229	506
Candy Mueller	1550	518	Denise McClain	1326	507
Denita Schilli	1545	518	Megan Hotop	1719	514
Alyse Simmons	1610	517	Melisa Rittenberg	1598	520
Robyn Valleroy	1569	512	Laura Heise	1357	506
			Lola Dauster	1355	519
			Stacy Wengert	1459	306
<b><u>Special Area</u></b>			<b><u>Intervention/Coaches</u></b>		
Darin Deckerd	1737	Gym	Christine Friedman	1518	ES03
Amy Figge	1548	510	Megan Roth	1576	ES01
Dalton Manche	1624	ES05	Becky Kemp	1596	ES06
Jamie Agee	1404	ES04			
Phoebe Pohlman	1308	516	<b><u>Nurse</u></b>		
Susan Schremp desk	1303	500	Emily Davis	1275	Nurse's Office
<b><u>Sandy Weber</u></b> office 1533			<b><u>Cafeteria</u></b>		
classroom	1327	104	Trina Schroeder	1236	Cafe
		406			
<b><u>OT/PT</u></b>			<b><u>Adventure Club</u></b>		
Shannon Behrle	1289	511	Tammy Hacker	1609	ES07/S08
Emily Mattingly	1641	511	<b>CPOD - Teacher's Lounge</b>	1230	
ELL - Elzena Simmons	1416	515			
<b><u>Paraprofessionals</u></b>			<b><u>Day Treatment</u></b>		
Nancy Noland	(1516)	505	Shelly Wann	1471	301
Lea Runge	(1229)	513	Missy Harris	1472	302
Crystal Brown	(1229)	513	Tiffany Gilliam	1473	303
Lisa Esselman	(1303)	500	Family Assistance	1470	300
Amber Taylor	(1516)	505	<b><u>Custodians</u></b>		
( ) Denotes assigned teacher			Betty Narens, day custodian		
			David Sutterer, night custodian		
			Rudy Schmidt, part-time		

\*denotes voicemail only

# Perryville Elementary School

## Adventure Club

Adventure Club offers before- and after-school care for students. Morning hours are 6:30-7:30 am (7:45 am for preschool-aged students). Morning price is \$3 per day per student. Afternoon hours are from school dismissal until 5:30 pm. Cost for afternoon Adventure Club is \$5 per student per day if picked up by 4:30 pm, and \$8 if picked up after 4:30 pm. Full-day Adventure Club is offered in the summer and on professional development days, from 6:30 am to 5:30 pm. The cost is \$18 per day per student. Adventure Club stays open for 2 hours after an early dismissal.

## Arrival and Departure

Staff supervision begins at 7:25 am. Students should not arrive earlier than 7:25 am.

### Morning Arrival by Bus

At 7:25 am, the buses will begin unloading at the west side of the Primary Center building, at the bus circle. Staff on Duty will be available to supervise students as they exit the buses in the mornings. Students will enter the building through doors assigned by grade level.

### Morning Arrival by Family Vehicle

At 7:25 am each morning, family vehicle traffic enters in four lanes from the drop-off/pick-up entrance off of Schindler Road. Vehicles will be dismissed 3-5 vehicles at a time to unload from each of the four lanes in order. Students will exit the vehicle and enter the building through doors assigned by grade level. Students eating breakfast (which is free to all District 32 students this year) will go to the cafeteria or the gym each morning. ALL students should be dropped off in the designated areas for safety purposes.

**Classes will begin promptly at 7:49 am. Tardies will be assessed for students who arrive after 7:49 am. See Tardies in the Family Handbook for additional information.**

### End-of-Day Dismissal

School is dismissed daily at 2:55 pm. Parents will receive a dismissal plan form from their classroom teacher. The child will follow that plan every day. On the rare occasion that alternate arrangements must be made, a parent must notify the school office no later than 1 pm. Students are never allowed to go home by another way without advanced parental notification.

### Riding the Bus

Children are escorted to the bus lot by classroom teachers. They should immediately board their bus. They should not disembark. No playing is allowed on the bus lot. Children on special education routes are provided assistance to board and disembark the bus. For more about riding the bus, see Buses/Transportation in the Family Handbook.

### Parent Pick-Up

Those who are picking up a child by vehicle should fill each pickup line starting with the outside lane (closest to Schindler Road). A school car visor must be displayed or parents will be directed to park and go to the office to pick up their child(ren). The school car visors will be provided prior to the start of school, either at Open House or by mailing.

### Vehicle Pick-Up Process

Our vehicle pick-up process is designed to add security and efficiency to the pick-up line. Your children will remain safely in the school building until they meet you in the car loading area. You will be provided with a numbered car visor that **MUST BE DISPLAYED** until after your child is loaded in your car. This car visor number will be entered into the program by a staff member in the order that you have arrived. Your child will be directed to go to the car loading area and should be waiting for you as you pull up.

Remember these tips to make the process work correctly:

- Make sure the pick-up car visor is displayed in the driver's side front window. Leave it there until your child is in your car.
- Stay in line in the lane you enter. One lane will fill first, then we will fill the second lane. This will ensure that the correct order of vehicles is maintained so that your child is waiting for you when you pull up.
- If your child is not at the loading area when you pull up, we may ask you to pull into a waiting area until the student is located. This is so we do not hold up the waiting line.
- If you do not have a pick-up visor, we will ask you to pull in to a waiting area and go to the office to verify that the child may leave with you. We will also print a new car visor for you to take with you. This provides an increased measure of security so that we know every child is going home safely.

NOTE: Changes to pick-up plans must be communicated to the school **BEFORE 1 pm**. Parents are discouraged from picking up students early from school. Instructional time is extremely important for the achievement of students and is guarded closely. If a child is picked up early (before 2:50 pm.), that time may be counted in the student's absence data. Children will not be called up to the office to leave early so parents can avoid the pick-up line. We will not be able to access a child for early pick up after 2:40 pm without prior notice. Cars are invariably through the pick-up no later than 3:10 pm. Also, consistent early pick-up without a MEDS excuse may result in administrative intervention similar to tardiness to schools. These procedures reflect our desire to promote attendance and encourage active participation in a full school day. We also wish to reflect the expectations of the career world.

### Students not picked up by 3:15 pm or unable to be dropped off by the bus

If a student is not picked up by 3:15 pm or is brought back to school due to an inability to be dropped off by the bus, parents will be notified that any future occurrences will result in their child being sent to Adventure Club with a fee assessed. If the student is enrolled with Adventure Club, the child will be sent there and the normal fee will be charged. If the student is not enrolled with Adventure Club, a fee will be charged to the family. Any unpaid charges will be placed on the fine list.

### Attendance

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals with the assistance of building staff will closely monitor student attendance and implement intervention strategies and other actions as follows:

<b>Absences/Tardies/Early sign-out</b>			
<b>Term</b>	<b>Definition</b>	<b># allowed per semester</b>	<b>Consequences for exceeding # allowed</b>
<b>Excused absence</b>	Parents call to inform the school why their student is absent	5	Any absence after 5 is concerned unexcused.
<b>Unexcused absence</b>	No call/note was provided to the school as to why the student was absent, <b>or</b> if the student has exceeded five excused absences in one semester.	0	1 academic lab is assigned for every unexcused absence.
<b>Verified Absence</b>	When documentation ex. doctor's note is provided to the school	As many as needed	N/A
<b>Tardy</b>	Arriving at school after 7:49	3	1 academic lab is assigned every additional tardy after 3.
<b>Unverified Early Sign-out</b>	Signing your child out before 2:50 without providing a verified excuse	3	1 academic lab is assigned every additional unverified early sign-out after 3.
<b>Verified Early Sign-out</b>	The documentation supplied to the office (ex. Doctor's note)	As many as needed	N/A

District Policy JED and procedure JED-AP1 can be found on the Perry County School District 32 website at [www.perryville.k12.mo.us](http://www.perryville.k12.mo.us) under the Parent section labeled "Attendance."

### **Bell Schedule**

School hours are from 7:49 am to 2:55 pm.

### **Birthday/Special Day Treats**

Treats may be brought in for a student's birthday or special celebrations (holidays, etc.) when pre-arranged with the classroom teacher. Families should confirm that the treats will be brought prior to bringing them. Treats should be store-bought or purchased through a restaurant. Treats may be brought in by the student or they may be dropped off at the front office to be delivered at a time determined by the teacher.

### **Co-Curricular and Extra-Curricular Activities**

#### **Elementary Choir**

Open to students in third, fourth, and fifth grade who wish to audition and meet the qualifications. This club requires a \$20 participation fee. The choir meets weekly for practice after school. Students should be picked up promptly at the end of practice. There are presentations during the year at a variety of school and community functions. The expectations are that ALL members attend ALL practices and presentations.

#### **STEM Club**

STEM Club is an opportunity for PES students who love hands-on activities. STEM Club meets one day each month from 3-4 pm and focuses on Science, Technology, Engineering, and Math. There will be no cost to join; however, for a few projects there may be a request to bring in everyday household "TRASH", such as toilet-paper rolls, egg cartons, empty soup can/water or soda bottle etc. Also, if you have something electronic that's broken, we'd love the chance to dissect it and try to fix it!! Participation will be limited to approximately 20 students from Grades 3-5. Information to join will be given out during STEM class.

#### **24/7**

Being a girl in today's society isn't easy. Pressures abound to look, act, speak, and be a certain way. This group has been formed to help girls see that they are acceptable as they are, and to be able to stand against negative pressures in order to be a positive force for themselves and others - on a 24/7 basis. The group is led by an adult role model who will mentor and build relationships with students. Recommendations will be made by PES staff for this group and students will be invited to join. 24/7 will meet 4-6 times a year after school.

#### **A1A**

Sometimes in today's digital world, it is easy for students to be disconnected from others. Because belonging to a team is important, A1A (all for one, one for all) was formed, especially for boys who may not participate in other extra-curricular activities such as sports. A1A endeavors to provide activities to promote the building of social relationships. The group is led by an adult role model who will mentor and build relationships with students. recommendations will be made by PES staff for this group and students will be invited to join. A1A will meet 4-6 times a year after school.

#### **First Mates**

Open to students in Grade 5, membership in First Mates involves taking part in leadership opportunities around the elementary building, serving as a student advisory committee, and performing services for our school such as welcoming new students throughout the year. Students apply at the end of their fourth-grade year for the following year; applications are



considered, and students are selected by a staff committee. Once selected, membership may be reconsidered based on the needs or behavioral issues of an individual. Meetings will take place monthly during lunch and recess times. There may be some limited missed class time for special activities such as assembly participation.

### **Art Club**

Students in Grades 3-5 may participate in Art Club. These meetings will take place after school throughout the year. Participation is limited. Students will be able to explore their creative side in ways that time does not allow in the classroom. There will be a notification early in the year asking for students to sign up.

### **Grading**

Perryville Elementary School will ensure that sufficient grades are recorded in each subject area to justify the quarterly reports. These reports will reflect how the student is doing independently without the assistance of the teacher or parent. Grading will be used as an evaluation part of teaching not just to determine quarterly assessment. Students in Grades 3-5 will use a standards-based reporting system in all content areas. Below is an explanation of these grades:

- 4 - Advanced; exceeds grade-level expectations
- 3 - Proficient; meets grade-level expectations
- 2 - Basic; making progress toward grade-level expectations
- 1 - Below Basic; not demonstrating progress toward grade-level expectations

Grades will be reported to parents at the end of each quarter and throughout the year. After the first and third quarters, parent/teacher conferences have been scheduled.

Our school reports progress by standards-based grading. Standards-based grading measures a student's mastery of grade-level standards by reporting the most consistent level of performance.

### **The Benefits of Standards-Based Grading**

#### **For Students**

Learning targets are clearly defined and aligned with state standards.

- Students are offered multiple opportunities and ways through which to demonstrate proficiency.
- Students monitor their own progress toward the achievement of specified targets.
- Specific feedback on progress helps build self-esteem, pride, and motivation for students.

#### **For Parents**

- Report card grades are less mysterious and have more meaning.
- Parents are aware of exactly what their child knows, is able to do, and next steps for progress.
- Parents know in what areas their child needs more support.
- Parents are empowered to increase their child's confidence and help the student set goals.

#### **For Teachers**

- Teachers know exactly where students stand in their progress toward learning targets and what support needs to be provided.

- Teachers of the same courses have aligned expectations and standards. Assessment results help teachers determine when students need extra help and when they need more challenging work.

## Instruction

### Third Grade

The third-grade curriculum begins to take students beyond the basics of reading and math. The skills that the students were taught are used to introduce the students to complex ideas in science, social studies, health, math and language arts. Cursive handwriting is taught and refined after being introduced in the second grade. Homework is expected and the skills to complete homework are taught. The curriculum includes the following:

Reading	Writing	Mathematics
Social Studies	Counseling	Physical Education
Health	Science	STEM (science, technology, engineering, math)
Art	Speaking	Technology
Music		

### Fourth Grade

The fourth grade is designed to prepare students for advanced study in fifth grade. Emphasis is placed on study skills, self-discipline and critical thinking. These skills are emphasized in the curriculum through the various subjects such as:

Reading	Writing	Mathematics
Social Studies	Counseling	Physical Education
Health	Science	STEM (science, technology, engineering, math)
Art	Speaking	Technology
Music		

### Fifth Grade

The fifth grade is designed to prepare students for advanced study in the middle school. Emphasis is placed on study skills, self-discipline and critical thinking. These skills are emphasized in the curriculum through the various subjects such as:

Reading	Writing	Mathematics
Social Studies	Counseling	Physical Education
Health	Science	STEM (science, technology, engineering, math)
Art	Speaking	Technology
Music		

### Counseling

The goals of the guidance program of Perryville Elementary are to assist students in acquiring competencies in career planning, knowledge of self and others, and educational and vocational development. Its primary focus is on the emotional and social needs of all students. Through classroom guidance activities and individual and small group counseling, the elementary counselor seeks to help all students develop to the best of their abilities. Important concepts

taught are: character education, career awareness, personal safety (e.g. bicycle, strangers, drug/alcohol, tobacco, sexual abuse, neglect), decision making, and knowing how to get along with others.

### **Art**

The goals of the art program are to promote artistic awareness, appreciation, efficient work habits and to encourage critical thinking and individual problem solving. Various art forms are introduced in the art classes from watercolor to ceramics.

### **Music**

The goal of the music program is to allow each student to develop an awareness of the sounds of musical production and of their own musical ability. Students will sing, listen to classics, critique music and learn the technical aspects of musical production.

### **Physical Education (P.E.)**

The physical education program is designed to enhance students' physical capabilities, add to the knowledge of sports and games, advance emotional and social growth, and understand the concept of healthy living.

### **STEM**

STEM is a curriculum-based on the idea of educating students in four specific disciplines — science, technology, engineering and mathematics — in an interdisciplinary and applied approach. Rather than teach the four disciplines as separate and discrete subjects, STEM integrates them into a cohesive learning paradigm based on real-world applications.

### **Gifted Education**

The goal of the gifted education program is to challenge those students who are identified with above average intelligence or cognitive ability. The program is often self-paced with the students engaged in individual research projects. Group work in affective areas is also emphasized.

### **Office Sign-Out During the Day**

Anyone picking up a child must be prepared with legal identification. Students can be signed out by a parent/guardian or approved emergency contact before they are released early from school. All early sign-outs must be approved through the principal's office. Teachers will not release a student unless the office has notified them that the child has been appropriately signed out. Any unusual incidents involving parents or other adults and students on the school premises will be immediately reported to the administration. A copy of the custody agreement is required to be placed in the student's permanent file if a parent/other individual is NOT allowed to pick up the child at school.

### **Personal Devices**

Students in grades 3-5 should not bring their personal electronic devices to school, including but not limited to cell phones, smart watches, tablets, game devices, or laptops. If students must have a cell phone for safety reasons to use before or after school, it must be turned off and left in their backpack. If at any time there is a special technology day, teachers will communicate this with families in advance.

### **Students Sent Home by the Nurse**

If a student is sent home by the nurse, the child's classroom teacher will be notified immediately. Arrangements can be made for homework by the parent with the teacher. Parents must check in at the

front office before signing a child out of the health office. You can contact our Health Office at 573-547-7500 Ext. 1275.

#### Supportive Literacy Groups

Perryville Elementary School's program provides reading intervention for students in Grades 3-5. Individuals or small groups of students may work daily with a reading specialist teacher focusing on reading and writing activities.

#### Toys

No toys should be brought to school unless for a special classroom activity, directed by the classroom teacher. This includes trading cards, handheld electronic games, balls, etc.

#### Tutoring

If granted by the building principal, students may receive additional tutoring in comprehension of concepts and/or extra assistance with assignments. After-school tutoring will begin in the fall of the year and continue through late spring. Students may receive after-school tutoring assistance with the recommendation of a teacher. Enrollment may be limited.

*Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook.*



573-547-7500  
Ext. 1331



[www.perryville.k12.mo.us/o/pcms](http://www.perryville.k12.mo.us/o/pcms)



[facebook.com/perrycoms32](https://facebook.com/perrycoms32)

# PERRY COUNTY MIDDLE SCHOOL

## 2023-24 Family Information



Mr. Nicholas Cowell  
Principal



Mrs. Stacey Versemann  
Assistant Principal



Mrs. Amber Buerck  
Administrative Assistant



Mrs. Suzi Gwinn  
Secretary

573-547-7500

**PERRY COUNTY MIDDLE SCHOOL FACULTY AND STAFF MEMBERS**

Principal □ Nicholas Cowell (1333)

Assistant Principal – Stacey Versemann (1332)

**Certified Staff**

<b>Bagot, Jacob</b> (1221)	Band	<b>603</b>	<b>Newbrough, Melody</b> (1542)	Comm Arts 8	<b>717</b>
<b>Baskin, Heather</b> (1481)	Librarian	<b>811</b>	<b>Newbrough, Wade</b> (1568)	Soc Studies 7	<b>617</b>
<b>Broeking, Jennifer</b> (1435)	Science 8	<b>606</b>	<b>Pankey, Tonya</b> (1414/1152*)	PE	<b>Gym</b>
<b>Browning, Steven</b> (1281)	Comm Arts 7	<b>711</b>	<b>Palmer, Sherri</b> (1222)	Math 8	<b>607</b>
<b>Buchheit, Carrie</b> (1567)	Comm Arts 7	<b>709</b>	<b>Pourney, Leslie</b> (1543)	Comm Arts 8	<b>715</b>
<b>Childers, Jerry</b> (1611)	Band	<b>603</b>	<b>Preston, Carrie</b> (1407)	Math 6/7	<b>609</b>
<b>Cox, Sarah</b> (1535)	Science 6	<b>706</b>	<b>Ratliff, Amanda</b> (1414/1570*)	PE/Health	<b>Gym</b>
<b>Crowden, Ty</b> (1414)	PE/Health	<b>Gym</b>	<b>Resource Room</b> (1284)	Resource	<b>602</b>
<b>Davis, Taylor</b> (1410)	Vocal Music	<b>602</b>	<b>Resource Room</b> (1235)	Resource	<b>700</b>
<b>Dunn, Amber</b> (1441)	Art	<b>720</b>	<b>Riehn, Robbie</b> (1531)	STEM	<b>716</b>
<b>Fritsche-Kasten, Natalie</b> (1426)	Resource	<b>702</b>	<b>Ritter, Luke</b> (1286)	Resource	<b>701</b>
<b>Gerrein, Kelly</b> (1436)	SLP	<b>714</b>	<b>Sanders, Niki</b> (1438)	Math 6	<b>611</b>
<b>Hoffmann, Joseph</b> (1466)	Vocal Music	<b>602</b>	<b>Schremp, Abigail</b> (1540)	Counselor	<b>807</b>
<b>Hotop, Abbey</b> (1429)	Resource	<b>600</b>	<b>Tiehes, Rebecca</b> (1604)	Resource	<b>700</b>
<b>Hughes, Johnna</b> (1427)	Soc Studies 8	<b>615</b>	<b>Tolliver, Jenna</b> (1425)	Resource	<b>809</b>
<b>Kellerman, Michael-Ann</b> (1202)	Counselor	<b>808</b>	<b>Unterreiner, Leigh-Anne</b> (1431)	Resource	<b>601</b>
<b>Krieger, Karen</b> (1428)	Math/Challenge	<b>605</b>	<b>Winkler, Keith</b> (1212)	Weights/Health	<b>S101D</b>
<b>Kutz, Casey</b> (1456)	Science 7/8	<b>708</b>	<b>Zoellner, Bethany</b> (1491)	Comm Arts 6	<b>705</b>
<b>Likert, Rachel</b> (1731)	Soc Studies 6	<b>619</b>	<b>Peterson, Greta</b> (1213)	Comm Arts 6	<b>707</b>
<b>Mitchell, Landon</b> (1269)	Science 7	<b>608</b>	<b>FEMA Band Room</b> (1221)		<b>603</b>
<b>Montgomery, Susan</b> (1443)	FACS	<b>616</b>	<b>MS ISS</b> (1258)	MS ISS	<b>610</b>
			<b>MS Library</b> (1630)		

<b>MS Band- 1465</b>	<b>MS Choir Rm-1466</b>	<b>MS Riser Room-1433</b>	<b>MS OT/PT-1363</b>
----------------------	-------------------------	---------------------------	----------------------

**Classified Staff**

<b><u>Instructional Aides</u></b> Julie Brewer Marian Nelson Melissa Thieret Stephanie Bohnert (1353) Maranda Rogers Julie Cordia Jessalyn Bauer	<b><u>Secretaries</u></b> Amber Buerck (1333) Suzi Gwinn (1332)	<b><u>Custodians</u></b> Bonnie Tanz Kari Bryant Lisa Pfeiffer Robert Brockman
<b>Officer Worthington</b> 1294 <b>School Counselor</b> 1423	<b><u>Nurse</u></b> Connie Prost (1227)	<b><u>Cafeteria</u></b> Debbie Baer (1220) Becky Stortz (1417)

# Perry County Middle School

## Arrival and Departure

Staff supervision begins at 7:25 am. Students should not arrive earlier than 7:25 am.

### Morning Arrival by Bus

At 7:25 am, the buses will begin unloading at the bus parking lot. Staff on Duty will be available to supervise students as they exit the buses in the mornings. Students will then enter the building through doors assigned by grade level.

### Morning Arrival by Family Vehicle

At 7:25 am each morning, family vehicle traffic enters in two lanes into the drop-off/pick-up entrance off of National Guard Drive. Vehicles will be dismissed adjacent to the drop-off lanes. Students will enter the building through doors assigned by grade level. Students must arrive by 7:45 am to eat breakfast at school. Students who eat breakfast at school will receive a brown-bag breakfast to take to their classroom. Classes will begin promptly at 7:49 am. Tardies will be assessed for students who arrive after 7:49 am. See Tardies in the Family Handbook for additional information.

### End of Day Dismissal

School is dismissed daily at 2:55 pm. Parents indicated during online enrollment their child's dismissal plan. The child will follow that plan every day. On the rare occasion that alternate arrangements must be made, a parent must notify the school office no later than 1 pm. Students are never allowed to ride a different bus route; nor are they allowed to go home by another way without advanced parental notification.

### Riding the Bus

Students are escorted to the bus lot by classroom teachers. They should immediately board their bus. They should not disembark. No playing is allowed on the bus lot. Students on special education routes are provided assistance to board and disembark the bus. For more about riding the bus, see Buses/Transportation in the Family Handbook.

### Parent Pick-Up

Those who are picking up a child by vehicle should repeat the morning process of entering the pick-up/drop-off lanes from National Guard Drive. Vehicles will pull forward and students will be called to the loading area.

### Students not picked up by 3:15 pm or unable to be dropped off by the bus

If a student is not picked up by 3:15 pm or is brought back to school due to an inability to be dropped off by the bus, parents will be notified.

### Bell Schedule

School hours are from 7:49 am to 2:55 pm.

## Perry County Middle School Bell Schedule for 2023-24

<b>7:44-7:49</b>	<b>Late Bell</b>
<b>7:49-8:44</b>	<b>1st Hour</b>
<b>8:48-9:37</b>	<b>2nd Hour</b>
<b>9:41-10:30</b>	<b>3rd Hour</b>
<b>10:34-11:23</b>	CT (10:34-10:58)/Lunch (10:59-11:23)-6th Gr
<b>10:34-11:23</b>	<b>4th Hour</b>
<b>11:27-12:15</b>	<b>5th Hour</b>
<b>12:15-1:08</b>	Lunch (12:16-12:40)/CT (12:44-1:08) - 7th Gr CT (12:19-12:43)/Lunch (12:44-1:08) - 8th Gr
<b>12:19-1:08</b>	<b>6th hour</b>
<b>1:12-2:01</b>	<b>7th hour</b>
<b>2:06-2:55</b>	<b>8th Hour</b>

### Co-Curricular/Extra-Curricular Activities

PCMS provides a variety of activities in which students can become involved. It is the hope of the staff that your involvement will help you develop character traits important for your success in other areas of life. We encourage you to participate as much as you can, but be selective: do not become involved to the extent that your schoolwork suffers. Students will have the opportunity to participate in a variety of clubs, special event days, reward parties, and various educational assemblies that are provided throughout the year. Following are brief outlines on these extra- and co-curricular opportunities:

#### **BLAST COUNCIL – 6th - 8th Grade**

BLAST members are required to complete an application to become a member. The application requires students to meet specific criteria in order to be chosen for inclusion in this group. Once chosen, these students must maintain good character and citizenship so they can be seen as role models for the remainder of the student body. Consisting of about 20 members, this group and their sponsors provide many services to the students and staff of PCMS by facilitating activities such as sports and award assemblies, service projects, student/teacher charity projects, reward incentives, social activities, or other processes where student leadership is needed. Most of this group's activities occur during the school day except for special fundraising events such as dances or other special activities. They may also participate in some state and national STUCO activities as part of their membership. This group provides an opportunity for students to learn and practice leadership and service through its activities.

#### **Choir & Band – 6th - 8th Grade**

Some choir and the band activities are a part of the daily schedule of classes at PCMS. Every grade level student has the opportunity to participate in a music/chorus class. Beyond these,



there are opportunities for students to be a part of an audition choir at some grade levels. Students with this interest will learn of these opportunities at the beginning of each school term.

#### National Junior Honor Society – 7th & 8th Grade

Perry County Middle School was granted a charter in the National Junior Honor Society (NJHS) on April 23, 1998. Members of NJHS are selected on academic and behavioral criteria per the charter guidelines. An application process is required to become a member of this group. Members are expected to attend an induction ceremony, conduct themselves in accordance with the by-laws of our NJHS chapter, and demonstrate a desire to render service to the community. Being a member of the NJHS is an exceptional honor that we encourage all of our students to try to achieve.

#### Scribes - 6th - 8th Grade

PCMS offers a creative writing club that is held on Thursdays from 3-4 (starting in September). The club encourages students to write in any genre on any topic that they desire. Scribes Club encourages students to share their writing and enter writing contests. Sign-ups for the club will be announced in the daily announcements.

#### STEM Club

Students interested in Science, Technology, Engineering, and Mathematics. Each month we will do a variety of activities pertaining to those fields. The robotics team is selected from members of STEM Club. Attendance to the club is mandatory in order to be eligible for the robotics team. There is no cost to join, but you must have reliable transportation available after school and on weekends.

#### Robotics Club/Team

Students will participate and compete in the First Lego League (FLL) challenge. Robotics Club/Team is available to all students in grades 6-8. Students will compete against area schools by sharing their research and programming skills. Students should be able to meet before school, during school, after school, and during some weekends. Reliable and prompt transportation is required. No dues or programming knowledge are required. Team openings are limited.

#### Sports – 7th & 8th Grade

A variety of extracurricular sports activities that meet after school are available for 7<sup>th</sup>- and 8<sup>th</sup>-grade students. These include **football, volleyball, cross-country, basketball, track, and cheerleading** teams. An Athletics Handbook is available through the office and also online. If you intend to participate in sports, you must obtain a copy of this handbook and get a physical before attending the first practice. The handbook contains very important information and guidelines for participation in athletic activities. Parents are required to complete a signature page and attend a meeting prior to a student participating in games. Eligibility requirements include:

- **Remember — our young people are Student-Athletes (students first).**
- **Middle School Students:** In order for athletes to remain eligible, they must have earned 80% of class credits the preceding grading period (mid-term / end of semester). A student will be ineligible if obtaining two or more Fs at the end of any mid-term /semester. Grades will be reviewed to determine eligibility; students who have less

than 2 Fs will be eligible. Students promoted to the 7th grade for the first time are academically eligible for the first grading period (MSHSAA policy).

- After the first grading period of the year (mid-term), grades will be checked every 2 weeks. A student will be ineligible to participate in contests if they are below a C average. Once the student's grade gets above a C average, the student will become eligible (the student athlete may participate in practices during this time, just cannot participate in games/meets). Coaches have the discretion to have student athletes attend Learning Zone instead of practice.
- Must be present at school at least half of the day of the activity to dress for the sport.
- Be in good standing in regards to fines and fees.
- Cannot have reached the following ages prior to July 1 preceding the opening of school: 7th grade – 14; 8th grade – 15.

### Dances

School dances, sponsored by PCMS clubs and organizations, are offered throughout the year. Below are specific guidelines that apply to school dances:

- Do not arrive for the dance more than 10 minutes early, and stay out of the road while waiting for the doors to open. Students arriving late to the dance will be allowed to enter at the discretion of the sponsors and administrator on duty.
- You will be expected to show your ID card to gain entrance to dances.
- You will not be allowed to leave the dance early without prior verbal notification by your parent/guardian. The exception will be for parents who come inside early to pick up their child.
- If you are absent from school on the day of a dance, or if you have an outstanding fine, you will not be able to attend the dance without prior approval from the principal. Students who are suspended or expelled from school will not be eligible to attend the dance. Excessive failing grades may also prohibit dance attendance.
- General school rules are still in effect for dances. This includes appropriate dress according to the school dress code and no electronic devices including cell phones. It also includes keeping the dance area clean. This can be accomplished by placing soda bottles and candy wrappers in the trash cans. Please notify a sponsor of any cleanup that you cannot handle.
- Students who receive ISS on the day of the dance may also not be allowed to attend.

### Field trips

Various field trips or events are held throughout the year for students at each grade level. A student's participation in these may be based on discipline history, attendance history and academic performance. A student should be aware that any negative results in these areas may eliminate their opportunities for going on field trips at any time throughout the year up to and including the final day of the school year.

### Eighth Grade Ceremony

The eighth-grade ceremony is scheduled for May 16, 2024. It will be held at the Perry Park Center at 7:00 p.m. The purpose and focus of this event is an achievement/honors ceremony and not a graduation. A \$30.00 fee will be assessed to cover the ceremony fee, 8th grade conference, transportation to/from practice, and the 8th grade class field trip. Parents may pay this assessed fee at orientation or at any time during the first semester with a deadline for the payment of January 12, 2024.

Any student on OSS (Out of School Suspension) will not be allowed to attend. A speaker will be engaged by the faculty and administration to give the keynote speech for/to the class. Certificates of

Achievement and Special Honors will be given out to the class members during this ceremony. Another time will be set for classroom awards and recognitions. There is no limit to the number of family members and guests attending the Park Center Ceremony event but respect and an honorable demeanor are expected from all in attendance. Any additional information about this event will be sent as it is determined during the school year.

**Student Dress Code for the ceremony is as follows:**

- NO blue jeans or jeans of any kind for girls or boys should be worn.
- NO Tuxedos, formal gowns, and/or extravagant dresses. Any dresses should comply with the school dress code (length, no spaghetti straps, etc).

**Contests for Students**

District 32 may cooperate with individuals, community organizations, or other agencies desiring to sponsor activities and contests in which district students may participate, provided that such contests are in keeping with the purposes and educational aims of the school district. In addition, such activities must be capable of being integrated into the school program without significant disruption or loss of instructional time for the student and without imposing an unreasonable added workload on the staff of the school. School-sponsored organizations shall not participate in contests sponsored by agencies outside the school system without the approval of the principal and/or superintendent. The approved Advisory List of National Contests and activities published by the National Association of Secondary School Principals and/or by the Missouri State High School Activities Association shall be used as a guide for determining appropriate contests in which secondary pupils may participate. Approval shall be given for a reasonable number of students to attend state meetings. This would include officers of clubs, contest winners, and others where the instructor indicates that the program would benefit the student subject to approval of the building administrator. Attendance at national meetings shall be limited to state contest winners, students who have program responsibilities, and state officers where their primary responsibilities are statewide in nature. Eligible students participating in state or national meetings or contests shall be accompanied by a school official or parent/guardian for purposes of supervision

**General Student Behavior Expectations**

In order to operate effectively and efficiently, several things will be expected of you from the time that you leave home in the morning until the time you arrive home in the afternoon. During this time, the staff at school will act (and is legally responsible to act) as your parents. You are expected to show full cooperation with all staff members. The code of expected behaviors is listed below:

- Hall-passing times are provided to give you 4 minutes to organize materials for your next class, use the restrooms if necessary, and get to class so that you are seated and prepared when the bell rings.
- If you do not do this, you may be counted tardy. On your third tardy, and each subsequent tardy in the semester, consequences may be applied. Remember, if you are late to school in the morning for a reason that cannot be counted as excused, you will be reported as tardy to your first-period class. In addition, remember that any time you are out of class during a class period, you must have a hall pass.
- Please request one from the teacher before leaving the classroom to avoid any negative outcomes.
- At all times, avoid roughhousing (which includes things like throwing snowballs, playing in puddles, playing with the gravel, name-calling, running in the hallways, grabbing, etc.) or

pushing/shoving. Even between friends, this kind of behavior usually results in two things: someone gets hurt, and/or (2) someone gets angry.

- Snack and/or drinks will be confiscated if you have it anywhere besides the cafeteria or under the supervision or permission of a staff member. Since open drinks or food are an invitation to spills, smells, and attracting pests, they are not allowed except under specific supervision and circumstances. Water is allowed and must be in clear containers.
- Once you leave your home in the mornings, go to and remain in the appropriate supervised middle school areas at all times. You may leave middle school areas only with permission from an administrator.
- Do not have any item at school that could be considered or used as a weapon, drug, or to do bodily harm. These include all controlled substances, alcohol, prescribed drugs, AND over-the-counter medications. These will be confiscated and you will be suspended or expelled for possessing them.
- The complete student dress code is detailed in this handbook. In addition to that code, as a matter of etiquette, you may not wear hats, caps, bandanas, or any other headgear that obscures your face in the school building, use profanity or any other vulgar language (spoken or written), or engage in public displays of affection.
- Students are required to wear identification cards above the waist secured to their body with an appropriate device such as a lanyard or badge holder. This is a safety requirement as well as having the card readily available for cafeteria purchases and library checkouts.
- For 2022-23, backpacks will be allowed to be carried at Perry County Middle School.
- You need to leave at home any personal property that is not essential for your education. This would include cell phones, computer games [games/toys of any kind], hats, bandanas, trading cards, squirt guns, jewelry, etc. This type of item should not be brought or worn to school. These are confiscated for a parent or guardian to pick up and usually result in a consequence being assigned. We are NOT responsible for personal items brought to school. Administration time will not be spent on investigating lost or stolen personal items.
- Skateboards and scooters are not considered transportation and are not to be brought to school. They, too, will be confiscated by the administration for parent pick up with possible disciplinary consequences being assigned.
- Be considerate of furniture, equipment, buildings, and other materials (whether they belong to the school, a staff member, or another student). You will be required to pay for any damage to equipment, furniture, buildings, or other materials.

(Reference: MSBA Board Policies ECA & JFCB)

### Library Media Center (LMC)

The LMC is designed to enrich and support the educational program of the school. You are encouraged to make use of the LMC for research work and general pleasure reading. The LMC will be open for students to use from 7:30 a.m. – 3:30 p.m. each day that school is in session. You will have opportunities to check out materials during communication arts class or other periods if you have a pass from a teacher.

The following guidelines apply to the circulation of resource materials:

- Books – 3 weeks: The books can be renewed for additional time. Check the due date in the book and return or recheck the book before that date. If you do this, your name should not appear on the overdue list.
- Overnight: reference materials can be checked out at the discretion of the LMS.

- Magazines – Students may check out two magazines for a period of three days. Students may not check out the current magazine; that is, the magazines on the magazine display stand.

### LMC Fines and Fees

Fines will be assessed for books lost, damaged, or not returned. The fine for such will be equal to the replacement value of the book. All fines must be cleared before the end of each quarter. Students who owe for books or have late books may not be allowed to check out additional books until these matters are resolved. Classroom rules apply in the LMC. The LMC will have a more pleasing appearance if the floor and tables are kept free of waste paper and the chairs are in order when you leave the center. The library will be closed as needed for the librarian to have lunch and do classroom presentations, etc.

### Lockers

Hall lockers are no longer assigned for our students' use. Athletes will be assigned a gym locker and lock during their participation period. The school is not responsible for items a student may keep or leave in the gym locker room or classrooms.

### Lost and Found

The school is not responsible for your lost or stolen personal items. Students are also responsible for books and/or other materials checked out to them even if they lend them to someone else. If they are lost or stolen, YOU are the one who will be assessed the fine for replacing them. Anyone finding property that does not belong to them should turn that property into the office immediately. Lost articles should be claimed in the office before or after school. Articles not claimed within a reasonable length of time will be discarded.

## Communication

### Office Visits

Students are welcome in the office to take care of legitimate school business (for example: bringing in excuses for absences). While in the office, we expect you to behave as you would in a classroom. Parents are always welcome in our office. If you need to see an administrator or teacher, you must set up an appointment in advance.

### Home-School Communication

We value parents as our partners for their child's education. We encourage a line of communication between school and home.

- Teachers will be using phone calls, notes home, e-mail, and even texting to contact parents for a variety of reasons. Many teachers may use newsletters, apps, or individual webpages to keep parents informed.
- Administrators make phone calls on individual matters. Informational articles are sent home for parents to stay current on a variety of content areas as well as other information pertinent to their adolescent child. Our school message system is used to alert all parents about items sent home including those articles, progress reports, and report cards, and upcoming events or other vital information.
- Parents should be contacting content teachers with any concerns involving their child. If no resolution is found through these teacher contacts, we welcome parents to contact Mr. Cowell or Mrs. Versemann. In the end, we know that a strong line of

communication between home and school will ensure more positive outcomes for the student.

### **Messages to/for Students**

If parents/guardians need to get a message to a student, they should make the call themselves as we will not give messages to students from anyone else. This is a security matter. If someone other than you will need to pick up your child, please send a note with your child for our administrators stating who will be picking them up or make the call to us yourself. Any messages for students should be called in before 1 p.m. After that time, due to schedules, it is difficult to guarantee that a message can be transmitted to your child. In addition, we will not call students out of class for messages unless it is an emergency. We appreciate parental cooperation on keeping calls with messages for students to a “bare minimum.”

### **Telephone Usage by Students**

Students will not be allowed to make phone calls home for non-emergency reasons. Our office phones are not to be used when students have forgotten items at home. Also, all necessary arrangements for matters such as after-school activities should be made before leaving home in the morning. Telephones in classrooms are off-limits to students. Note the policy of cell phones and electronic devices. (Reference MSBA Policies JG-R & EHBA)

### **Restrooms**

Our restrooms will be pleasant to use if we all make the effort necessary to keep them clean and use them properly. Our custodians are expected to maintain and clean the restrooms after reasonable use. It is disrespectful and irresponsible to expect the custodians to clean up unnecessary or intentionally made messes. So, work hard at keeping the restrooms clean. If you are responsible for or find a mess or damage in a restroom that you cannot clean up on your own, report it immediately to a custodian or the office so that the problem can be addressed promptly. Restrooms are not to be used as social meeting places. Restroom use should be limited to before and after school and during hall passing times.

### **Student Automobile/Vehicle Use**

No student of any age enrolled in grades 6-8 may operate a vehicle (car, truck, motorcycle, or other vehicle) as transportation to/from school or on school property under any circumstances. Students are also not to be in cars during the school day without permission from a building administrator.

### **Student Fines/Fees**

The staff of PCMS feels that learning to be responsible with materials is a critical lesson. If you have a charge or a fine, we appreciate these being paid within a reasonable amount of time. It will help students avoid having privileges to participate in extracurricular activities removed. Eighth grade students will be assessed a \$20 fee to cover the costs of their 8th grade ceremony.

### **Student Recognition Programs**

#### **All-Star Team**

PCMS students from each grade level will be nominated and honored at our scheduled ceremonies for the PCMS “All-Star Team.” Teachers recommend students based on the character traits that we emphasize throughout the year (honesty, trustworthiness, kindness, patience, citizenship, responsibility, and respect). Also considered are services to school/community, attitude, cooperation, initiative, unique contribution to PCMS, and concern for others. Recipients are awarded a certificate and gift, have their pictures published in the

local newspaper and on our website, and may have their names posted in a special place of recognition. During the school year, faculty and administration seek other opportunities and processes to recognize student accomplishments, improvement, and growth toward achievement and productive choices. These recognitions and rewards occur at a variety of grade levels and in various settings appropriate to the student accomplishment/achievement. Students who receive a discipline referral after being nominated, may forfeit their nomination.

### **Honor Roll**

We are proud to recognize two honor rolls each quarter as described below. Students who meet the grade point average guidelines listed below and have all grades at “C” or better are eligible for the honor rolls.

- “A” honor roll GPA  $\geq 10$ .
- “B” honor roll GPA  $\geq 7$ .

### **Presidential Academic Awards**

We do participate in the Presidential Awards program and present these awards to our 8th grade students each year if they meet the criteria throughout their middle school years (grades 6-8). These are awards based on all three years of PCMS attendance. Therefore, a student will be eligible for these awards if s/he meets the following criteria throughout grades 6-8:

#### **Educational Excellence Award**

1. Grade point of 90% or above, AND
2. At least 95% attendance rate, AND
3. Positive discipline record/history demonstrating positive character in choices and school expectations on behavior and interpersonal relationships with peers and adults, AND
4. Nomination from a teacher plus one other staff member reflecting outstanding achievement in a specific content area (i.e. math, communication arts, social studies, science, art, etc.), or other specific performance recognized and noted as outstanding in some other area of daily routines, organizations, or community, OR
5. Meets at least one other criteria as set by administrators and PCMS staff members.

#### **Educational Achievement Award**

(Must meet three or more of the five)

1. Meets only #1 or #2 (not both) of the required criteria for the Excellence Award
2. Demonstrates unusual commitment to learning in academics despite various obstacles
3. Maintains a school record that would have met the Excellence criteria but illness, personal crisis, or special needs prevented the student from a higher level of achievement
4. Achievement of high scores or shows outstanding growth, improvement, commitment or intellectual development in particular core subjects (i.e. communication arts, math, science, or social studies)
5. Demonstrates superior achievement in the arts or exploratories such as FACS, tech., etc.)

## Instructional Process

### Academic Information

Perry County Middle School consists of grades 6-8 and works within a traditional schedule. The classes consist of 49-minute instructional periods and a community time. The school year is divided into two semesters of approximately 18 weeks. The course offerings include a focus on the five core content areas of reading, language arts, math, science, and social studies while also providing an opportunity for students to experience and explore music, band, art, family and consumer science, STEM, health and physical education.

We also offer an opportunity for participation in a wide variety of extracurricular clubs, sports and activities. The unique developmental period of adolescence is the foundation of our philosophy and programming at PCMS. We seek to educate the whole child, who at this period of development, is seeking identity, exploring interests and changing physically and emotionally like no other time in their life. A major component of this philosophy and programming is character education.

The character education program is integrated into every content area of instruction and all activities. With this emphasis, our staff seeks to engage the students in learning to live with productive and positive attributes and choices. This manifests itself in higher achievement levels as well as improved discipline/behavior.

Our program of studies is continually reviewed and revised in order to meet the challenging accountability levels of state and national standards. Our curriculum is aligned to the state standards and processes of Missouri that are currently also linked to the national Every Child Succeeds Act. Students at PCMS are expected to meet a rigorous set of objectives in all content areas and are challenged to become lifetime learners. A special focus on reading and writing across the curriculum continues in all content areas.

We seek to have our students explore interests and possible careers through focused instruction in our courses, performance-based activities and assessments, and the development of an individual plan for entrance into the high school. In all of these arenas of learning and growth, we seek to have parents as key partners for each child. At PCMS, we offer a wide variety of support services such as assignment assistance and study sessions while also coordinating services from a variety of support/service organizations in the community.

### Student Assistance Programs

Students of Perry County School District 32 are entitled to achievement through education. Our school district provides resources and programs so each student can succeed. Therefore, the supportive services network must function as a safety net to help all students realize their potential. With staff and volunteers dedicated to helping students achieve, every student will be provided a positive learning environment with every opportunity to obtain a quality education for a quality life. Earning failing grades is not acceptable and interventions will be sought for those students who are failing at the various grading periods. Our student assistance goals are:

- to provide a school atmosphere where all children experience a sense of belonging and are empowered to be successful;
- to provide a variety of educational measures to assist educational growth and success;
- to provide a continuous comprehensive review of student performance to recognize and intervene for students in need of support.



The following supportive services programs are offered at the middle school:

- Learning Lab – Study Skills are emphasized at all grade levels. Specific emphasis for these educational habits may occur within targeted classes and processes at some grade levels.
- Learning Zone – This program, which is held immediately after school from 3:15 p.m. to 4:45 p.m. three days a week, is meant to be an intervention and support process. It offers targeted assistance with assignments but is not an individualized tutorial program. It is available to students only through a collaborative process between parents, students, administrators and/or counselors. This is facilitated through our counselors' office. Students chosen for these sessions are registered as academic concerns are noted and intervention is a determined need.
- Summer School – A remedial summer school program may be provided. Plans for this program will be made when budget provisions are known in the second semester of each school year. If it is offered, eligible students will be notified, and administrators or counselors may be contacted for details.
- PALS – PALS is the acronym for the Perryville Alternative Learning Site. Students in grades 7 or 8 may be placed in this alternative setting for a variety of reasons affecting their academic progress. These include chronic behavior concerns, poor attendance, and/or poor academic habits/outcomes. When students are considered for this placement, parents are required to meet with the MS administrator, the PALS Lead Teacher, the MS counselor, and other pertinent faculty members as a team. Once placed, a student's progress is reviewed regularly in an effort to return the student to the regular school setting. Student progress in the PALS program is used to make this decision as well as to determine promotion or retention, when applicable.

### Assessment Program

The district uses a standardized state test to evaluate the learning process and related activities. The test combines multiple-choice, constructed response and performance-event items to measure student understanding. Test data reports student understanding by performance level.

### Training In Character

In an effort to not only train our students to be effective learners and intellectual citizens, we sustain a character education process to fully develop their interpersonal skills. We believe in teaching the whole child to provide them the means and ability to be knowledgeable, reliable people and productive citizens.

Students should have the ability, desire, and courage to always do the right thing in all areas of their life. We want to help them grow in this developmental aspect of their life.

Throughout the school year, students will be exposed to lessons on and integration of a variety of positive character traits and the expected behaviors associated with those traits. They will have an opportunity to help us create an environment of respect and responsible living as a school community. We intentionally seek to teach our students to apply the positive traits in everyday living. We encourage them to exhibit their best behaviors in daily social interactions and in academic efforts. Our hope is that parents and community members will join this effort as we will offer them opportunities for partnerships.

In this manner, we hope to make our students aware of the importance of having good character. Hopefully, they will know what it means to be a virtuous person capable of making positive choices and decisions. We hope to instill in our students the desire and courage to not only grow intellectually but also morally. This will give them the skills and abilities that will enhance their chance to move forward in living as a productive, healthy person and a better citizen in our school, at home, and in the community. We hope you will join in the process as partners using materials sent home and discussing lessons and information brought home by your students. Be alert for additional information and materials on this endeavor throughout the year.

### Gifted Education Services

At PCMS, we promote challenging gifted students. However, our program is limited to a certain number of students who meet the specific criteria. We believe the “Challenge” program should be for those students falling into an elite set of criteria. In order to be placed in the program, a score of 125 or above will be the standard. Students must meet other specific criteria such as good citizenship and attendance and must maintain a grade of “B” (85%) or above in ALL classes in order to remain in the program throughout grades 6-8. Those students who are involved in this program will receive necessary information at the beginning of the school year.

### Grading Scale

The following scale, based on classroom performance, effort and assignment/test scores is used to assign grades for each quarter:

		A	95 – 100%	A-	90 – 94%
B+	87 – 89%	B	83 – 86%	B-	80 – 82%
C+	77 – 79%	C	73 – 76%	C-	70 – 72%
D+	67 – 69%	D	63 – 66%	D-	60 – 62%
F	0 – 59%				

An “I” on your report card indicates an “incomplete” grade for that subject. If you are not sure of the reason for the “I,” find out from your teacher in order to complete the necessary work to change the “I” to the appropriate letter grade. Any “I” grades that are not changed to an “A-F” letter grade two weeks after the end of the quarter will automatically convert to “F.”

### Homework Policy

The faculty of PCMS considers assignments an integral part of the learning process. They serve to promote long-term retention of important concepts related to the objectives of the course. By completing these assignments, you are not only showing responsibility but also a desire to learn and achieve at your highest potential. Our focus is to give you assignments that meet the goal of promoting your understanding and learning and which will serve as a means for teachers to assess/assure such understanding and learning. Therefore, the following policy statements and guidelines are given:

- Completing and turning in assignments at a quality level and on time is a key element in your academic success, this is the expected academic behavior.

- If you do not have your assignment completed on the day that it is due, late/missing assignment forms will be filled out. Partially-completed, incomplete, or poorly completed assignments may be graded for credit as they are turned in.
- Work is due the next day after it is assigned, or when the teacher gives the deadline.
- No matter when the assignment is due, if the deadline is past 3 days, then a 0 will be given on the assignment.
- If absent on Friday, the student must turn in any late or missing work on Monday for any credit to be given. If late, missing, incomplete, or poor quality assignments become a chronic problem, teachers/administrators are required to contact the student's parents to arrange a required conference to seek a resolution toward more successful achievement.
- Teachers may offer "daily assignment passes" in some form to allow students a means of gaining extra time or "forgiveness" for forgotten daily assignments. These will be determined by the teachers of each grade level team. Specific guidelines will be given to students at the beginning of the school term.

### Make-Up Work

To help students complete assignments after absences, the following guidelines apply:

- It is the responsibility of you and/or your parents to find out what work has been missed during absences and to make arrangements with the teachers for turning in this work.
- Regular assignments are those normally due the next day or within the next few days. If you are present at school the day this kind of assignment was made, you will be expected to have it completed and ready to turn in on the day it is due or on the day you return to school after being absent. If you are absent the day this kind of assignment is made you need to have it ready to turn in on the second class day after you return. The amount of time you are given will not normally go beyond three school class days after your return. Students should assume the responsibility for seeing teachers about make-up work.
- If a student misses a test, it shall be made up by the second day of class once the student returns to school unless prior arrangements have been made with the teacher to have additional time to make up the test. If a student is absent for the quarter exam or the final exam in a course, permission to make up the exam must be secured from an administrator. Absences will be checked and a doctor's excuse may be required in individual cases to make up the final exams missed.
- If you are absent from school, you may need to access the teacher's Google Classroom page . You may also email/contact your Community Time teacher or the main office to gather your assignments for pickup by a parent. Each teacher you have will notify you of any special process s/he is using concerning the assignments for his/her classes. Your parents should call the school office by 8:30 a.m. to arrange for your books or homework to be gathered for parent pickup or delivery by a sibling or friend. You can keep from falling excessively behind by completing your assignments at home.

### Progress Reports/Parent-Teacher Conferences (Student-led)

A report card depicting the student's progress will be issued at the end of each 9-week grading period. The report will be clear, concise and accurate and will provide a basis of understanding among teachers, parents/guardians and students for the benefit of the individual student.

Perry County School District 32 is participating in the Missouri Model Districts initiative. One goal of this initiative is to build students capacity to assess their own learning. Students should understand

what they are supposed to learn, monitor their progress, set personal goals and reflect on their learning. In addition to the periodic reports, parents/guardians will be notified through special contacts when a student's performance requires parent notification. When a student is making low marks or if a marked change in student achievement is noticed, the parents/guardians of the student should be notified by the grade level teacher team. Students may lead these conferences and be graded on the process with credit given in a chosen class for their performance. This process helps meet the required objectives of oral presentations and personal accountability.

*Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook.*



573-547-7500  
Ext. 1337



[www.perryville.k12.mo.us/o/phs](http://www.perryville.k12.mo.us/o/phs)



[facebook.com/PHS/d32](https://facebook.com/PHS/d32)

# PERRYVILLE HIGH SCHOOL

## 2023-24 Family Information



Mr. Shadrick Shafer  
Principal

Mrs. Lisa Martin  
Assistant Principal

Mr. Justin Dreyer  
Assistant Principal  
& Athletic Director

Mrs. Mary Roth  
Administrative  
Assistant

Mrs. Mackenzie Zahner  
Administrative  
Assistant

Mrs. Angie Pfaff  
Secretary

# 573-547-7500

## 2023-2024 High School Room/Telephone Extension List

Updated 8/10/23

<u>Teacher Name</u>	<u>Room #</u>	<u>Phone</u>	<u>Office</u>
Adams, Steve	Math	S214	1271
Baskin, Heather	Library	Lib. Office	1481
Best, Lisa	Spanish	S313	1475
Broeking, Brent	SS	S204	1490
Brooks, Dan	ISS	S221	1455
Buerck, Cynthia	CA	S309	1448
Cairns, Chris	CA	S307	1617
Camarillo, Amy	Bus	S104	1245
Chamberlain, Debbie	SpServ	H114	1453
Childers, Jerry	Music	S218	1611
Cissell, Cindy	PE	Gym	1478
Cole, Josh	SS	S200	1556
Comstock, Bettina	Art	H109	1234
Cross, John	Math	S217	1482
Davis, Taylor	Mus	S219	1410
Downey, Rachel	Sci	S211	1295
Dreyer, Jason	PE	Gym	1619
Dunn, Richard	SS	S203	1300
Ernst, Laura	Sci	S216	1483
Fletcher, Ruth	SpServ		*1158
Flick, Brittney	CA	S310	1476
Fulmer, Kersten	SpServ		*1287
Hansen, Sarah	Bus	S103	1458
Hendricks, Hunter	CA	S312	1409
Hendricks, Sarah	Sci	S213	1291
Herring, Janice	SpServ		*1372
Hinkle, September	CA	S308	1488
Hogard, Dana	Math	S210	1486
Hotop-Johnson, Maci	Sci	S209	1296
Huck, Meagan	SpServ		*1712
Jacob, Gretchen	SS	S314	1485
Johnson, Thomas	SS	S202	1439
Littleton, Stacey	CA	S306	1432
McGuire, Michelle	SpServ	S304	1538
Montgomery, Adam	SpServ		*1730
Oberkirsch, Amanda	SpServ	H111	1153
O'Keefe, Don	Health/PE	S205	1579
Roth, Brent	PE	Gym	1461
Roth, Nolan	Alt. Sch.		1557
Rowland, Nathan	MoOpt	505	1558
Schneider, Breanne	Math	S212	1487
Shultz, Kim	FACS	S201	1575
Spinner, Matthew	Spanish	S311	1477
Thele, Leanne	Science	S207	1362
Volansky, Michael	SpServ		*1235
White, Heather	Art	H110	1599

<u>General Line**</u>	<u>1337</u>
Front Window	1356
Shadrick Shafer	1231
Lisa Martin	1232
Justin Dreyer	1242
Teresa Worthington	1294
Mary Roth	1338
Mackenzie Zahner	1343
Angie Pfaff	1346

### Guidance Office

Cole, Cassie	1422	A-G
Galeski, Alana	1211	O-Z
Mueller, Ryan	1241	H-N

### General Extensions

Alt. School	1558
M.S. Band-603	1221
M.S. Choir-602	1466
H.S. Band-S218	1611
H.S. Choir-S219	1410
H.S. Band Riser-S220	1433
ISS-S221	1455
Library Front Desk	1215
Library Conf Room	1214
Lounge	1239
Math Resource-S102	1464
Resource-S304	1554
Res.-Simpson-Library	1244
Technology-E. Allen	1623
Weight Room	1359

### Health Office

Layton, Stefany	1219
Weinkein, Sandy	1377

**If you have an emergency, you can dial Ext 1337.**

**This will ring at all desks until answered.**

**\*Voice Mail Number Only**

# Perryville High School

## Arriving/Leaving School Grounds

Students are not allowed to enter the building until 7:39 a.m, unless it is raining or the temperature is below 40 degrees. All students arriving before 7:39 a.m. should report to the back of the building near the PAC concession stand. The first bell rings at 7:39 a.m. for students to enter the building and at 7:49 a.m. for classes to begin. Students arriving after 7:49 a.m. should sign in at the office window and notify school officials of their arrival to school. Once a student has arrived at school, they cannot leave campus for any reason without permission.

A student that needs to leave school during the school day must:

- Have parent/guardian sign the student out in person at the office window, or send a note with their child giving permission for their child to leave during the school day. For student safety, phone calls will be permitted to allow students to leave only if the call is from a parent or guardian.
- Sign out at the office prior to leaving, and if the student returns to school, sign in at the office.
- Only parents/guardians and emergency contacts listed on the emergency contact form will be allowed to sign students out, speak with them in person, or leave messages for the student. The office will ask for a photo ID to verify the identity of the person signing the student out of school.
- Any absence throughout the school day counts against the student's attendance.

## Bell Schedule

School hours are from 7:49 a.m. to 2:55 p.m.

### Bell Schedule for 2023-24

<b>7:39-7:49</b>	<b>Late Bell</b>
<b>7:49-8:44</b>	<b>1st Hour</b>
<b>8:48-9:37</b>	<b>2nd Hour</b>
<b>9:41-10:30</b>	<b>3rd Hour</b>
<b>10:34-11:23</b>	<b>4th Hour</b>
<b>11:27-11:50</b>	<b>5th Hour A Advisory (11&amp;12)</b>
<b>11:23-11:48</b>	<b>5th Hour A Lunch (9&amp;10)</b>
<b>11:52-12:15</b>	<b>5th Hour B Advisory (9&amp;10)</b>
<b>11:50-12:15</b>	<b>5th Hour B Lunch (11&amp;12)</b>
<b>12:19-1:08</b>	<b>6th Hour</b>
<b>1:12-2:01</b>	<b>7th Hour</b>
<b>2:06-2:55</b>	<b>8th Hour</b>

## Dances

Perryville High School hosts three dances each year. The Homecoming Dance will be held Saturday, Sept. 30, 2023; the Sweetheart Dance will be held Saturday, Feb. 10, 2024; and Prom will be held Saturday, April 6, 2024.

1. All full-time and part-time PHS students will be allowed to attend school dances. (Prom is reserved for juniors and seniors and their dates only).
2. Each full-time and part-time student will be allowed to bring one guest to off-campus dances. Early graduate students may attend dances as a guest only. Guests must be 20 years of age or younger and cannot be a high-school drop-out. Guests must enter the dance with the PHS student who registered them.
3. Guests may be requested to show an I.D.
4. All guests must be approved by Wednesday prior to the dance. All guests are subject to administrative approval.
5. All students and guests are expected to exhibit good conduct.
6. No alcoholic beverages are permitted, nor are students who are under the influence of alcohol or drugs.
7. Any student or guest violating rules will be removed from the dance and the proper authorities will be notified. PHS students will be subject to disciplinary action as well.
7. Once students or guests leave a dance, they will not be readmitted.
8. Dances will last no longer than 3 hours.
9. Students must purchase tickets for themselves and approved guests prior to the dance. There will be no exchange of money at the dances. Students will not be allowed to purchase tickets if they owe fines to the school.
10. Junior high students may not attend senior high dances.
11. Jeans are allowed at semi-formal dances. Shorts are NOT allowed.
12. Students must be in attendance for a full day on the day of a dance or in the case of a Saturday dance, the last day of student attendance. In the case of a planned absence, the student must obtain prior administrative approval to attend the dance.
13. Students may be a court member representing their class only once per year. Students may be a queen or king only once in each area (Homecoming, Sweetheart, and Prom) during their high school years.
14. Once selected as a king or queen in a specific area, students may not be a candidate in that area in the following years. Classes select royalty for Homecoming, Prom, and Sweetheart dances. Candidates are subject to administrative approval and must maintain good citizenship to be eligible to represent their class/school.

## Dress Code

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable. The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the district. (Policy JFCA)

The general atmosphere of a school must be conducive to learning. If a student's or teacher's general appearance (including clothing, hair, or piercing) attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student/teacher to make the necessary changes.

1. Shirts must cover shoulders. No bare midriff tops, bathing suits, spaghetti straps, pajamas, tank tops, or undershirts or shirts with cut-out sleeves. No see-through clothing may be worn, and undergarments should not show.\*
2. Pants and shorts must fit at the waist and be size appropriate. Shorts and skirts must be fingertip length or longer. Any tight-fitting pants or shorts must have a top long enough to cover the student's bottom worn over them.\* No tears or holes above fingertip length in jeans and/or pants.
3. All students must wear shoes, boots or other types of footwear. No house-shoes.
4. No chains, spiked or studded jewelry may be worn.
5. No clothing or jewelry displaying or promoting alcohol, sex, controlled substances, obscenities, or the promotions of violence may be worn.
6. Students on or about school property or at any school activity shall not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.



A “gang” is defined in this policy as any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the board acts to prohibit the existence of gangs and gang activities.

7. Hair coloring and piercings that are deemed inappropriate or distracting to the teaching and learning environment will not be permitted.

8. Hats, caps, hoods, bandanas, headgear, etc. are not to be worn inside school buildings. An exception is made at Perryville High School, where caps/hats/bandanas may be worn, but hoodies are not allowed to be worn pulled over the head.

9. Approved face coverings (masks) must be worn when directed by staff, as part of the District 32 COVID-19 mitigation plan. As of July 1, 2022 masks are not required for students, staff or visitors to District 32.

*\*\*Students in Grades 5 and below are exempted from the starred guidelines.*

### Extra-Curricular

There are athletics, music, drama, and subject-oriented clubs, student council, publications, and interest groups. While there is no disputing the important place grades hold in education today, the most vital factor is the total education an individual accumulates. In order to take advantage of extra learning opportunities, plan your activities schedule carefully. Don’t become overloaded. Obligations at home, church, and in the community should be considered in arriving at a program that will be most suitable for you. Discuss this with your parents. They should be fully informed of each extra-curricular activity in which you participate, its hours, schedules, practice sessions and performances.

Athletic participation is a privilege, not a right. Students should adhere to all rules set forth by the state and the school. Consult the Activities Handbook or the Athletic Director if you have questions. Students who are not present for the entire day on the day of an activity shall not be considered eligible to participate on that date without having cleared their absence in advance by an administrator. This applies to all activities including athletics, music, plays, dances, etc. If the event falls on a weekend or a non-school day, attendance the preceding day will be examined. Participation will resume following a full day of attendance. This does not include students as spectators-only participants.

### Field Trips

Student eligibility to participate in field trips and excursions may be based on:

- **Discipline History:** Students with prior disciplinary issues may make them ineligible. Also, any unfulfilled disciplinary actions will be grounds for ineligibility.
- **Attendance:** Students must have at least 90% attendance to be eligible.
- **Academic Performance:** Students may not have any failing grades to be eligible.
- Students should be notified of eligibility or potential ineligibility **two weeks prior** to the date planned for the field trip.
- A roster of potential field trip attendees will be submitted to the attendance secretary **two weeks prior** to the field trip to be vetted for grades and attendance.
- Students are expected to display only those behaviors that they know to be appropriate for the classroom while on the bus, at the destination and any stops.
- All students must ride the bus to the field trip destination.
- All parents of students who are eligible to participate in the field trip shall be notified of the activity, typically in the form of a permission slip. **Any student who does not have a signed permission slip will not be permitted to participate.**

Additional board policy and references attached: [Policy IICA](#) and [Policy IICA-AF\(1\)](#)

### Fines and Lost Items

Students will be held financially responsible for all textbooks or school property assigned to them. Students should immediately report the loss or theft of any personal items to the office.

### Library Services

As a media center, the Senior High Library has books, periodicals, and reference materials. The library has an automated card catalog, which provides an index to the books by author, title, or subject. Access to the internet is available in the library, which has access to on-line periodicals, encyclopedias, and to other resources.

#### Access to the library

In order to maintain control in the library, students will be allowed in the library when they are part of a class and accompanied by a teacher or present a hall pass. During lunchtime, students will need to have a pass signed by a teacher they have for class. Students entering the library during lunchtime should present their pass to the librarian upon entering

the library and when leaving the library. Students can use the library before or after school without presenting a signed pass. The library will normally be open from 7:30 a.m. to 3:30 p.m. when school is in session.

### **Access to the Internet**

The only acceptable use of the Internet is for class assignments.

Unacceptable uses of the internet are those which:

- Violate the rights to privacy of others;
- Violate copyright law;
- Spread computer viruses;
- Deliberately attempt to degrade or disrupt system performance;
- Turn the computers off or modify the operating systems;
- Locate, transmit, receive, store, or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others;
- The use of sites of a strictly entertainment nature is prohibited to students. Any attempt to violate the provisions of the school district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

### **Use of the copiers and laminator in the library**

Students are not to use the copiers or the laminator that are in the library. The copiers and the laminator are reserved for teacher (and designated teacher's assistants) use only.

### **Guidelines for checking out books**

Students are reminded to renew their books if they see that they will not be finished with them by the time they are to be returned. The following procedure will be used for the circulation of the materials in the resource centers:

- Books – 15 school days and may renew them if needed. If books are not returned by the end of the school year, students will be charged the replacement cost.
- Reference Books – Books that have "R" above the call number may only be checked out overnight. They are due back at 8 am the next school day.

### **Lunch Periods**

During lunch periods, students may be in the cafeteria or outside the cafeteria in a supervised area. The football field bleachers, bus lot, parking lots, and any other areas away from the high school are off limits. Students are not allowed to leave campus for lunch. Parents cannot deliver food for students to eat during lunch. All food and beverages sold to students on campus must meet School Breakfast Program guidelines, National School Lunch Program, and Smart Snack Standards.

### **Outside Deliveries**

The office will not accept outside food or drink brought in for students. However, the office will accept outside deliveries such as flowers, balloons, etc. as a courtesy. These items will be distributed to the students at the end of the school day.

### **Part-Time Status**

For a senior to request part-time status, he/she must have 95% cumulative attendance for his/her freshman, sophomore, and junior years. To get more than one hour off the student must be attending college or must be employed. They must submit an application for approval to the high school Principal and Superintendent.

### **Tardy to Class/Late to School**

Students at Perryville High School are expected to be at school before 7:49 a.m. each day and are expected to report to class on time. Tardiness to class is an unacceptable behavior as this causes a class disruption, which impedes the educational process. On their 4th tardy (and beyond) they will receive lunch detention and/or ISS.

### **Telephone Usage**

The use of school telephones by students for other than school business is discouraged. The office phone may be used only with adult permission. Telephones in classrooms are off-limits to students.

## Academic Information

### Course Selection and Scheduling

Perryville High School is a comprehensive high school that is fully accredited by the Missouri Department of Elementary and Secondary Education and has been recognized as a Leadership School by MSHSAA. We are proud of our students and teachers and strive to maintain the highest standards.

Students have an opportunity to select from courses that have been divided into six career pathways. The courses that students select are based on their interests and abilities and relate to their 6-year plan. It is our desire that all students choose a rigorous course of study that will allow them to reach their career goals. Enrollment for the next school year and course selection procedures occur during the spring semester. Guidance personnel are available to assist students in selecting appropriate coursework. Enrollment in Career Center block courses is determined by the Career Center guidance personnel.

### Grading Scale

The following grading scale is used in all high school courses:

		A	95 – 100%	A-	90 – 94%
B+	87 – 89%	B	83 – 86%	B-	80 – 82%
C+	77 – 79%	C	73 – 76%	C-	70 – 72%
D+	67 – 69%	D	63 – 66%	D-	60 – 62%
F	0 – 59%				

### Missing School and Requesting Work

In rare cases, a student may have to miss school. Upon returning to school the student should request the privilege of making up work missed. Students will be allowed 1 day to make up work for every 1 day absent. Procedures for receiving daily assignments for students who are ill at home and unable to come to school are as follows:

- Students must request missing work by emailing their teachers and/or checking their Google Classroom.
- If students do not have access to the internet, a request for homework may be made by phone to the office by 9:30 am on the day of the absence. Requests made after 9:30 am do not allow ample time to secure homework from all teachers. The homework may be picked up after 3 pm in the office, thus giving teachers ample time to prepare the homework.
- Students suspended will be allowed to make up missed work while serving the suspension. The same process for getting work should be followed as listed above. Upon returning to school following the suspension (the first day back), the student will turn in all homework for full credit.

### Schedule Changes

Students at Perryville High School are advised at the time of enrollment that their program for the coming year is to be a carefully planned one. This is necessary in order to meet the curriculum and faculty needs for the following school year. As such, schedule changes will only be made when there is a valid reason for the change.

- Students should first consult with their counselor for any changes during the designated time periods. Final approval of all changes must be secured from the counselors and completed through the individual instructors.
- Schedule change requests must be made by the end of the first Friday of school. Review your schedule when you receive it at registration the first week of August. If changes need to be made, make an immediate appointment with your counselor to ensure that the request is addressed before school starts.

### Sexual Education Information

Today, teens are faced with incredible pressures to be sexually active. Being aware of these challenges and pressures as well as the resulting physical, emotional, mental, and social consequences of such activity, our school has chosen to implement sex education as part of our health education curriculum. The health class instructor will offer instruction related to human sexuality and reproduction at the end of the nine-week course. Included with the instruction are the following topics:

- Abstinence until marriage
- Dating responsibilities and respect
- Effective and assertive communication
- Male and female reproductive systems
- Prenatal development and childbirth
- Sexually transmitted infections and prevention
- Birth Control

The teacher will be using the approved District 32 curriculum and instructional materials during the instruction. The main emphasis will be placed on abstinence, responsibility, and respect in relationships.

## Vaping

Vaping and other electronic nicotine delivery device usage is not permitted on any Perry County District 32 property or event (including sporting venues, parking lots, and green spaces) by any person, whether they are students, staff, or visitors.

There has been a recent increase in disciplinary referrals for students using or possessing vaping devices and substances. Due to the fact that many of these devices (vapes, carts, dab pens, wax pens, mods, tanks, oils, etc) may contain mood-altering chemicals besides nicotine, there has been concern expressed by parents, law enforcement, community members, and staff. The District Administration has discussed this recent trend and we have decided to take action for the health, welfare, and safety of our students.

Perry County School District #32 plans to provide programs and materials for both students and parents that discuss and inform of the dangers of vaping.

The Perry County School District 32 Administrative Team has approved the following policies and procedures for investigative and disciplinary action concerning student vape use and possession. **Upon being found in possession or use of any vaping device or vaping substance the following actions will take place:**

1. All devices and substances will be confiscated and parents will be contacted.
  1. **First offense:** Student can receive up to 5 days of In School Suspension (ISS)
  2. **Second offense:** Student can receive up to 10 days of In School Suspension (ISS)
  3. **Third offense:** Student can receive up to 10 days of Out of School Suspension (OSS)
  4. **Any future referrals** can result in up to 90 days Out of School Suspension (OSS)
2. If any compounds that can be defined by [Board Policy JFCH](#) are found in the device or substances therein, the disciplinary action will fall under the Perry County District School District Board Policy for Student Alcohol/Drug Abuse. These compounds include but *are not limited* to THC, Delta8, Delta9, Delta10, CBD, and kratom.

---

**\*From Policy JFCH:** The Perry County School District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, **unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances** is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

*Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook*



573-547-7500  
Ext. 1341



[www.perryville.k12.mo.us/o/pactc](http://www.perryville.k12.mo.us/o/pactc)



[facebook.com/pcsd32](https://facebook.com/pcsd32)

# PERRYVILLE AREA CAREER & TECHNOLOGY CENTER

2023-24 Family Information



Mr. Dan Hecht  
Director



Mrs. Arlene Breig  
Administrative Assistant



Mrs. Sarah Callier  
Secretary

# Perryville Area Career & Technology Center

**573-547-7500**

<b>INSTRUCTOR</b>	<b>ROOM NO.</b>	<b>CLASS</b>	<b>EXT.</b>
Savannah Akers	Annex C – CC-15A	Agricultural Education	1261
Karla Besand	Annex A – CC-3	Early Childhood Professionals	1298
Arlene Breig	Annex A – CC-1	Administrative Assistant	1342
Sharon Buehler	Annex A – CC-2	Career Skills Instructor	1272
Abigail Burke	Annex C – CC-15B	Agricultural Education	1584
Carl Burr	Annex B – CC-11	Auto Collision Repair	1260
Sarah Callier	Annex A – CC-1	Receptionist	1347
Thomas Canter	Annex B – CC-10	Auto Service Technology	1259
Alissa Ernst	Annex A – CC-8	Graphic Design	1276
Kevin Gegg	Annex B & C	Custodian	
Daniel Hecht	Annex A – CC-1	Career Center Director	1254
Rachael Hodgson	Old Vocational – H108	Digital Media	1278
Beverly Koenig	Annex A – CC-7	Health Occupations	1446
Joel Kurre	Annex C – CC-13	Construction Technology	1282
Lance Menard	Annex C – CC-12	Industrial & Eng. Technology	1279
Mathew Reed	Annex A – CC-4	Computer Maint./Electronics	1574
Leonard Schumer	Annex A	Custodian (Part-time @ CC)	
Sherry Stief	Annex A – CC-1	Counselor/Student Services	1257
Chris Tripp	Annex C – CC-14	Welding Technology	1262

**\*Main Line for Career Center Office – Ext. 1341**

\*Updated 07/20/2023

# Perryville Area Career and Technology Center

## Programs and Instructors

Agriculture Education 1-period/1-year	Ms. Savannah Akers
Agriculture Education 1-period/1-year	Ms. Abigail Burke
Auto Collision Repair 3-period/2-year	Mr. Carl Burr
Automotive Service Technology 3-period/2-year	Mr. Thomas Canter
Computer Maintenance/Electronics 3-period/2-year	Mr. Mathew Reed
Construction Technology 3-period/2-year	Mr. Joel Kurre
Digital Media 3-period/2-year Early Childhood	Ms. Rachael Hodgson
Professionals 3-period/2-year	Ms. Karla Besand
Graphic Design 3-period/2-year	Ms. Alissa Ernst
Health Occupations 3-period/1-year	Ms. Beverly Koenig
Industrial & Engineering Technology 3-period/2-year	Mr. Lance Menard
Welding Technology 3-period/2-year	Mr. Chris Tripp
Embedded Credit* 1-period/2-year	Ms. Sharon Buehler

\*Required participation for all students in 3-period programs.

## Certificate of Completion

A Certificate of Completion will be awarded to each student who successfully completes a 1-year or 2-year program. There is a \$5 print fee for students who request a second certificate copy and any subsequent certificate copies.

## Instructor certification and availability

All instructors teaching career/technical courses are currently or in the process of being certified by the Career & Technical Education Division of the Missouri Department of Elementary and Secondary Education. All instructors and administrative personnel are available to students and prospective students to offer assistance and answer questions.

## Perryville Area Career and Technology Center Philosophy

The Perryville Area Career and Technology Center, located in Perryville, Missouri is available to students from Perryville High School, St. Vincent High School, Meadow Heights High School, Valle Catholic High School, Saxony Lutheran High School and Ste. Genevieve High School; and to adults from Perry, Bollinger, Cape Girardeau, Ste. Genevieve, and surrounding counties.

The Perryville Area Career and Technology Center offers curricula for youths and adults that will help provide individuals with the knowledge and skills necessary to enter the work force and to progress toward becoming productive members of our society.

To accomplish this, we, the faculty of the Perryville Area Career and Technology Center, hold the following beliefs:

1. We believe students should believe in the dignity of work. A pride in craftsmanship and positive attitude toward work may have been key building blocks of our country.
2. We believe students should be knowledgeable about the variety of occupations available. The school will provide leadership and guidance so the student can select an occupation into which he/she can reasonably expect to enter and succeed.
3. We believe the citizens of this community can have an important and positive impact on the programs offered. The advisory councils will provide needed information to help continually update and revise the programs offered so the programs will fulfill the needs of business and industry.
4. We believe the students should have opportunities to participate in extra-curricular activities which provide training in leadership, citizenship, cooperation, and service which are so necessary in our fast changing and complex society.
5. We believe the school has a responsibility to provide placement services to enable students to enter the occupations of training and choice.
6. We believe learning is a life-long process. To provide for continuing education, a wide range of programs are offered for vocational, leisure, and/or personal enrichment.
7. We believe students need well-maintained shops and classrooms, with sufficient modern equipment, in order to stimulate purposeful learning.

8. We believe, for each generation, life becomes more complex. Therefore, we have an obligation to our students and society to continually evaluate, update, and improve our program of study.

### Objectives

The purpose of the Perryville Area Career and Technology Center is to provide a program of studies on a high school and adult level suited to the skills and competencies needed to meet labor market demands. The program is flexible enough to meet the diversity of individual student needs and be representative of the best educational practices of our time.

The most important objectives of the Perryville Area Career and Technology Center are as follows:

1. To offer a variety of instruction commensurate with student capabilities, needs, and desires representative of the needs of business and industry.
2. To evaluate all programs to assure they remain current with the needs of business and industry.
3. To provide continuing programs to meet the needs of the adult population.
4. To instill in students those attitudes, personal qualities, and safe, efficient work habits which business and industry see as desirable in their employees.
5. To utilize the Business Partnerships Council for each Career & Technical Education (CTE) program.
6. To familiarize faculty and advisory council members with the functions and guidelines of the advisory councils.
7. To provide career guidance to help students make realistic career plans.
8. To maintain a placement service available to career students, business, and industry.
9. To develop and maintain one-year and five-year follow-up studies.
10. To provide opportunities for students to participate in leadership training through Career & Technical Student Organizations (CTSO).
11. To publicize the Career & Technology Center and maintain good public relations with the community.
12. To maintain and expand supplementary training programs for students with disabilities or disadvantages.
13. To provide a program of in-service training to keep the faculty up to date on current trends in business and industry.

### Enrollment procedures

To be considered for enrollment in a PACTC block program, students must complete an application with a parent signature indicating parental consent. All applications will be reviewed.

- Students with satisfactory credit completion, discipline record, and attendance record will be given priority for enrollment in all PACTC programs.
- In addition, Grade 11 students will be given priority for all 2-year PACTC block programs, and Grade 12 students will be given priority for all 1-year programs. Additionally, students must obtain instructor approval to enroll in 2nd, 3<sup>rd</sup>, and 4th year Agriculture classes.
- All students accepted into PACTC block programs are required to provide proof of health insurance.
- All students accepted into PACTC block programs are required to pay Skills USA membership fees.
- Year 2 students – Grade 11 students who wish to continue in their respective PACTC block program during Grade 12 must meet the following requirements: 1) 95% attendance record; 2) Grade of “C” or higher; 3) No chronic or disruptive discipline problems; 4) Obtain a recommendation from their PACTC block instructor.

### Student records

Each student enrolled at the PACTC will have records maintained in the PACTC office. Copies of such records are available to students on request. Student records may include, but are not limited to, information pertaining to attendance, conduct, or academic progress. Students should contact their respective high school for an official copy of their transcript.

### Attendance policy

Students cannot progress in school work when they are not in attendance. Students are expected to be present every day. Attendance will be calculated by minutes and/or hours attended. Instructors are asked to evaluate students daily to accurately document quality and quantity of work. Student absences will be neither excused nor unexcused. All students absent five (5) days/ class periods or more during a semester, upon notification by the instructor, will be required to conference with the PACTC Director and the Student Services Coordinator. At this time the student will be placed on attendance probation. Should the student incur additional days/ periods of absences, student will be subject to program termination. Prompt arrival for class is essential. Late arrivals will accumulate in class periods (minutes/hours) of absences.



## Dress Guidelines

The Career Center will issue two PACTC logo shirts that are required to be worn by all 3-period block students for safety, security, and identification purposes. In addition, each program may have specific apparel that is to be worn each day to class (examples: boots, aprons, long pants). The policy for each respective program will be explained by the instructor. Neatness, cleanliness, and modesty are expected in all clothing styles. The Perryville High School Student Handbook and respective sending school student handbooks will be followed regarding dress code and/or disciplinary issues.

## Tobacco/alcohol/drug-free campus

Use and/or possession of all tobacco products (i.e. cigarettes, cigars, pipes, electronic cigarettes and smokeless tobacco), use and/or possession of alcohol and use and/or possession of drugs and drug paraphernalia are prohibited on the grounds and in the buildings and vehicles of the school district. This policy applies to employees of the school district, students and visitors. This policy is in effect 24 hours a day.

## Conduct policy

Students are expected to comply with policies and regulations established by the administration of the PACTC. Each student is expected to accept the responsibility of conducting themselves in the same professional manner required of employees in the occupation for which they are training. This professional conduct will be explained and discussed by the instructor. As stated previously, respective sending school student handbooks will be followed regarding dress code and/or disciplinary issues. The Career Center will issue two Perryville Career & Technology Center logo shirts that are required to be worn by all 3-period block students for safety, security and identification purposes.

Students are expected to conduct themselves in the most appropriate manner. Violation of accepted expectations, rules and regulations will subject the student to reprimand, suspension, or termination depending upon the seriousness of the violation and consideration of the student's record(s). Students are subject to termination for the following actions/situations:

1. Assaultive or aggressive behaviors
2. Illegal use or possession of drugs, alcohol or weapons
3. Being under the influence of illegal drugs or alcohol
4. Insubordination to school authorities - staff and administration
5. Maliciously damaging or destroying school property
6. Failure to comply with established safety policies
7. Conduct regarded as disrespectful, defiant or disruptive to the learning environment
8. Excessive absences and/or tardiness
9. Unlawful activity or actions
10. Excessive discipline or disciplinary referrals
11. A suspension of 5 days or greater may result in termination from PACTC course(s).
12. A suspension of 10 days or greater will result in termination from PACTC course(s).

## Grading Policy

Grading will occur on a daily basis and is maintained through PACTC's School Information System (SIS) program. Students and parents may request an SIS log-in name and password in order to access grades online. Grades are calculated on a numerical basis using the following scale:

- Official grade reports are issued by the school at the end of each quarter (approximately nine weeks each).
- At the end of each quarter (approximately nine weeks), student grades will be reviewed. ● Grades above 70% are considered satisfactory.
- Grades lower than 70% are considered unsatisfactory.
- Students with unsatisfactory grades will be placed on academic probation for the next quarter.
- If grades are satisfactory during the probationary period, then the probation status is removed.
- If grades do not reach satisfactory level during probationary period, the student's enrollment in PACTC program(s) may be terminated.

## Student Parking Policy

Students enrolled in PACTC programs are allowed to utilize the PACTC parking lot and must abide by the following guidelines:

- Vehicle must remain in parking lot for entire school day unless obtaining permission to leave early
- No vehicle traffic is allowed while students are entering or exiting the PACTC
- Vehicles must enter and exit the parking lot in an orderly fashion with no passing or cutting in line.
- Vehicles must abide by all speed limits and traffic signs

- Vehicles must yield to all school bus traffic

Failure to abide by these guidelines will result in loss of PACTC parking privileges:

- 1st offense = No parking at PACTC for 1 month
- 2nd offense = No parking at PACTC for 1 semester
- 3rd offense = No parking at PACTC

*Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook.*



## **A-Z Index of District Policies and Procedures**

Perry County School District 32's Policies and Procedures may be viewed online at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=360&Sch=360>.

Please note that the district's policies are updated throughout the year, and the most recent policy adopted by the board supersedes earlier versions of that policy which may appear in the handbook.

## Administration of Medications to Students

### Definitions

**Authorized Prescriber** – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

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

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

### General

The Perry County School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

### Nurses and Other Personnel

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse (RN). Other district personnel may be required to administer medications to a student as long as they have been appropriately

trained and are supervised by an RN. An appropriately licensed member of the nursing staff will be responsible for:

1. Developing procedures for the training of unlicensed personnel in the administration of medications;
2. Devising protocols for the administration of medications by unlicensed personnel; and
3. Training unlicensed personnel in the administration of medications.

District employees who administer medications must maintain documentation of all medications provided to students and stored on district property.

Nurses and other staff administering medications will take precautions when administering medications and, when necessary, will clarify authorized prescriber orders prior to administering medications.

In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

### Over-the-Counter Medications

The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### Prescription Medications

The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### Medications District Personnel Will Not Administer

Unless required by law to administer a medication to accommodate a disability, nurses who question the necessity of administering a particular medication during the school day may, after consultation with the superintendent or designee, require a written directive by the student's healthcare provider that states why the medication must be administered at school. The district may also refuse to administer any medication for other reasons listed in this policy. The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration.

The district may refuse to administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text unless the district has verified the dosage with the prescriber. Except for the medications that are used only in an emergency situation, the district will not knowingly administer the first dose of any medication. The district expects parents/guardians to administer medications at home or by coming to the school to administer the medications themselves when possible. Staff, students and all other individuals are prohibited from possessing or administering any medication that is illegal pursuant to state or federal law on district grounds, on district transportation or during district activities. The superintendent or designee is authorized to obtain a legal opinion from the district's attorney when there is a question regarding the legality of administering any medication.

### Medical Marijuana and Cannabidiol (CBD) Oil

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

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

### Student Possession and Self-Administration of Medications

The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with this section.

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

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the

district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on their person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law.

The district will not permit students to possess and self-administer medications unless all of the following requirements are met:

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

Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming their own health or the health and safety of others.

### Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or

expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Reference: [MSBA Policy JHCD](#) and [Procedure JHCD AP-1](#)

## Asbestos Management

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to determine the extent of and to develop solutions for any problems schools may have with asbestos.

District 32 facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and rated the condition of the hazard potential of all materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were given to a management planner certified to develop an asbestos management plan. He has developed an asbestos management plan for our facilities which includes:

1. this notification;
2. education and training of our employees;
3. a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials;
4. and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for inspection in the Board of Education Office during regular office hours. The superintendent is the asbestos coordinator, and all inquiries regarding the plan should be directed to him. We have begun implementing the asbestos management plan and are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan to take whatever steps are necessary to ensure your children and our employees have a healthy, safe environment in which to learn and work. During 1984, the EPA reviewed the school's plan and found the school district to be in compliance with the EPA standards. All asbestos locations in all buildings are reinspected every three years and the management plan is updated as required by AHERA. At last inspection, no apparent problems were noted.

Andrew B. Comstock

Superintendent of Schools

Perry County School District 32

326 College St., Perryville, MO 63775

547-547-7500 Ext. 1329

[acomstock@pcsd32.com](mailto:acomstock@pcsd32.com)

## Assessment Plan

Perry County School District 32, in accordance with federal and state law, makes available to all parents/guardians the district's Local Assessment Plan. This plan can be found at <https://www.perryville.k12.mo.us/Domain/791>. Missouri does not allow students to opt out of assessments. Students with special needs will be provided appropriate accommodations in compliance with Individual Education Plans and 504 Plans.

### Primary

The Cognitive Ability Test is given in the spring to all students in Grade 1. The results are analyzed and used for educational planning. Cognitive ability tests assess abilities involved in thinking (e.g., reasoning, perception, memory, verbal and mathematical ability, and problem solving).

### Elementary

The Missouri Assessment Program (MAP) test evaluates the learning process and related activities. The MAP test combines multiple-choice, constructed response and performance-event items to measure student understanding. The MAP test is administered in the spring of the year beginning with Grade 3. Students in Grades 3 and 4 are assessed in English-Language Arts and math. Students in Grade 5 are assessed in English-Language Arts, math, and science. Individual student scores are placed in the student's file.

### Middle School

Students in Grades 6-7 are assessed in English-Language Arts and math. Students in Grade 8 are assessed in English-Language Arts, math, and science. Individual student scores are placed in the student's file.

### High School

High school students will take End Of Course exams in the following areas: Algebra II, Biology, English II, and Government. Students will take the exams at the end of the school year in which they are enrolled in the corresponding class. Scores on End Of Course exams will be used as part of the grade for the class.

Reference: *MSBA Policy IL-1*

## Attendance

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

### Definitions

*Attendance* – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Excused* – An absence from school in which a parent has notified the school as to the reason why the student is absent.

*Verified* – An absence from school in which a parent has provided third-party documentation (e.g., doctor's excuse) as to the reason why the student is absent.

*Unexcused* – An absence in which no reason has been provided to the school as to why the student was absent, or the student has exceeded five excused absences in one semester.

*Tardy* – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Tuancy* – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent.

Tuancy is a type of unexcused absence

### Attendance Standards

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected.
3. Medical appointments.
4. Funeral. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances.

7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused. A total of six or more excused absences in one semester will require verification of absences. The absence will be treated as unexcused if third-party documentation is not provided.

## Consequences for Violations

### Grades K–5

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school by 9:30 a.m. the morning of the absence, the principal or designee will contact the parent by phone or in person.
  - a. The absence will be counted as excused if the parent provides an excuse or documentation as permitted by district policy.
  - b. The absence will be counted as verified if the parent provides third-party documentation as permitted by district policy.
  - c. The absence will be counted as unexcused if the parent does not provide an excuse or documentation as permitted by district policy.
2. When an absence is considered unexcused, the principal will assign the student to academic support. This will be the only way the student will be given the missed assignments. The student will complete the missing assignments in the academic support session.
3. When a student has accumulated three unexcused absences in a semester, the principal will notify the parent or guardian of the student's absence in writing. The principal or designee from the district will arrange an in-home visit or conference. The purpose of this contact/conference would be to determine why the student is not attending school regularly; to examine the student's academic performance; to

communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members and increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

- a. For excessive unexcused absences (4 or more), a referral will be made to the proper authorities.
  - b. Four unexcused absences — Student referral to Juvenile Officer
  - c. Five unexcused absences — Student referral to Juvenile Officer
  - d. Six unexcused absences — Parent referral to Prosecuting Attorney
  - e. Subsequent unexcused absences — Parent referral to Children's Division. The district will contact the Children's Division (CD) or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.
4. More than 6 unexcused absences in a semester will be a factor in determining whether the student may be retained.

When a student has accumulated three total excused absences in any semester, the principal or designee will notify the parent/guardian in writing regarding the student's attendance. The purpose of the letter is to clarify the school's expectations regarding attendance.

When a student has accumulated five total excused absences in a semester, the principal will notify the parent in writing of the student's attendance and will schedule a conference with the parent at a time convenient for the parent. The purpose of this contact/conference would be to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members and increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

Verified absences will not count toward the five excused absences in one semester.

Students are expected to make up assignments from missed classes within the time period established in their student handbook

when their absence is excused or verified. Students who do not complete missed assignments in the required time may be required to attend academic support sessions or receive no credit for those missed assignments. For those absences that are unexcused, students will only be given make up assignments when assigned to academic support sessions as noted above. The timelines established in the appropriate student handbooks for excused and verified absences will begin when the student attends and receives missed assignments in the academic support session. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

### Grades 6–12

The school will implement the same consequences and interventions (outlined above for Grades K-5) for students in grades 6–12. Because students in grades 6–12 are expected to take more responsibility for their actions, students will be included in conferences and interventions.

### Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### Intervention and Engagement Strategies

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee will:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

Building-level administrators and staff will:

3. Post weekly attendance in a prominent place so students and staff can monitor attendance levels. Individual student attendance information will not be publicly posted.
4. Provide recognition in the form of ribbons, book certificates, special recognition or other non-food rewards to students with improved attendance.



5. Assign truant students to detention or in-school suspension rather than out-of-school suspension.
6. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.
7. Provide access to behavioral counseling, including information about community resources.

## Evaluation

Principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations may include, but not be limited to:

1. A summary of which strategies are being implemented.
2. The number of participants.
3. Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.
6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions.

Strategies found to be ineffective will be modified or replaced. The principal will provide evaluation information to the superintendent.

*Reference: MSBA Procedure JED-AP1*

## Bell Schedule

The school day is from 7:49 am to 2:55 pm. Before-school supervision is from 7:25-7:45 am. Students should not arrive earlier than 7:25 am, with the exception of those students participating in co- or extra-curricular activities as required. See your building's specific bell schedule.

## Bullying, Intimidation and Harassment

In order to promote a safe learning environment for all students, the Perry County School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

## General definitions

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

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

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

*Designated Officials* — The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in Policy AC will serve as the district wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti bullying education and training programs. In addition, the anti bullying coordinator will assist in making any relevant reports as required by state and federal law.

## Anti Bullying Coordinators

Stacey Seabaugh  
 Director of Special Services  
 Perry County School District 32  
 326 College St., Perryville, MO 63775  
 547-547-7500 Ext. 1352  
[sseabaugh@pcsd32.com](mailto:sseabaugh@pcsd32.com)

Dr. Fara Jones  
 Superintendent of Schools  
 Perry County School District 32  
 326 College St., Perryville, MO 63775  
 547-547-7500 Ext. 1329  
[fjones\\_pcsd32.com](mailto:fjones_pcsd32.com)

## Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

## Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the

victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

## Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

## Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

## Training and Education

The district's anti bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

[Reference: MSBA Policy JFCF](#)

## Buses/Transportation

Perry County School District 32 operates its own bus system. Riding the school bus is a privilege, not a right.

Residents with questions about the bus routes should contact the Transportation Department at Perry County School District 32. By calling 547-7500, Ext. 1790 or emailing Director Sarah Orf at [sorf@pcsd32.com](mailto:sorf@pcsd32.com).

1. Buses serving District 32 will operate on routes as efficiently as possible. If there are changes to routes, parents will be notified.

2. Buses will leave as soon as possible at the end of the school day. Students must be at the bus parking lot at that time to board the buses.
3. Any student who changes their school district during the school year must notify the Central Office immediately of this change, giving the name and number of the new district and other pertinent data regarding the new place of residence. This is very important. Contact the Central Office at 573-547-7500 Ext. 1328.
4. Any student who changes their place of residence within our district during the school year must first notify their school office to change their address; and then notify the Transportation Department of this change.
5. If you need to know your student's route number,, call the Transportation Department at 573-547-7500 Ext. 1790 for this information.
6. For the safety of the students, if you have a question or concern about your child's bus driver or route, please call the transportation department (don't approach a bus that is on a route).

### Student Expectations While On The Bus

Please discuss the following safety expectations with your student:

- Follow directions given by the bus driver quickly.
- Respectful and kind language towards peers and drivers.
- Students must sit in assigned seat correctly with hands and feet in a safe manner
- Keep the aisle and doorways clear of bodies and objects.
- Appropriate voice level
- Only chromebooks and cell phones with headphones allowed outside of backpack
- Only plain water in a clear container is allowed.

### Bus Procedures

- **Students are not allowed to ride any other bus other than their assigned bus. Each student will be assigned to a single bus route, and may not ride another bus for any reason.**

- It is important that children know the bus expectations for their safety. If a student is suspended from the bus for disciplinary reasons, that suspension excludes them from riding ANY bus during the time of suspension for any reason including riding to and from school.
- The District uses video cameras for safety purposes. Student discipline is recorded and viewed by the District staff when necessary. Because of student privacy issues, video tapes are not viewable by parents or the public. This policy is in effect to protect our total student population.

### At the Bus Stop

1. Always walk to the bus stop, never run. Walk on the sidewalk. If there is no sidewalk, walk on the left facing traffic.
2. Students are expected to be at their designated bus stop five minutes before the bus is scheduled to arrive.
3. While at the bus stop, wait in a safe place away from the road. Do not run and play while waiting.
4. Never speak to strangers at the bus stop and never get into the car with a stranger. Always go straight home and tell your parents if a stranger tries to talk to you or pick you up.
5. Wait for the bus to arrive, watch for red flashing lights and stop sign to be extended, and cross only when all traffic has stopped. Look left, right, and left again before crossing. Do not cross the road at the bus stop until the thumbs up has been given by the driver.

### Exiting the Bus

1. While exiting the bus, move at least 10 feet away so the bus can proceed. Stay away from the bus wheels and watch out for moving cars.
2. Once you get off the bus, go straight home so an adult will know where you are.
3. Only get on and off the bus at your designated stop. If you need to get off the bus somewhere else, you will need to have a signed note from your parent/guardian and approved by the school principal.
4. If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and they may begin moving the bus. Also, if you drop something near the bus, get the bus driver's attention from a safe distance before attempting to pick it up so they will know where you are.

5. Once the red flashing lights and the stop sign have been extended, cross only when all traffic has stopped. Look left, right, and left again before crossing. Do not cross at the bus stop until the thumbs up has been given by the driver.

Riding the school bus is a privilege and not a right. This privilege may be revoked for just cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn. Any damage done to the bus by a student will be the responsibility of the parent(s) or guardian(s) to pay to repair/replace any parts that are damaged. This will be considered a student fee.

[Reference: MSBA Policy JFCC](#)

### Bus Route Cancellations

At times, the district may be forced to cancel a morning and/or afternoon bus route on a normal school day due to lack of bus drivers. All other options are put in place before this occurs, including using substitute drivers and having delayed second routes completed by available drivers. When a bus route must be canceled, the parents of the students on that bus will be notified as soon as possible via the district's automated messaging system using text, phone and email.

### Bus/Transportation Discipline Matrices

On the following two pages you will find the District 32 Bus/Transportation Discipline Matrices. These easy-to-read guides strengthen the school-home relationship by providing clear safety expectations for all students who ride District school buses. The disciplinary action for each safety violation is also clearly defined. Parents/guardians are encouraged to discuss safety expectations with their students throughout the year to help reduce driver distractions to help maintain the safety of students and drivers. two pages outline the district's bus/transportation discipline matrix. This information is provided to facilitate an effective partnership between school and home in the shared effort to keep students and drivers safe while on our buses. There is a guide for students in Grades K-5, and another for Grades 6-12 with age-appropriate behavioral expectations and disciplinary consequences outlined.

# PCSD #32 Primary/Elementary K-5th grade Transportation Matrix

Category	Infraction Code	1st Safety Violation	2nd Safety Violation	3rd Safety Violation	4th Safety Violation	5th Safety Violation	6th Safety Violation	7th Safety Violation
<b>A</b>	<ol style="list-style-type: none"> <li>1. Not Seated Safely/not in the assigned seat.</li> <li>2. Improper crossing</li> <li>3. Obstructing Aisle</li> <li>4. Excessive Noise</li> <li>5. Inappropriate Language/Gestures</li> <li>6. Problem with Peers</li> <li>7. Eating/Drinking</li> <li>8. Taking Pictures/ Video Recording</li> <li>9. Delaying Bus</li> </ol>	<p style="text-align: center;">Verbal Warning</p>          <p style="text-align: center;">Given by Driver</p>	<p style="text-align: center;">Written Warning Phone call to Parents</p>          <p style="text-align: center;">Given by Transportation Admin</p>	<p style="text-align: center;">Conference between Bus Driver and Student, Guided by Building Admin</p>          <p style="text-align: center;">Referral sent Home</p>	<p style="text-align: center;">Minimum 3 day Bus Suspension</p>          <p style="text-align: center;">Given by Building Admin.</p>	<p style="text-align: center;">Minimum 5 day Bus Suspension</p>          <p style="text-align: center;">Given by Building Admin.</p>	<p style="text-align: center;">Minimum 10 day Bus Suspension</p>          <p style="text-align: center;">Parent Conference Required to resume Transportation</p>	<p style="text-align: center;">Referral for Suspension for remainder of the school year.</p>
<b>B</b>	<ol style="list-style-type: none"> <li>1. Refusal to Comply</li> <li>2. Horseplay.</li> <li>3. Throwing objects</li> <li>4. Vandalism (fixable)</li> <li>5. Theft</li> <li>8. Tampering w/ Bus equipment</li> <li>9. Verbal Confrontation</li> <li>10. Danger Zone Violation</li> <li>11. Not sitting in assigned seat</li> <li>12. Unapproved bus stop</li> <li>13. Using any spray on the bus.</li> </ol>	<p style="text-align: center;">Written Warning</p>          <p style="text-align: center;">Given by Transportation Admin</p>	<p style="text-align: center;">Minimum 1 Day Bus Suspension</p>          <p style="text-align: center;">Conference w/ Driver/ Student, Guided by Building Admin</p>          <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Minimum 3 day Bus Suspension</p>          <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Minimum 5 day Bus Suspension</p>          <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Minimum 10 day Bus Suspension</p>          <p style="text-align: center;">Parent Conference required to resume Transportation</p>	<p style="text-align: center;">Referral for Suspension for remainder of the school year.</p>	
<b>C</b>	<ol style="list-style-type: none"> <li>1. Full/Partial Nudity</li> <li>2. Interfering w/ Driver</li> <li>3. Vandalism (Permanent damage) Restitution</li> <li>5. Throwing objects and hitting others</li> <li>6. Laser/Strobe lights</li> <li>7. Sexual Harassment</li> <li>8. Threat to staff/student</li> <li>9. Racial Slur/Comments</li> <li>10. Bullying</li> <li>11. Spitting, biting, pushing, tripping</li> <li>12. Aggressive Behavior.</li> <li>13. Standing while the bus is moving.</li> </ol>	<p style="text-align: center;">Minimum 3 day Bus Suspension</p>          <p style="text-align: center;">Conference between Bus Driver and Student, Guided by Building Admin</p>          <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Minimum 5 day Bus Suspension</p>          <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Minimum 10 day Bus Suspension</p>          <p style="text-align: center;">Parent Conference required to resume Transportation</p>	<p style="text-align: center;">Minimum 15 day Bus Suspension</p>          <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Referral for Suspension for remainder of the school year.</p>		
<b>D</b>	<ol style="list-style-type: none"> <li>1. Alcohol Use or Possession</li> <li>2. Possession of illegal substance</li> <li>3. Intentionally injuring another person (fighting)</li> <li>4. Action leading to bus accident</li> <li>5. Bomb Threat</li> <li>6. Weapons/Prohibited Items (Use or Possession)</li> <li>7. Physically Interfering with Bus driver.</li> </ol>	<p style="text-align: center;">Suspended Pending Administrative review</p>          <p style="text-align: center;">Possible referral for suspension for remainder of year. Report submitted to authorities per state law.</p>						

# PCSD #32 Middle/Secondary 6th-12th grade Transportation Matrix

Category	Infraction Code	1st Safety Violation	2nd Safety Violation	3rd Safety Violation	4th Safety Violation	5th Safety Violation	6th Safety Violation
<b>A</b>	<ol style="list-style-type: none"> <li>1. Not Seated Safely/in assigned seat</li> <li>2. Improper crossing</li> <li>3. Obstructing Aisle</li> <li>4. Excessive Noise</li> <li>5. Inappropriate Language/Gestures</li> <li>6. Problem with Peers</li> <li>7. Eating/Drinking</li> <li>8. Delaying Bus</li> </ol>	<p style="text-align: center;">Written Warning &amp; Parent Phone Call</p> <p style="text-align: center;">Given by Transportation Admin</p>	<p style="text-align: center;">Conference between Bus Driver and Student Guided by Building Admin</p> <p style="text-align: center;">Referral sent home</p>	<p style="text-align: center;">Minimum 3 day Bus Suspension</p> <p style="text-align: center;">Given by Building Admin.</p>	<p style="text-align: center;">Minimum 5 day Bus Suspension</p> <p style="text-align: center;">Given by Building Admin.</p>	<p style="text-align: center;">Minimum 10 day Bus Suspension</p> <p style="text-align: center;">Parent Conference Required to resume Transportation</p>	<p style="text-align: center;">Referral for Suspension of the remainder of the school year.</p>
<b>B</b>	<ol style="list-style-type: none"> <li>1. Refusal to Comply</li> <li>2. Horseplay</li> <li>3. Throwing objects</li> <li>4. Theft</li> <li>5. Tampering w/ Bus equipment</li> <li>6. Verbal Confrontation</li> <li>7. Danger Zone Violation</li> <li>8. Laser/Strobe light</li> <li>9. Unapproved Bus Stop</li> <li>10. Using any Spray on the bus.</li> </ol>	<p style="text-align: center;">Written Warning &amp; Parent Phone Call</p> <p style="text-align: center;">Given by Transportation Admin</p>	<p style="text-align: center;">Conference between Bus Driver and Student Guided by Building Admin.</p> <p style="text-align: center;">Referral Sent Home</p>	<p style="text-align: center;">Minimum 5 day Bus Suspension</p> <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Minimum 10 day Bus Suspension</p> <p style="text-align: center;">Parent Conference Required to resume Transportation</p>	<p style="text-align: center;">Referral for Suspension for remainder of the school year</p>	
<b>C</b>	<ol style="list-style-type: none"> <li>1. Full/Partial Nudity</li> <li>2. Interfering w/ Driver</li> <li>3. Vandalism (any damage to bus) Restitution</li> <li>5. Throwing objects with the intent to hit others</li> <li>6. Laser/Strobe lights causing distraction.</li> <li>7. Sexual Harassment</li> <li>8. Threat to staff/student</li> <li>9. Racial Slur/Comments</li> <li>10. Bullying</li> <li>12. Taking pictures/video recording.</li> <li>13. Spitting, biting, pushing, tripping.</li> <li>14. Standing while bus is moving</li> </ol>	<p style="text-align: center;">Minimum 5 day Bus Suspension</p> <p style="text-align: center;">Given by Building Admin</p> <p style="text-align: center;">Conference between Bus Driver and Student Guided by Building Admin.</p>	<p style="text-align: center;">Minimum 10 day Bus Suspension</p> <p style="text-align: center;">Given by Building Admin</p>	<p style="text-align: center;">Minimum 15 day Bus Suspension</p> <p style="text-align: center;">Parent Conference required to resume Transportation</p>	<p style="text-align: center;">Referral for Suspension for remainder of the school year.</p>		
<b>D</b>	<ol style="list-style-type: none"> <li>1. Alcohol Use or Possession</li> <li>2. Possession of illegal substance</li> <li>3. Intentionally injuring another person (fighting)</li> <li>4. Action leading to bus accident</li> <li>5. Bomb Threat</li> <li>6. Weapons/Prohibited Items (Use or Possession)</li> <li>7. Sexual acts</li> <li>8. Aggressive Behavior</li> <li>9. Tampering with Bus</li> <li>10. Physically interfering w/ driver.</li> </ol>	<p style="text-align: center;">Suspended Pending Administrative review</p> <p style="text-align: center;">Possible referral for suspension for remainder of year. Report submitted to authorities per state law.</p>					

## Inclement Weather Closings/Early Dismissals

In the event of inclement weather than makes bus travel unsafe, Perry County School District 32 may cancel school, dismiss classes early, start late, or implement Emergency Bus Routes. District 32 families will be advised of change to the school day due to inclement weather through the Thrillshare messaging system using the "Emergency" protocol, which will send the message to all contacts in the student's file via text, phone call, and email. This multi-pronged communication protocol ensures that any person responsible for the child that day has accurate information. You may also check the following:

- KFVS-12
- KSGM 980 AM
- KSDK-5
- FOX-2
- KREI 800 AM

## Care of District Property

Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

*Reference: [MSBA Policy JFCB](#)*

## Change of Address/Emergency Contact Information

Parent/Guardian information will be collected electronically for each student at the beginning of the year during Online Registration or when enrolling in District schools. This information is necessary should an emergency arrive and for mailing student reports. Items such as alternate contacts, special arrangements for residence and/or any custody documents will be provided at this time. Should changes occur during the school year to contact information, parents/guardians may change it by logging into Parent Portal and choosing Update Household Information.

*Reference: [MSBA Policy EBBA-AP1](#)*

## Chromebooks

Students are responsible for keeping their Chromebooks charged and in good working order. Damages must be reported to the teacher/office immediately. Chromebook insurance is available for \$25 per school year.

## Communicable Diseases

The Perry County School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

## COVID-19

At the time of publication (August 14, 2023), students and staff are not required to wear masks while at school or school events. Be aware that pandemic guidelines may change; check the District Website at [www.pcsd32.com](http://www.pcsd32.com) for updates.

## Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

## Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

## Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

## Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non bloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

## Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

## Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

## Notification

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

Reference: [MSBA Policy EBB](#)

## Communication and Information Systems Guidelines

### Guidelines for Student and Staff Access and Use

The principal/designee shall oversee the maintenance of communication and information technologies for each school and may establish limits and guidelines on their use. Students and staff shall be trained in their proper use. The policies and guidelines shall be incorporated into the student and faculty handbooks.

Students and staff are authorized to use communication and information technologies in accordance with user obligations and responsibilities as follows:

1. Each user must be logged on to the district's student network (pcsdstudent). Personal account numbers, home addresses, and telephone numbers shall be kept private at all times.
2. System use shall be limited to educational purposes. Commercial and political use of the systems is prohibited. Personal use of the systems shall be kept to a minimum.
3. The systems shall not be used to promote the use of alcohol, drugs or tobacco nor for any activity prohibited by law.
4. Students and staff shall not use the systems to transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political belief.
5. Copyrighted material may not be placed on the system without the permission of the author. Users may download copyrighted material for their own use only.
6. Vandalism will result in the termination of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any attempt to modify, harm or destroy district equipment or materials or the data of any other user.
7. No user shall read the mail or files of the other users. No attempt shall be made to interfere with any other users' abilities to send or receive information, nor shall they attempt to read, delete, copy or modify any other users' information.
8. Users shall immediately report any security problem or misuse of the district communication and information systems to their teacher or principal.



9. Any use to access or download obscene or pornographic materials is prohibited.
10. Any use to access or download files dangerous to the security or integrity of the district network or any third party network is prohibited ("hacking" software).
11. Unauthorized installation of copyrighted software or use of copyrighted printed material is prohibited.
12. A user account shall be used only by the authorized owner of that account. The owner of each account is responsible for all use of that account.
13. Users shall immediately report any violations of policy to the Superintendent or designee.

The Superintendent/designee shall ensure that all employees using any communication or information resources will receive copies of related policies, regulations and guidelines. To ensure compliance, the district may monitor communications through the district's communication and information systems at any time without advance notice or consent. This includes employee and student files, e-mail, voice mail and telephonic communications.

The district reserves the right to monitor the use of the system for improper use.

### Guidelines for Use of Personal Technology Devices by Students and Staff

1. The classroom teacher and building administration may restrict when and how personal devices can be used. There will be times when the use of these devices will not be allowed
2. Students and staff (users) are responsible for appropriate behavior on personal technology devices.
3. Users agree to act in a considerate and responsible manner, use good judgment, show respect for people and property and demonstrate ethical decision-making.
4. Technical support of personal technology devices will be the sole responsibility of the user. District staff will not provide technical support for personal devices.
5. The district will not be responsible or liable for any damage, loss or theft of personal technology devices.
6. Users must report lost or stolen devices to school administrators/staff or School Resource Officer as soon as they are aware of an event occurring.
7. Personal technology devices connected to the district's wireless network will have filtered Internet access. Any attempt to bypass network filtering or altering of the wireless network is prohibited.
8. All users of the district's network, including those using the wireless component through personal

- technology devices, are subject to the provisions and requirements of District Internet Usage Policy.
9. As with district owned computers, there is no expectation of privacy when using personal technology devices connected to the district network. The district reserves the right to monitor, log and review all activity on personal technology devices connected to the district network.
10. If personal technology devices are used inappropriately and/or become a disruption to the learning environment, the device may be confiscated by a building principal or designee.
11. Using a personally owned technology device for illegal or prohibited reasons, to disrupt the educational process, to bully, harass, threaten others, or to endanger the health or safety of any user is forbidden.
12. Students are prohibited from using personally owned technology devices in dressing rooms, locker rooms, bathrooms or other locations that are deemed private in nature by the building administrator.
13. The district provides no guarantee of Internet service and/or quality of service for personal technology devices connected to the district's wireless network.
14. Access to printing devices will not be provided. Students will need to utilize email or personal storage devices to transfer files to district computers for printing.
15. Users are responsible for charging their own devices. There are a limited number of electrical outlets in any given classroom and may only be used with the permission of building staff and connected in a safe manner. Students should charge their technology device(s) before arriving at school.
16. Students who bring in personal technology devices are not required to purchase special applications for use in class.
17. Teachers are encouraged to assign projects that are device neutral using common file formats.
18. Staff downloading email from a district account to a personal device must password protect the personal device to better secure potentially sensitive information.
19. Sensitive data is not to be stored on personal devices. The district reserves the right to remotely wipe this data from personal devices.
20. Consequences may be given to users based on the district's Policies, Regulations and the Policy and Procedure Handbook.

Reference: [MSBA Policy EHB-AP1](#), [GBCC](#), [JG-R1](#)

## Comprehensive School Improvement Plan

The Comprehensive School Improvement Plan outlines the plan for continuous improvement at Perry County School District 32. This 5-year plan (2021-26) was developed by a committee of school staff, parents, students and community members. You can access the CSIP on the district website. Periodic updates to the CSIP may be expected, and all updates will be shared with district stakeholders.

## Concerns and Complaints Regarding Federal Programs

The Perry County School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

### Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.
2. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.
3. If the complainant is not satisfied, he or she may request that the issue be placed on the Board

agenda at the next Board meeting, using the process outlined in Board policy.

4. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.
5. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

## Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE. The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

## Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

[Reference: MSBA Policy KLA](#)

## Conscious Discipline and Restorative Practices

District 32's Comprehensive School Improvement Plan (CSIP, 2-21-26) calls for the district-wide implementation of restorative practices, which has been used for several years in Grades K-5 through Conscious Discipline (CD) practices. CD is based on brain science and provides classroom management strategies to help our develop self-regulation and self-discipline skills. Parents can access free discipline tips at

<https://consciousdiscipline.com/free-resources/discipline-tips/> to get

an idea of what Conscious Discipline “looks like” in the home and at school.

## Crisis Management Plan

Perry County School District 32 has developed a Crisis Management Plan which will be implemented in the event of a crisis. The crisis team will be responsible for directing all activities during a crisis situation. Students will receive training in the proper procedures to follow during an emergency. It is very important that students and their families cooperate and follow the directions of the crisis team. Parents are encouraged to refrain from calling school during an emergency and to watch for updates from the District's automated messaging system.

## COVID-19

Perry County School District 32 has no COVID-19 tracking/masking requirements at the time of publication (August 15, 2023). Be aware that pandemic guidelines may change; check the District Website at [www.pcsd32.com](http://www.pcsd32.com) for updates.

## Deliveries

School offices will not accept outside food or drink deliveries for students, even if delivered by parents, as this can quickly overwhelm office staff and interrupt learning. The office will accept outside deliveries of items such as flowers and balloons as a courtesy. These will be distributed to students at the end of the day. Balloons and glass vases are not allowed on school buses. If a student wishes to bring classroom treats for a birthday or other special celebration, it must be arranged in advance with the teacher, who will inform the school office. Treats should be brought to the office, and staff will deliver at a time when instruction will not be interrupted.

## Directory Information

From time to time, student directory information is published on the Perry County School District 32 Website, Facebook page and other social media, in school and other publications or released to the media to recognize student achievement or depict activities of the District.

Directory information can include but may not be limited to::

- Student's name;
- Student's grade;
- Student's school;
- Student's city of residence;
- Names of student's parents or guardians
- Student's photograph;
- Participation in officially recognized activities or sports;
- Any honors or awards a student receives;
- Student's plans for higher education

Parents who object to the disclosure of their child's directory information should notify BOTH the superintendent of schools and their child's building principal - in writing - on or before September 15 of each school year.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, allows schools to disclose appropriately designated “directory information” without written parental consent, unless the parents have advised the school district to the contrary. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in school publications, on the school Web site or for appropriate release to the media or other outside organizations such as companies that make school rings or publish yearbooks.

Examples include but are not limited to:

- A school playbill, showing child's role in a production;
- School yearbooks;
- Honor roll or other recognition lists
- Graduation programs;
- Sports stories in the local newspaper including photos of athletes and/or team statistics showing weight and height of team members;
- Photos of children in a newsletter or on social media.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations, by law, without a parent's prior consent.

PLEASE NOTE: While the district will honor the request of any parent who has submitted written notification opting their child out of publicity efforts, the district is not responsible for media that covers news happenings, or public sporting events or school events, such as Community Day.

[Reference: MSBA Policy JO-1](#)

## Discipline

See the Appendix for the complete Student Discipline Regulation JG-R1 and consequence charts in the Appendix.

[Reference: MSBA Regulation JG-R1](#)

See “Conscious Discipline/Restorative Discipline” for information on the District’s implementation of restorative discipline practices.

## Discipline of Students With Disabilities

It is the goal of the Perry County School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district’s discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district’s discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district’s legal counsel for legal advice or training on the district’s responsibilities.

[Reference: MSBA Policy JGE](#)

## Dress Code

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the district. (Policy JFCA)

The general atmosphere of a school must be conducive to learning. If a student’s or teacher’s general appearance (including clothing, hair, or piercing) attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student/teacher to make the necessary changes.

1. Shirts must cover shoulders. No bare midriff tops, bathing suits, spaghetti straps, pajamas, tank tops, or undershirts or shirts with cut-out sleeves. No see-through clothing may be worn, and undergarments should not show.\*
2. Pants and shorts must fit at the waist and be size appropriate. Shorts and skirts must be fingertip length or longer. Any tight fitting pants or shorts must have a top long enough to cover the student’s bottom worn over them.\* No tears or holes above fingertip length in jeans and/or pants.
3. All students must wear shoes, boots or other types of footwear. No house-shoes.
4. No chains, spiked or studded jewelry may be worn.
5. No clothing or jewelry displaying or promoting alcohol, sex, controlled substances, obscenities, or the promotions of violence may be worn.
6. Students on or about school property or at any school activity shall not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. A “gang” is defined in this policy as any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the board acts to prohibit the existence of gangs and gang activities.
7. Hair coloring and piercings that are deemed inappropriate or distracting to the teaching and learning environment will not be permitted.
8. Hats, caps, hoods, bandanas, headgear, etc. are not to be worn inside school buildings.
9. An exception is made at Perryville High School, where caps/hats/bandanas may be worn, but hoodies are not allowed to be worn pulled over the head.
10. Approved face coverings (masks) must be worn when directed by staff, as part of the District 32 COVID-19 mitigation plan. As of July 1, 2022 masks are not required for students, staff or visitors to District 32.

\*Students in Grades 5 and below are exempted from the starred guidelines.

Reference: MSBA Policy JFCA

## Dyslexia and Related Disorders

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

Screening results will be provided to the student's parents/guardians and district employees who have a legitimate educational interest.

A screening that indicates the possibility of dyslexia or a related disorder is not a diagnosis and is not sufficient to determine whether the student has a disability, as defined in law, that requires accommodation or special education. However, the district may use the information to provide additional classroom support and collect additional data to determine whether the student may need to be evaluated for special education or other accommodations in the future.

The district will annually offer all teachers a minimum of two hours of in-service training on dyslexia and related disorders. [Reference: MSBA Policy IGAB](#) and [GCL](#)

## Eighth-Grade Recognition

The eighth-grade ceremony is scheduled for May 16, 2024. It will be held at the Perry Park Center at 7:00 p.m. The purpose and focus of this event is an achievement/honors ceremony and not a graduation. A \$30.00 fee will be assessed to cover the ceremony fee, 8th grade conference, transportation to/from practice, and the 8th grade class field trip. Parents may pay this assessed fee at orientation or at any time during the first semester with a deadline for the payment of January 12, 2024. Any student on OSS (Out of School Suspension) will not be allowed to attend. A speaker will be engaged by the faculty and administration to give the keynote speech for/to the class. Certificates of Achievement and Special Honors will be given out to the class members during this ceremony. Another time will be set for classroom awards and recognitions. There is no limit to the number of family members and guests attending the Park Center Ceremony event but respect and an honorable demeanor are expected from all in attendance. Any additional information about this event will be sent as it is determined during the school year.

Student Dress Code for the ceremony is as follows:

- NO blue jeans or jeans of any kind for girls or boys should be worn.
- NO Tuxedos, formal gowns, and/or extravagant dresses. Any dresses should comply with the school dress code (length, no spaghetti straps, etc).

## Electronic Devices

It is important to note that students are not required to bring their own technology devices to school, and many will choose not to bring them. Prior notice will be given by the classroom teacher when technology devices will be allowed for academic use in the classroom. Parents will need to communicate to the teacher if they DO NOT want their child to bring a personal electronic device to school. District 32 provides Chromebooks for student use. There is no requirement for students to purchase special software.

Please Note: Classroom teachers and building administrators have the final say when it comes to the use of devices. If a staff member asks students not to use their technology devices, then students need to follow those directions. As with other learning tools, there will be times when electronic devices will not be allowed. Also, internet access is only available, not guaranteed, for each classroom situation. The use of the district's Internet connection is a privilege, and inappropriate use is subject to serious disciplinary action.

### Technology and the Student Code of Conduct

Students may possess and use personal technology devices at school in accordance with the conditions set below:

- Classroom teachers and building administrators will determine when and how personal technology devices can be used.
- Students are prohibited from using technology devices in dressing rooms, locker rooms or restrooms. Cameras and recording devices may not be used at school or on school buses, unless for an educational purpose approved prior to the use by a classroom teacher or administrator.
- Use or display of these items other than described may result in an administrator/student conference, confiscation of the device, parent conference, loss of use privileges, in-school suspension, out-of-school suspension, and inactivation of the student's District Google account.
- If a personal technology device is confiscated due to student misuse, a parent/guardian may be contacted to pick up the technology device.
- Subsequent offenses may result in increased consequences. School administrators will investigate the reason for use of a technology device by a student to determine if other district policies are also applicable, which could result in an increase in the consequences (Ex. using personal technology devices for the purpose of cheating on a test would also be subject to policies governing academic dishonesty).
- The district will not be responsible or liable for any damage, loss or theft of personal technology devices

## Right to Search

Under the provisions of this policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search privately owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

[Reference: MSBA Policy EHBA](#)

## Emergency Drills

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees when possible. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students who ride the bus at least once per semester with the first drill completed prior to Oct. 31 annually.

[Reference: MSBA Policy EBC-2](#)

## English Learners (EL)

Perry County School District 32 is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the district will provide appropriate programs to address the needs of these students. Students entitled to considerations under the policy include:

- Language Minority (LM) - Students who come from a background where English is not the student's first language, or where the primary language of the home is not English, or both.
- Limited English Proficient (LEP) — Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of EL students are included in the development and implementation of District programs, services and testing that are offered by the District to and for its students.

To ensure that parents/guardians are properly notified of the EL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parent/s guardians if they feel their student may be in need of such services.

[Reference: MSBA Policy IGBH](#)

## Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

See ESSA Complaint Procedures in Appendix.

## Field Trips

The Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in relation to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip.

To this end, teachers and principals will be expected to consider the following factors in the selection of field trips:

- Value of the activity to the particular class group or class groups.
- Relationship of the field trip activity to a particular aspect of classroom instruction.

- Suitability of the activity and distance traveled in terms of the age level of students.
- Mode and availability of transportation.
- Cost of field trip or excursion.

It is the policy of the Board to discourage field trips or excursions requiring extensive travel, overnight lodging, extended absence from school or excessive costs. Approval to plan a field trip or excursion that meets the guidelines of this policy must be secured from the building principal. If the field trip or excursion does not meet the requirements of this policy, approval to plan the trip must be received from the superintendent. The superintendent may refer unusual requests to the Board.

Due to the increased cost of transportation, all field trips should be carefully scrutinized by the administration.

### Student Participation

- Student eligibility to participate in field trips and excursions may be based on discipline history, attendance and academic performance.
- Students are expected to display only those behaviors that they know to be appropriate for the classroom while on the bus, at the destination and any stops.
- All students must ride the bus to the field trip destination.
- All parents of students who are eligible to participate in the field trip shall be notified of the activity, typically in the form of a permission slip. Any student who does not have a signed permission slip will not be permitted to participate.

[Reference: MSBA Policy II CA](#)

### Food Services

The food service program provided by the school district is designed to provide nutritious school meals, snacks and milk to district students in accordance with law. The food service program operates as an integral part of the total school program and contributes to the district's efforts to improve student achievement. The Food Services Department operates by a computerized card system. Parents may add money to student accounts via

<https://www.myschoolbucks.com/ver2/getmain?requestAction=home> or by sending money to the school office using envelopes provided by the office. Funds should be deposited by 8 am to be credited to a student's account that same day. Students in Grades K-8 may only pay by card. Students in Grades 9-12 may use the card or cash. For more information, contact Food Services Director Debbie Baer at 573-547-7500 Ext. 1220 or [dbaer@pcsd32.com](mailto:dbaer@pcsd32.com).

### Free and Reduced Meals

The school district participates in the Free/Reduced Price Program with rules outlined in the National School Lunch Program. Forms to apply for free and reduced meals will be available to every student's family. Interested parents should return this completed form every year if they are to be considered for participation in the Free and Reduced Price Program. A new form must be returned each year, even if the information has not changed from the previous year, unless previously notified of Direct Certification approval. Notification of Direct Certification approval will be sent to each qualifying family the first week of August prior to the start of school.

### Menus and serving times

Menus can be found at [www.perryville.k12.mo.us/menu](http://www.perryville.k12.mo.us/menu). Breakfast is served at all cafeterias from 7:25-7:45 am. Lunch times are generally between 11 am and 12:30 pm.

### Prices 2022-23

Student and adult meal prices for the 2023-24 school year:

	Full Price Breakfast	Full Price Lunch	Reduced Breakfast	Reduced Lunch
Grades k-5	\$1.65	\$3.35	\$.30	\$.40
Grades 6-12	\$1.70	\$3.40	\$.30	\$.40
Adults	\$2.75	\$4.60	n/a	n/a

For additional information, see Unpaid Meal Policy and Procedure.

### Nondiscrimination Statement and Complaint Process

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
 U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410; or  
 fax:  
 (833) 256-1665 or (202) 690-7442; or  
 email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)  
 This institution is an equal opportunity provider..  
[Reference: MSBA Policy EF](#)

## Free And Appropriate Education (FAPE)

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Perry County School District 32 assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Perry County School District 32 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.

Perry County School District 32 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 an 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) .

Perry County School District 32 has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA) . This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA) . This plan may be reviewed Monday – Friday between the hours of 8 a.m. – 4:00 p.m.

This notice will be provided in native languages as appropriate.

Stacey Seabaugh  
 Director of Special Services  
 Perry County School District 32  
 326 College St., Perryville, MO 63775  
 547-547-7500 Ext. 1352  
[sseabaugh@pcsd32.com](mailto:sseabaugh@pcsd32.com)  
[Reference: MSBA Policy IGPA-1](#)

## Gifted Program for Students

The Board of Education is committed to improving student learning opportunities for all students in the district and authorizes a program for meeting the educational needs of identified gifted students in an educational environment beyond that offered in the regular classroom. The Board of Education will make every effort to provide the level of monetary support necessary to sustain the gifted program.

The program will:

1. Provide a minimum of 150 minutes per week of contact time in which gifted program personnel work exclusively with identified gifted students.
2. Include a systematic process for the identification and selection of gifted students at all grade levels. The identification process will include alternative identification plans designed to identify gifted students who are traditionally underidentified and underserved, such as students with language



- differences, cultural differences, special educational needs and those from families living in poverty.
3. Utilize instructional personnel with the appropriate certification for the gifted program services they are providing.
  4. Have class sizes and caseloads in accordance with Missouri Department of Elementary and Secondary Education (DESE) guidelines.
  5. Include activities beyond the level usually provided in regular school programs that particularly contribute toward meeting the identified unmet needs of participating students.

The special services director will serve as the coordinator of gifted education.

[Reference: MSBA Policy IGBB](#)

## Graduation Requirements

The Board of Education for the Perry County School District establishes the following graduation requirements as a condition of receiving a diploma. The superintendent or designee will regularly communicate these requirements to students and parents/guardians and recommend modifications to the Board when necessary.

### Requirements

A student must meet the following requirements in order to graduate from the Perry County School District, unless otherwise exempted.

The student must:

1. Complete a total of 24 credits, including credits required by the State Board of Education.
 

a. Communication Skills	4 units
b. Social Studies	3 units
c. Mathematics	3 units
d. Science	3 units
e. Fine Arts	1 unit
f. Practical Arts	1 unit
g. Physical Education	1 unit
h. Health	0.5 unit
i. Personal Finance	0.5 unit
j. Electives	7 units
Total	24 units
2. Students who cannot complete graduation requirements within 4 years have the opportunity to satisfy those requirements through correspondence courses according to the following guidelines:
  - a. Students may utilize no more than 2 correspondence courses (1 unit of credit) to fulfill graduation requirements prior to their scheduled graduation date.

- Correspondence courses may not be taken to provide for early graduation.
- b. Not student may utilize more than a total of 4 correspondence courses (2 units of credit) at any time to apply toward graduation requirements.
  - c. Correspondence courses may not be taken in lieu of regularly offered courses to enable a student to attend school on a part-time basis.
3. Pass examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (§§ 170.011, .345, RSMo.)
  4. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)
  5. Have earned credit in the Perry County School District's educational program between the ninth and twelfth grades.
  6. Have taken all required end-of-course (EOC) examinations. (DESE Graduation Guidance)
  7. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.)
  8. Pass a proficiency exam in personal finance or earn a one-half credit Personal Finance course.

### Laude System

#### Summa Cum Laude

3.900-4.0 GPA and a  
 Composite score on ACT 27 or Higher or  
 SAT above 1290 or  
 ASVAB above 70 or  
 Platinum status on the ACT Workkeys and  
**Attendance:** Students must meet the attendance requirement of 95%.

#### Magna Cum Laude

3.75-4.0 GPA and a  
 Composite score on ACT 23 or Higher or  
 SAT above 1140 or  
 ASVAB above 60 or  
 Gold status on the ACT Workkeys and

**Attendance:** Students must meet the attendance requirement of 95%.

### Cum Laude

3.600-4.0 GPA and a  
Composite score on ACT 21 or Higher or  
SAT above 1070 or  
ASVAB above 50 or  
Gold status on the ACT Workkeys and

**Attendance:** Students must meet the attendance requirement of 95%.

### Early Graduation

Students who wish to graduate early will be required to meet with a school counselor and submit written notification to the principal. The school counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Perry County School District's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumni for all other activities.

### Graduation Ceremony

Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing with the district, as defined by the district, in order to participate in graduation exercises.

When students complete all graduation requirements, it is an achievement of not only the students, but also the community. The Board will recognize students in a public graduation ceremony that has as its purpose honoring and celebrating the graduates. The superintendent or designee will plan an appropriate ceremony on the date approved by the Board, with input from the students graduating. If appropriate, the district may hold more than one ceremony or recognition celebration.

Unless otherwise stated in this policy, students may only participate in graduation ceremonies if they have successfully completed all graduation requirements or the requirements to receive an alternative diploma or a certificate of attendance in accordance with Board policy. Students seeking to apply credits earned through other accredited schools, as defined in policy IKF, toward graduation requirements must provide the district with verified documentation of the completion of these courses 10 working days prior to the graduation ceremony in order to participate in the ceremony. Any student who has otherwise met all requirements for graduation will be granted a diploma, regardless of whether he or she participates in graduation exercises. A respectful and honorable demeanor is

expected from all in attendance. Students who are suspended may not attend graduation ceremonies.

[Reference: MSBA Policy IKF and IKFA](#)

### Health Screenings

District nurses act as part of the district's diagnostic team. They also conduct health screenings during the regular school year at the primary and elementary that include vision and hearing screenings.

[Reference: MSBA Policy JHC](#)

### Health Services

Perry County School District 32 operates a district-wide student health service program. The health service staff is responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. For some cases, students are given reusable ice packs or ace bandages. These are for school use and must be returned to the health office. If they are lost or not returned, a fee will be charged to the student.

1. To be excused to see the nurse:
  - a. Ask your teacher for an excuse form to go to the nurse.
  - b. Go directly to the office and ask the secretary to sign the form.
  - c. Report to the health office.
  - d. After leaving the health office, report back to the office to have the excuse form signed.
  - e. Take the excuse form to your teacher.
  - f. In an emergency, report to the nurse immediately.
2. To be excused from physical education class because of illness or injury, you will need an excuse from the nurse's office or a signed note from a parent. Take the note to your physical education teacher.
  - a. A doctor's excuse is required if the student is to be excused for an extended period of time. Take the doctor's note to the health office before physical education class.

[Reference: MSBA Policy JHC](#)

## Homeless Students

The Perry County School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

### District Liaison for Homeless Students

The Board designates the following individual to act as the district's liaison for homeless students (homeless liaison):

Stacey Seabaugh

Director of Special Services

326 College Street, Perryville, MO 63775

Phone: 573-547-7500 / Fax: 573-547-8572

The homeless liaison shall designate and train another district employee to serve as the homeless liaison in the absence of the homeless liaison.

[Reference: MSBA Policy IGBCA](#)

## Homework

See your child's building information for homework practices and expectations.

## ID Badges

Students and staff at Perry County School District 32 are required to wear identification badges. ID badges will be made from the pictures taken at the beginning of the school year. The ID badges are produced at no cost to the student, unless replacements are needed. Replacement ID badges are \$5 each.

[Reference: MSBA Policy JO-1](#)

## Immunizations

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law. A student is exempted from obtaining immunizations if the district has on file the completed, original forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the student's health or life or that the student has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent or guardian that immunization of the student violates their religious beliefs. Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series. The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately. The district must report to the Department of Health and Senior Services (DHSS) the name of any parent or guardian who neglects or refuses to permit a non exempted student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

[Reference: MSBA Policy JHCB](#)

## District-Sponsored Preschool, Daycare Centers and Nursery Schools

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

*Reference: MSBA Policy JHCB*

## Inclement Weather

When inclement weather prevents the district from safely operating school bus routes, the superintendent or designee will cancel on-campus learning. This decision will *typically* be announced prior to 6 am of the day in question; however, weather is unpredictable and ever-changing so later announcements may be possible. All “snow days” during the 2020-21 school year will be virtual learning days, therefore no make-up days will be used. All students/parents will be provided with instructions and expectations for virtual learning days at the beginning of the school year. It is recommended that caregivers create a virtual learning day plan ahead of time to avoid last-minute confusion.

## School closing announcements

The district will use its automated messaging system (Phone call, text and email) to inform parents/caregivers of school closings. We use all three methods of contact for school closings to lessen the risk that any student may be left unattended due to the closure. The decision to cancel on-campus learning will *typically* be announced through the automated messaging system prior to 6 am of the day in question; however, weather is unpredictable and ever-changing so later announcements may be possible. In addition to the automated calling system, the district will use the following channels to announce school closures during the 2021-22 school year:

- District 32 Facebook
- KFVS-TV (Cape Girardeau)
- KSDK-TV (St. Louis)
- KSGM Radio 980 AM (Ste. Genevieve)
- KTJJ Radio 98.5FM (Farmington)

## Emergency Routes, delayed starts and early dismissals

The operation of the district transportation department’s emergency bus “Snow Routes” is dependent on a number of factors, including the availability of bus drivers, the conditions of the roads traveled as well as the condition of all school bus turnaround locations, the safety of passenger pick-up and drop-off locations, and the condition of shoulders and sidewalks. If any of these factors are not met, the district will not operate emergency routes.

Delayed school starts and early dismissals are used as last resort at District 32, in consideration of arranging for childcare and transportation of students with little notice. If you would like additional information, please call the District 32 Transportation Office at 573-547-7500 Ext. 1790.

## Instructional Interventions

Perry County School District is strongly committed to creating an environment that promotes high achievement for all students. The Board directs classroom teachers to employ a variety of evidence-based instructional interventions at the classroom level to assist students who may be at risk of falling below grade-level expectations. In addition, the Board requires districtwide compliance with the instructional interventions detailed in this policy, as required by law.

### Reading Improvement Instruction

#### Reading Intervention Plans for Students in Grades K–3

Students enrolling in or currently attending grades K–3 who are reading below grade level or otherwise failing to meet the district's objectives will be provided a reading intervention plan that includes reading improvement instruction designed to assist the student to read at grade level by third grade. All students enrolling who are identified as reading below grade level will receive an individual plan of **reading intervention**. The plan may include individual and group activities, and the parents/guardians may be consulted. Hours of reading improvement instruction that fall outside normal school hours may be counted in the calculation of average daily attendance for state aid.

#### Reading Improvement Plans for Students in Grades 3–6

The district will administer reading assessments and implement reading improvement plans for students in grades three through six in accordance with law. Reading improvement plans will include at least 30 hours of additional reading instruction or practice outside the regular school day.

The district shall establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan in grades three through six.

#### Remediation as a Condition of Promotion

Students identified by the district as failing to master grade-level skills and competencies must remediate those skills and competencies before they are promoted to the next grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what remediation is appropriate. The district may operate remediation programs outside the regular school day, including summer school. Such remediation shall recognize that different students learn differently and shall employ methods designed to

help these students achieve at high levels. The district will pursue all available state or federal aid for such programs.

[Reference: MSBA Policy IGAB](#)

## Kindergarten Recognition

A recognition ceremony is held each May to recognize Perryville Primary Center students who will leave kindergarten to enter first grade. This is not a graduation, but an achievement ceremony. Each participating student will be presented with a Certificate of Achievement, and may be provided special clothing like hats or vests to wear during the ceremony. A respectful and honorable demeanor are expected from all in attendance. Students who are suspended may not attend the ceremony.

[Reference: MSBA Policy IKFB](#)

## Medical Marijuana and Cannabidiol (CBD) Oil

Please see "Administration of Medication to Students."

[Reference: MSBA Policy JHCD](#)

## Parents' Right To Know

Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Perry County School District 32 human resources department to request this information. You have a right to request the following:

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

## Missouri Course Access Program (MOCAP)

Perry County School District 32 will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP). MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the MOCAP website.

### Student Skills Necessary for Success in Virtual Courses

1. Student has demonstrated time-management skills that indicate the student is capable of submitting assignment and completing course requirements without reminders.
2. Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
3. Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
4. Student has the necessary computer or technical skills to succeed in a virtual course.
5. Student has access to technology resources to participate in a virtual course.
6. Consideration of the student's previous success (or struggle) in virtual coursework.

### Notice

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. Students are required to take state-required EOC examinations administered by

the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

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

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

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

## Parent Involvement and Engagement

A Perry County School District Board of Education believes that engaging parents and families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community. For the purposes of this policy, "parent" means a parent, guardian or person acting as a parent in the absence of the parent.

### Missouri Parent and Family Involvement and Engagement Goals

The Board of Education recognizes the importance of both eliminating barriers that impede parent and family involvement and facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district, pursuant to state law and in collaboration with the State Board of Education, education personnel, local associations, and organizations of parents of district students, will develop and implement a policy to facilitate parent and family involvement that shall include the following six goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents and families play an integral role in assisting their children to learn.

4. Promote a safe and open atmosphere for parents and families to visit the schools their children attend, and actively solicit parent and family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

[Reference: MSBA Policy IGBC](#)

## Phone calls for students

The District does not interrupt instructional time for students to take phone calls from parents or guardians. *In an emergency*, the office will take a message for a student from a parent/guardian and have the student return the call at the next break.

## Progress Reports/Parent-Teacher Conferences

The Board of Education, believing that progress is the very foundation of education, recognizes the District's obligation to give periodic reports of a student's progress. The board further recognizes that these reports are a vital form of communication between the schools and the parents/guardians. The board also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance and confidentiality.

A report card depicting the student's progress will be issued at the end of each quarterly grading period. The report will be clear, concise, and accurate and will provide a basis of understanding among teachers, parents/guardians and students for the benefit of the individual student.

Progress reports for students with failing or near-failing grades will be issued mid-quarter.

## Parent-Teacher Conferences

The District will host Parent-Teacher Conferences each semester. The Fall 2020 Parent-Teacher Conference will be held on Thursday, Oct. 20, 2022 and Spring 2021 Parent-Teacher Conference will be held on Thursday, March 16, 2023. Students attend classes each morning until 11:30, and Parent-Teacher Conferences begin at

Parents/guardians will receive information about Parent-Teacher Conferences throughout the school year.

[Reference: MSBA Policy IGBC](#)

## Promotion, Acceleration and Retention of Students

The District is committed to the continuous development of students enrolled in the district's schools and recognizes that the pace at which students develop varies.

When determining whether students should be promoted, accelerated or retained, the district will use all available information, including results of classroom performance assessments, other measures of skill and content mastery, standardized test results and teacher observation of student performance.

The principal will direct and aid teachers in developing student evaluation standards and apply those standards uniformly when making decisions regarding the promotion, acceleration or retention of students. Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

### Promotion

Students will normally progress annually from grade to grade unless, in the judgment of the district's professional staff, it is not in the best educational interest of the student to do so. The final decision to promote a student rests with the school administration.

### Acceleration

The district will assist students in progressing academically in accordance with their capabilities. Acceleration refers to educational strategies that provide opportunities for students to more rapidly achieve their education goals. Effective acceleration matches the level, complexity and pace of the curriculum to the readiness and motivation of the student. Acceleration will not be used as a replacement for gifted education services or programs.

### Retention

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

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

[Reference: MSBA Policy IKE](#)

## Requirement to Release Information to Higher Education and Military Recruiters

All secondary schools are required to release the names, addresses and telephone numbers of secondary school students to representatives of higher education and military recruiters.

Parents/guardians and secondary students who are over age 18 may submit a written request not to release the information without prior written consent of the parent/guardian or student. The written request to withhold this information should be submitted no later than Sept. 1 of the current school year to:

Principal Jeff Steffens  
Perryville High School  
326 College Street  
Perryville, MO 63775 .

*Reference: MSBA Policy KB*

## Section 504 of the Rehabilitation Act of 1973

Perry County School District 32, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

Perry County School District 32 assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

This notice will be provided in native languages as appropriate.

Stacey Seabaugh  
Director of Special Services  
Perry County School District 32  
326 College St., Perryville, MO 63775  
573-547-7500 Ext. 1352  
[sseabaugh@pcsd32.com](mailto:sseabaugh@pcsd32.com)

*Reference: MSBA Policy IGB*

## Sexual Health Instruction

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Instruction in human sexuality must be appropriate to the age of the students receiving such instruction. Students may be separated by gender for human sexuality instruction.

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and



- adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
  6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:
    - a. Consent is a freely given agreement to the conduct at issue by a competent person, and that:
    - b. An expression of lack of consent through words or conduct does not constitute consent.
    - c. Lack of verbal or physical resistance does not constitute consent.
    - d. Submission resulting from the use of force, threat of force or fear does not constitute consent.
    - e. A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
    - f. The manner of dress chosen by a person does not constitute consent.
    - g. Sexual harassment is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.
    - h. Sexual violence is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.
  7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
  8. Teach students about the characteristics of and ways to identify sexual predators.
  9. Teach students safe and responsible Internet use, including the dangers of online sexual predators,

- when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
  11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

[Reference: MSBA Policy IGAEB](#)

## Special Services

### Alternative Student Services

Special education and related services are provided to students who qualify under one or more of thirteen (13) disabling conditions. Specially designed individual education programs are planned for each student by I.E.P. teams. The categories are as follows:

- Intellectual Disability
- Visual Impairments
- Speech/Language
- Other Health Emotional/Behavioral
- Deaf/Blind
- Autism
- Traumatic Brain
- Multiple Handicapped
- Development Delay
- Specific Learning Disabled
- Orthopedic Impairment
- Hearing Impairments

Alternative services are available to students who have disabilities but do not require specific classroom assistance. These services are included through the health office personnel, guidance personnel, and the special services coordinator. Some of the services available are: captioned instructional television, Braille and mobility training, readers for the blind, talking tapes, enlarged print texts, individual teacher aide assistance, student volunteers, wheelchairs, captioned films and a bus with a wheelchair lift. (Section 504 agreement can be completed when appropriate).

## Private School Students

Public school personnel and services will be made available to children with disabilities enrolled in private schools in order to provide the special education and related services required by those children according to law.

## Extended School Year

Extended school year services are available to those handicapped students who meet eligibility requirements in accordance with their IEP. These services may include transportation to and from school. Questions pertaining to special services for handicapped students may be addressed to the Director of Special Services at 547-7500, ext. 1352.

## Homebound Instruction

Homebound teaching is provided for students whose illness necessitates an absence of ten (10) or more consecutive school days.

## Special Education Process

To identify individuals with suspected disabilities, parents or district personnel may make referrals. District documentation of the referral must include:

1. Name and role of individual making the referral
2. The reasons for the referral and descriptions of concerns
3. A statement describing the learning experiences the child has received, especially in reading and math
4. A statement that limited English proficiency is not the primary reason for the referral
5. The date of the referral

Procedural Safeguards must be provided to parents within 1-5 days of the initial referral for a special education evaluation.

The outcome of a parent referral includes a statement determining either that an evaluation is not warranted and provides the parents with a Notice of Action Refused or a determination that an evaluation is warranted and proceeds to the review of existing evaluation data. The review of existing data must be conducted by a group of individuals that include required members of an IEP team and other qualified professionals as appropriate. A review may be conducted without a meeting. This is the beginning of the compliance process. Additional steps will be taken as determined by the IEP team

Parents and staff members who wish to refer a student for special services should begin by making an appointment with the guidance counselor. The guidance counselor will, in turn, convene the necessary personnel to begin the review process.

[Reference: MSBA Policy IGB, IGB-AP1](#)

## Student Health Insurance

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier.

## Required for athletes

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

## MO HealthNet for Kids

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

[Reference: MSBA Policy JHA](#)

## Student Records

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

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and

protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

## Health Information

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

## Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

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

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

[Reference: MSBA Policy JO-1](#)

## Students In Foster Care

The Perry County School District recognizes that students in foster care face unusual educational challenges. The purpose of this policy is to provide foster care students with educational stability and remove barriers to, and provide opportunities for, academic excellence for foster care students. In order to achieve this purpose, the district will work collaboratively with the Missouri Department of Elementary and Secondary Education (DESE) and the Children's Division (CD) of the Missouri Department of Social Services. Liaison/Point of Contact

The district designates the following individual as the liaison for foster care students:

Stacey Seabaugh

Director of Special Services

326 College Street, Perryville, MO 63775

Phone: 573-547-7500 Ext. 1352 / Fax: 573-547-8572

[sseabaugh@pcsd32.com](mailto:sseabaugh@pcsd32.com)

The liaison will provide assistance regarding all aspects of the enrollment, placement, transfer and withdrawal of children in foster care and serve as the point of contact for DESE and the CD. The liaison will also work with DESE and the CD to implement the district's complaint resolution process.

[Reference: MSBA Policy IGBE-1](#)

## Teaching about Drugs, Alcohol, and Tobacco

The Board of Education believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and direction of programs to alleviate the problems of drug abuse.

Therefore, the school district will abide by the following:

Establish and maintain a realistic, meaningful drug, alcohol and tobacco education program that will be incorporated into the total educational program.

Establish and maintain an ongoing professional development program for school personnel in the areas of drug, alcohol and tobacco use.

Cooperate with government and private agencies offering services related to drug, alcohol and tobacco problems.

Encourage and support activities that will develop a positive peer influence in the area of drugs, alcohol and tobacco.

Create a climate whereby students may seek and receive counseling about drugs, alcohol and tobacco and related problems without fear of reprisal.

Follow federal mandates concerning drug, alcohol and tobacco education.

[Reference: MSBA Policy IGAEA](#) and [IGAEA AP-1](#)

## Technology Usage

### Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable

contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

## Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

## External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

## General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.

4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes

it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.

14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will district technology or software be removed from district premises, unless authorized by the district.
16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

### Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### Online Safety and Confidentiality

Curricular or non curricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

### Electronic Mail and Messaging

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass email or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

### Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

## Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the student's purpose, age, maturity and level of supervision involved.

[Reference: MSBA Policy EHB-AP1](#)

## Title 1

In order to meet its goals of providing appropriate educational opportunities for all students in the school district, the Board shall participate in the federal Title I Program.

The district will encourage Title I parents to be involved in supporting the education of their children in the following ways:

1. Communicate with parents regarding Title I programs and curriculum, how their children were selected for Title I, how their progress will be measured, how much progress they are expected to make during the school year, and how their performance compares to that of their schoolmates.
2. Provide an orientation meeting for parents each school year before the end of the first quarter.
3. Provide parents with the results of the annual review of our Title I program. This review is to include the individual school performance profiles.
4. Provide timely notification to parents, in written communication of relevant Title I information. Also timely notification will be provided regarding Title I meetings and workshops.
5. Offer professional development opportunities for teachers on increasing their effectiveness in teaching all students eligible for Title I services and on addressing the needs of Title I parents.
6. Offer workshops for parents on how to help assist in the instruction of their children.
7. Send data regarding year-end Title I program evaluation results to all parents.
8. Invite parents to and include parents in Title I program review team meetings.
9. Notify parents regarding the professional qualifications of their student's classroom teachers.

In addition, Title I teachers will provide parents with quarterly written reports on the progress of their children so that parents can know the extent to which they are learning. Teachers will be available for individual conferences at the regularly scheduled District Parent/Teacher Conference dates and at other times by appointment through each building office. Meeting times will take

into account the need to accommodate a variety of parent work schedules. Through these reports and conferences, Title I teachers will provide parents with the results of evaluations of student progress. These evaluations will include, but will not be limited to, assessment results, measurements of assignments turned in, assignments completed, student attitudes and student behavior.

Each Title I school will:

1. Design and sponsor activities to address the needs of children which are unmet due to the absence of one parent.
2. Design types of parent involvement that do not involve being at school, such as helping teachers by assembling materials at home for use in classroom activities.
3. Offer opportunities and materials for parents to participate in classroom activities.

[Reference: MSBA Board Policy IGAB](#)

## Transfer or Withdrawal from District

When a student leaves Perry County School District 32 and a request for records has been received from another school, a transfer form is completed and signed by the homeroom teacher and the building principal. One copy of the form is sent to the requesting school, along with the report card and discipline report; the other is kept in the students' permanent record. All fees and fines must be paid and all materials (books, Chromebook, etc) must be returned before records are sent. In compliance with federal legislation pertaining to the Family Education Rights And Privacy Act of 1974, the district has adopted a form to be completed for the release or examination of all school records.

## Trauma-Informed District

In compliance with Missouri law, Perry County School District 32 is making district parents aware of a website that outlines the Department of Elementary and Secondary Education (DESE) Trauma-Informed Schools Initiative.

The website is [motraumaschools.com](http://motraumaschools.com).

If you have any further questions about this initiative at District 32 schools, please contact Assistant Superintendent Jeanie White at [jwhite@pcsd32.com](mailto:jwhite@pcsd32.com).

## Unpaid Meal Policy and Procedure

It is our mission at the Perry County School District to provide nutritious, balanced and affordable breakfasts and lunches to every

student. We know that a healthy body supports a healthy mind, and we want our children to learn and grow to the best of their abilities. The Perry County School District participates in the National School Lunch Program, which is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946. Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

## Notice

At the beginning of each school year, a copy of the district's unpaid meal procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

## Students

1. Students in Pre-K–Grade 8 who pay full price may not go more than \$9.00 negative in their lunch account. Students who pay a reduced price may not go more than \$2.00 negative in their lunch account. Students in Grades 9–12 are not allowed to carry a negative balance in their lunch account.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

## Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated the negative balance outlined above and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be given to the student by the cashier and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

## Interventions

After a student accumulates the negative balance outlined above, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

## Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to

providing notification of outstanding balances by other means.

3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

## Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

## Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

## Free and Reduced Lunch Program

We encourage all Perry County School District families to complete and return the Free and Reduced Lunch Program application each year at <https://www.perryville.k12.mo.us/domain/35>. These applications are confidential. The Perry County School District qualifies for additional funding and programs when participation in the Free and Reduced Lunch program increases. Children may

qualify for participation if the family meets income guidelines; automatic enrollment occurs for families receiving SNAP (food stamps) or TANF benefits and homeless, migrant and runaway children. For more information, contact 573-547-7500, ext. 1328.

## USDA Non-Discrimination Statement

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

[Reference: MSBA Policy EF-AP1](#)

## Virtual Courses

Students may have the option of enrolling in a district-sponsored virtual course if it is determined that this is in the best educational interest of the student. The principal or designee will educate the student and the student's parents/guardians about how virtual instruction is provided and the key differences between virtual and in-person instruction. The principal or designee will discuss the virtual course options available to the student, determine which course or courses interest the student and how the course or courses will assist the student in meeting his or her academic and personal goals.



The student and parents must contact the principal to request a review of their current educational situation. A meeting will be scheduled to discuss the student's educational and career goals as well as extenuating circumstances necessitating this request. PCSD utilizes the Edgenuity online suite of courses for the virtual instructional needs of the district.

If district staff determine that it is not in the best educational interest of a student to take a virtual course, that decision will be documented in writing and provided to the student and the parents/guardians.

[Reference: MSBA Policy IGCD-AP1](#)

## Visitors

We welcome parents/guardians to visit our buildings. Individuals with legitimate business are always welcome at school. Please respect the following guidelines for security purposes as well as instructional time:

1. You must present a valid photo ID at the school office, which will be entered into the Raptor Visitor Management System. Once approved, you will be issued a dated photo visitor's badge that must be worn throughout your visit.
2. In general, visitors to district property are not allowed to speak directly with students unless it is part of the district's education program or a parent/guardian has given permission.
3. The district understands that parents/guardians sometimes need to briefly communicate with a student during the school day or during a school activity and will accommodate such communications when possible. However, the district refuses to mediate visitation and custody disputes among parents/guardians and other relatives or accommodate visits that the district determines could be distracting to a student. The district discourages parents/guardians, grandparents and other relatives from visiting students during school hours or school activities.
4. The superintendent or designee has the discretion to prohibit a parent/guardian or other relative from, for example, eating lunch with a student, attending class parties or field trips or pulling a student out of class if such a visit could interfere with the education program or be disruptive; if one of the parents/guardians objects; if there is a current dispute regarding custody or visitation of the student; or if district employees are uncertain as to whether a person may legally have contact with a student.
5. Parental involvement with school activities is encouraged, and the district provides opportunities

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

6. Visitation by preschool children and/or children from other schools will be discouraged.
7. Any parent or family member who walks a student into the building must enter through the main entrance. You must obtain a Raptor visitor's badge to proceed further than the lobby.

## Weapons In School

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis

upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

*Reference: MSBA Policy JFCJ*

## Website Accessibility

It is the goal of Perry County School District 32 that all information on our website be accessible to individuals with visual, hearing, motor or cognitive disabilities. Good faith efforts have been made to ensure that our site complies with the Web Content Accessibility Guidelines (WCAG) 2.0, set forth by the World Wide Web Consortium (W3C) to the best of our technical ability.

The majority of pages in our site are available in HTML format that can be deciphered by assistive technologies. Some documents are in Adobe PDF format, which require Adobe Acrobat Reader to view. These documents have been formatted to easily tab through headings. If you do not already have Adobe Acrobat Reader on your computer, you can download it at no cost at

<https://get.adobe.com/reader/>. Some features on this site may require the Adobe Flash Player to view. If you do not already have Adobe Flash Player on your computer, you can download it at no cost at <https://get.adobe.com/flashplayer/>.

If you are unable to access any pages or documents in our site, please email Kate Martin at [kmartin@pcsd32.com](mailto:kmartin@pcsd32.com) with detailed information on the location of the page or document you were attempting to access. Be sure to provide us with your name and contact information so that we may provide you with the information in another format. We want you to have the information you need about our schools.

Please note that some pages on our website contain links to third-party sites, which are not within our control and may not comply with accessibility standards. The district is not necessarily responsible for the content or accessibility of third-party sites.

*Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook.*

# APPENDIX

**Regulation JG-R1: STUDENT DISCIPLINE**

**Status:** ADOPTED

**Original Adopted Date:** 06/27/2018 | **Last Revised Date:** 04/13/2022 | **Last Reviewed Date:** 04/13/2022

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

## Reporting to Law Enforcement

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

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

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

## Documentation in Student's Discipline Record

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

## Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

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

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

## Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

## Prohibited Conduct

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

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

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

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

**Aggressive Behavior/Language** – Use of aggressive body movements and/or language that could result in more serious behaviors, including pushing, shoving and name-calling. Refer to policy JGF.

*First Offense:* Principal/student conference, parent conference, detention, or in-school suspension.

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

### **Alcohol (see board policies JFCH and JHCD)**

Attending school or a school activity under the influence of or soon after consuming alcohol.

*First Offense:* Parent conference, in-school suspension, or 1-180 day out-of-school suspension.

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

Possession or use of alcohol at school or a school activity. Sale or transfer. Refer to policy JFCH.

*First Offense:* Parent conference, in-school suspension, or 1-180 day out-of-school suspension.

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

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

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

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

### **Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another

person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

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

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

*First Offense:* 10-180 days out-of-school suspension or expulsion.

*Subsequent Offense:* Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking; failure to move vehicle at the request of school officials; driving, riding, or sitting in a vehicle during the school day without permission; failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

*First Offense:* Principal/student conference, suspension or revocation of parking privileges, detention, or in-school suspension.

*Subsequent Offense:* Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

*First Offense:* Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

**Bus or Transportation Misconduct (see board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

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

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

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

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

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

**Drugs (see board policies JFCH and JHCD)**

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

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

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

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

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

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

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

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

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

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

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

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

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

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

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

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

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

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms,

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

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

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

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

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

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

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

**Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

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

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

*Any Offense:* 10-180 days out-of-school suspension or expulsion.

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

*First Offense:* In-school suspension, removal from extracurricular activities, or 1-180 days out-of-school suspension.

*Subsequent Offense:* 1-180 days out-of-school suspension, removal from extracurricular activities, or expulsion.

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



*First Offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

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

*First Offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

**Public Display of Affection** – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

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

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

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

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

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

**Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)**

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

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

*First Offense:* Confiscation, principal/student conference, detention, or in-school suspension.

*Subsequent Offense:* Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

4. Use of audio or visual recording equipment in violation of board policy KKB.

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

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

**Theft** – Theft, attempted theft or knowing possession of stolen property.

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

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

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

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

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

### **Tobacco**

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

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

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

2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

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

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

**Truancy or Tardiness (see board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

*Subsequent Offense:* Parent conference, detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

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

**Vandalism (see board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

**Weapons (see board policy JFCJ)**

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.

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

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

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

*First Offense:* One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.

*Subsequent Offense:* Expulsion.

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

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

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

**Search the index for this section and the cross references to identify related policies, administrative procedures and forms.**

---

**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<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

## 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?

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

The following activities will occur in the investigation:

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, teachers, 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.

**DIDN'T LOSE  
THE BEAT  
FOR A SECOND.**

# **HELP THEM FIGHT FLU**

**SO THEY CAN DO  
WHAT THEY DO.**

Every year flu puts thousands of children in the hospital. But not Jessica. Her flu vaccine gave her extra protection to fight flu.



**TALK TO THEIR DOCTOR ABOUT  
GETTING THEM A FLU VACCINE.**

**#FIGHT FLU**

