

# **Puxico High School**

## **2023-2024**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_ PHONE \_\_\_\_\_

**2023-24 CODE OF CONDUCT**

I have reviewed, understand and had the opportunity to ask questions about the information contained in the 2023-24 Student Code of Conduct found in the student handbook. This form should be returned to the high school office no later than the first Monday of full attendance.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PARENT PORTAL**

I wish to participate in the Parent Portal program for my child(ren).

Please list all children that attend Puxico Schools. (Please print)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

**USE OF STUDENT LOCKERS**

Student lockers are provided for the students for the necessary school items. Abuse of the use of the locker or its immediate area may result in loss of privileges. I acknowledge and understand the following:

1. Student lockers are the property of the school district.
2. Student lockers remain at all times under the control of the school district.
3. I am expected to assume full responsibility for my school locker.
4. Storing edible items or drinks in lockers is prohibited.
5. Lockers are intended for school related items.
6. I understand I am not allowed to use adhesives of any kind on the inside or outside of the locker.
7. I am expected to use the lock provided on the locker; I agree that I will not jam the lock to make it inoperable.
8. The school district retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Locker Number

## STUDENT/PARENT COMPUTER NETWORK/INTERNET AUTHORIZATION

### STUDENT:

I realize the importance of using computer networks and the Internet in a responsible manner. I understand that use of the networks and the Internet is a privilege, not a right and such use is intended for educational purposes only. I understand that failure to follow the rules may result in the loss of the privilege and may result in serious disciplinary, financial, and/or legal consequences. Further guidance is located on pages 11-13 of the student handbook. **I understand that my computer files and network, as well as Internet activities, may be monitored and are not private.**

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### PARENT and/or GUARDIAN:

I understand that computer networks and Internet access are designed for educational purposes only and the use of such is a privilege, not a right. I understand that failure to follow the rules may result in the loss of privileges and may result in serious disciplinary, financial, and/or legal consequences. Further guidance is located on pages 11-13 of the student handbook. **I understand that my child's computer files and network, as well as Internet activities, may be monitored and are not private.**

### Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. ***Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.***

I hereby release the district, its personnel, and MOREnet from any and all claims and damages arising from my child's use of, or inability to use, the district's computer networks and Internet access.

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Puxico High School 2023-24

## **MISSION STATEMENT**

Each Student, Each Day

## **VISION STATEMENT**

Puxico R-VIII School District is committed to developing educational, civic, and creative opportunities for each student each day. Stronger Community, Brighter Tomorrow.

## **BELIEF**

We believe that:

All students are unique individuals, capable of learning at high levels, and responsible for their own learning.

All students can learn when provided with a caring, encouraging environment.

All students should be provided with a rigorous curriculum aligned with state standards, which maximizes each student's learning and potential.

All adults are responsible for guiding and motivating students.

Education is the shared responsibility of the student, the staff, the parents, and the community.

Teachers and parents provide the basis for student achievement.

## **ADMINISTRATOR'S MESSAGE**

This handbook has been prepared to provide parents and students information about the educational program, procedures, expectations, and other pertinent information regarding the day-to-day operation of the school. It covers several topics of interest but is not intended to be exhaustive in nature. It has been compiled in light of current legislation, litigation, district policy, and practice. Should questions arise which are not covered in this handbook, you are encouraged to phone the school office.

The Puxico Staff has appreciated the cooperation received from parents for many years. It is our wish to continue to maintain positive parent-teacher-student relations, which will promote the educational, physical, and social development of our youth into contributing, successful, well-adjusted adults.

## **CONCERNS/QUESTIONS**

Throughout the school year if you have any questions or concerns please feel free to contact or notify the school staff. If the nature of the concern requires it to be reported anonymously, please call the school or place a note in the lunch money receivable box in the office. Threats, bullying or other issues should be reported. You may contact the principal or the counselor at (573) 222-3175.

## **EQUAL OPPORTUNITY**

The Puxico R-VIII School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex or handicap in the administration of its policies, admission policies, scholarship program, athletic program or other school administered programs. Should you have a question concerning these issues, contact Ms. Cindy Crabb, Superintendent of Schools, 481 North Bedford Street, Puxico, MO 63960.

## **NOTICE OF NONDISCRIMINATION**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Puxico School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Puxico School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact Section 504 Coordinator, Bobbie Wood (573-222-3542) or Title IX Coordinator Gretchen Hill (573-222-3175 or by email at [TitleIXCoordinator@puxico.k12.mo.us](mailto:TitleIXCoordinator@puxico.k12.mo.us)) who have been designated to coordinate Puxico School District's efforts to comply with the regulations implementing Section 504 and Title IX.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Puxico School District's compliance with the regulations implementing Title IX or Section 504.

Cindy Crabb  
Superintendent  
Puxico School District  
481 N. Bedford  
Puxico, MO 63960

## Local Contact Information:

<b>Superintendent, Cindy Crabb</b>	<b>573-222-3762</b>
<b>Elementary Principal, Tammy Thompson</b>	<b>573-222-3542</b>
<b>Elementary Counselor, Paige Mays</b>	<b>573-222-3542</b>
<b>Junior High Principal, Todd Jenkins</b>	<b>573-222-3058</b>
<b>Junior High Counselor, Lynsee Moon</b>	<b>573-222-3058</b>
<b>High School Principal, Jordan Ellsworth</b>	<b>573-222-3175</b>
<b>High School Counselor, Ashley Woolard</b>	<b>573-222-3175</b>
<b>Director of Special Services, Tracy Robison</b>	<b>573-222-3107</b>
<b>A+ Coordinator, Ashley Woolard</b>	<b>573-222-3058</b>
<b>Homeless Coordinator, Jordan Ellsworth</b>	<b>573-222-3175</b>
<b>Instructional Coach, Erin Armstrong</b>	<b>573-222-3542</b>
<b>Title IX Coordinator, Jordan Ellsworth</b>	<b>573-222-3175</b>
<b>DFS and Foster Care Liaison, Paige Mays</b>	<b>573-222-3542</b>
<b>School Nurse, Jessica Benson</b>	<b>573-222-3542</b>
<b>504 Coordinator, Paige Mays</b>	<b>573-222-3542</b>

### PUBLIC NOTICE

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

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

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

The Puxico R-VIII Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Education Administrative Office during school hours.

This notice will be provided in native languages as appropriate.

### **504 PUBLIC NOTICE**

The Puxico R-VIII School District, 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.

The Puxico R-VIII School District 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.

The Puxico R-VIII School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed by contacting Megan Brown at (573) 222-3058 to set up an appointment.

This notice will be provided in native languages as appropriate.

## **Missouri Department of Elementary & Secondary Education Every Student Succeeds Act Of 2015**

Dear Parent or Guardian

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

Upon your request, Puxico R-VIII School District is required to provide to you in a timely manner, the following information:

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

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

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

Any person having inquiries is directed to contact the Federal Programs Director.

481 N. Bedford, Puxico, MO 63960; (573) 222-3175.

Cindy K. Crabb  
Superintendent

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

**General Information**

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

**1. What is a complaint under ESSA?**

For these purposes, a complaint is an 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 locally developed and adopted Procedures.

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

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

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

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

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

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

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, and/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 private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

## **Notification of Rights**

**Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

☐ **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (Protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

☐ *Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

☐ *Inspect, upon request and before administration or use-*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Puxico R-VIII School District has developed and adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Puxico R-VIII School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Puxico R-VIII School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Puxico R-VIII School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

☐ Collection, disclosure, or use of personal information for marketing, sales or other distribution.

☐ Administration of any protected information survey not funded in whole or in part by ED.

☐ Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **Asbestos Hazard Emergency Response Act (AHERA)**

Dear Parents and Employee:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519). The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos managements plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Puxico R-VIII School District conducted a complete inspection of its facilities in 2000, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and is conducted as required. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.



## COMMUNICATION SYSTEMS

Dear Parents,

Puxico School District utilizes the Apptegy Parent Notification System for making mass phone calls and sending text notifications to parents.

Please note the following regarding Apptegy procedures:

- Apptegy will be used to keep you as informed as possible.
- The Puxico School District Facebook page (<https://m.facebook.com/PuxicoIndians>), and the Puxico School District webpage, [www.Puxico.k12.mo.us](http://www.Puxico.k12.mo.us), will also be used.
- The primary parent numbers in the student information system will be called. Information must be current in order for Apptegy to work.
- When the phone rings and is answered, the message is triggered by someone saying something like “hello”. By saying “hello,” the system will begin to play the message.
- If you miss the call, it will leave a message if your voicemail is activated and working. Please listen to the message instead of dialing the number back. If the message is unclear, please check our app, website, your text message, Twitter and/or Facebook page for more information.
- You may receive a message that doesn’t pertain directly to you. For example, we may need to notify bus students of route issues but have to send to all students of a particular school.
- The system will not call extensions so if you have a phone number listed in Student Information Systems with an extension, you may not receive the call.
- Please make sure your information in our school data base is up-to-date so you can get the correct notifications. If you have a change in your address or phone number, send it in writing to the building office where you child is enrolled.

Sincerely,

Cindy Crabb  
Superintendent

### **Don't miss any updates from Puxico RVIII!**

**Follow these steps when downloading the mobile app:**

1. Search **'Puxico R-VIII School District'** in your phone's app store and download the app
2. Select **'ALLOW'** when prompted on initial download to ensure you receive notifications
3. Open the Puxico RVIII app, and navigate to the left-side menu for **'SETTINGS'**
4. Ensure your settings are turned on and your school is selected



## CODE OF CONDUCT

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school, which is conducive to the learning process. While there are many factors which effect the learning environment, perhaps of most concern is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response. Parents, school, and students must all work together for effective learning.

The Board of Education has adopted a Code of Student Conduct. A summary of this policy is available on the district website ([www.puxico.k12.mo.us](http://www.puxico.k12.mo.us)). Additional copies are available from the school. **Students and parents are encouraged to become familiar with the Code of Student Conduct. PARENTS/GUARDIANS MUST RETURN THE INCLUDED FORM TO THE OFFICE VERIFYING RECEIPT OF THE CODE OF CONDUCT. Parents that do not want their students paddled nor placed in ISS (in-school suspension/time-out room) must notify the principal.**

### **CONFLICTS**

If a student/parent cannot resolve a problem with a teacher or the administration, a hearing with the Board of Education may be requested.

### **EMERGENCY FORMS**

No student may participate in any school activity or ride a bus to a school activity unless an emergency form is on file in the Student Health Office.

### **EMERGENCY PLANS**

#### **Emergency Plan - Fire**

##### **Warning System:**

Each principal will be responsible for testing fire alarms frequently. A backup alarm will be provided in case the fire alarm fails. For drill purposes, the actual fire alarm will sound.

##### **Drill Procedures:**

1. Building is to be evacuated immediately upon hearing fire alarm or intercom.
2. Appoint student leaders in advance to lead lines.
3. All books, personal items, etc., should be left behind.
4. In a quick and orderly fashion, students are to walk quietly out of the assigned exit.
5. No talking will be allowed in order to ensure everyone hears the instructions.
6. Office staff will exit with emergency contact information and absentee lists.
7. Teachers should be last to leave the room. They will close the windows and the door. **Lights should be left ON** for ease of scanning a vacant room. Teachers will take class roll book when they leave.
8. After students have assembled outside the building in the designated area, teachers will take roll and report to the principal or his/her designee students who are present and students who are missing.
9. An area for assembling after evacuation is designated for each class. This area should be far enough from the building to ensure safety from fire, smoke, and explosion. Teachers will see that students remain in this area until further instructions are given.
10. Do not allow any person to return to the building for any reason.

#### **Emergency Plan - Tornado**

##### **Warning System:**

Each principal will be responsible for testing severe weather alarms frequently. In addition, a backup alarm will be provided in case the initial alarm fails. The signal will be a long, continuous bell.

##### **Drill Procedures:**

In case of a tornado alert, a quiet and orderly evacuation is the primary objective. A student leader in each class should be assigned to lead the students in a single file to the pre-destined area. Teachers will take roll book and leave the room last. Office staff should take emergency contact information and absentee list during evacuation. Students should walk to the FEMA building in a quiet, orderly fashion. Once inside the FEMA building students should stay quiet and calm. If time does not permit evacuation from the classroom, get into the safest area of the classroom, which is inside wall farthest away from doors or windows. Drills are held periodically.

#### **Emergency Plan – Earthquake**

##### **Warning System:**

An earthquake strikes without warning. For drill purposes the signal will be an announcement over the intercom with instructions. Students should “drop, tuck, and cover.”

##### **Drill Procedures:**

Squat down, covering head with hands and arms. If indoors, take cover under heavy desks or tables, in doorways, or against inside walls. If the table or desk moves, hold on to the legs and move with it. An attempt should be made to move away from glass and falling objects. When an earthquake is over, the principal will give a signal for evacuation of the building, using the fire drill evacuation procedure. Students will stay with their class and teacher. Teachers will take grade book and, once outside, take attendance.

In a true emergency, please know we will do our best to protect all children until parents can get here. **PARENTS MUST SIGN FOR CHILDREN THEY PICK-UP IN EMERGENCIES AS ALL STUDENTS MUST BE ACCOUNTED FOR.** Students may be relocated to an area away from the school when necessary. Please contact the elementary secretary at 573-222-3542, junior high secretary at 573-222-3058, or the senior high school secretary at 573-222-3175 to find out where your child will be located. This will be the procedure for all emergency/crisis situations when relocation is necessary.

### **EMERGENCY PROCEDURES FOR INCLEMENT WEATHER**

If weather conditions arise during the school day that may make the roads hazardous, early dismissal will be made. **KFVS-TV** in Cape Girardeau, **Zimmer Radio Group** in Poplar Bluff, and radio station **KDEX** in Dexter are notified of early dismissals and are also notified when school will be closed for the day. You may also check our web site [www.puxico.k12.mo.us](http://www.puxico.k12.mo.us). Please make contingency plans so that your children will know what they are to do if early dismissal is required.

## **EMERGENCY INFORMATION**

It is extremely important that every student maintain an up-to-date address and working telephone number at the school office. Please notify the schools immediately if you have a name change, change of address, or change of telephone number during the school year. In case of emergency, each student is required to have on file at the school office the following information:

1. Parent or guardian's names
2. Complete and up-to-date address
3. Home phone and parents' work phones (connected and working)
4. Two emergency phone numbers of friends or relatives (connected and working)
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up the child

## **FREE AND REDUCED COST MEALS**

The school cafeteria, operating under federal law, provides free or reduced cost breakfasts and lunches for those whose income meets income eligibility guidelines. Unless approved by direct certification, application must be made for free or reduced cost meals. Notice of direct certification and/or applications will be sent home with students at the beginning of the school year. If approved, in accordance with the guidelines, the meals procedure is handled in such a manner as to avoid embarrassment to students. Application for free or reduced cost meals may be made at any time during the school year.

Each Elementary school day begins with roll call, meal count, and extra milk count. The money-collecting procedures are most efficient and less time consuming when students bring the correct change and when meal and milk charges are paid on the FIRST DAY OF THE WEEK for the entire week. Payment may be made by check. It is advisable that money be sent to school in an envelope with the child's name on it, the amount of money enclosed, and its purposes. ***For the 2023-24 school year breakfast is free for all students (for as long as program funding is available). The cost of a full priced student lunch is \$2.00.***

## **HARASSMENT/BULLYING**

Harassment or bullying of any kind is not allowable and may result in written referrals. Continued harassment or bullying will result in the involvement of juvenile authorities. Harassment or bullying can take many forms. Students should not be harassed or bullied sexually, about gender, physical appearance, religion, disability, national origin, race, etc. Complaints of harassment or bullying should be reported to school authorities for investigation and control of the situation.

## **HEAD LICE**

Head lice are very contagious. They are spread through the sharing of personal items such as combs, brushes, scarves, hats, headphones, sleeping bags, stuffed animals, etc. To minimize the risk of repeated outbreaks, the school must quarantine students with head lice and send them home to be treated. It is important to note that the home must also be treated to eliminate lice infestations. The school health office has lights and magnifiers to assist in removal of lice eggs (nits) in the child's hair. **PLEASE CHECK YOUR CHILD AND HOME FREQUENTLY TO KEEP LICE FROM CAUSING SCHOOL ABSENCES.**

## **IMMUNIZATIONS**

As mandated by section 167.181, RSMo, each school must have a record showing the immunization status of every child in attendance. The law prohibits the enrollment and attendance of children who are in noncompliance. Immunization information is required in seven (7) categories: diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Kindergarten students in the 1997-98 classes are required to have Hepatitis B immunizations (series of three doses). Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunization or unless they are exempted. Transfer students in noncompliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous school year shall be denied attendance for the current school year if not in compliance. Homeless children may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization. For answers to questions regarding your child's immunization status, phone the school nurse at 222-3542.

## **HAZEL HEALTH**

Puxico R-VIII School District has partnered with Hazel Health to provide telehealth services to any student whose guardian(s) have consented to such service.

## **INTERNET AGREEMENT**

The Puxico R-VIII School District provides students and staff the access to computers for educational purposes. The computer may be stand-alone or part of an instructional or administrative computer network, which may include Internet access. All users must share the responsibility for assuring that our computers and networks are

used in effective, efficient, ethical, and lawful manners. The use of such equipment is a privilege and users must agree to comply with guidelines contained herein.

Use of computer networks and Internet access may be revoked for abusive conduct. Such conduct would include, but not limited to the following:

1. Altering or damaging computers, computer peripherals, computer networks, software, or electronic resources.
2. Gaining unauthorized access to electronic resources, software, or networks.
3. Using or attempting to use an account and/or files owned by another user.
4. Divulging any password to another individual.
5. Using chat rooms or any messenger programs.
6. Violating software license agreements.
7. Vandalizing the data or another user through deliberate use of computer viruses or other means.
8. Using or accessing vulgar, obscene, or inappropriate language or images.
9. Invading the privacy of others.
10. Posting anonymous messages.
11. Placing or receiving unlawful information on or through the computer network or stand-alone.
12. Divulging personal information including address, phone number, etc.
13. Harassing another individual.
14. Using computer networks and/or Internet access for commercial purposes.
15. Downloading files such as: games, music, software or screen savers without prior approval of the technology office.
16. Installing software without the prior approval of the district technology office.
17. Accessing and using e-mail software and/or web-based e-mail to send, receive, or retrieve message by students except as part of a project directly supervised by a teacher.
18. Use of USB memory stick or similar device without prior authorization by a teacher.
19. Accessing Proxy servers for any reason.
20. Wasting limited resources such as disk space or printing capacity.

Revocation of computer privileges and/or other consequences will be determined by the severity of the offense. The student code of conduct as listed in the student handbooks will apply. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### **INTERNET ACCESS**

Our district participates in the Missouri Department of Elementary and Secondary Education (DESE) Project through membership in the MOREnet-The Missouri Research and Education Telecommunication Network. The DESE Project provides an extraordinary opportunity for our students and staff to access information from anywhere in the world without ever leaving the classroom. As participants in this project, students and staff of Puxico Schools are expected to follow acceptable use guidelines of MOREnet including the following:

1. Use of the Internet is for educational purposes.
2. Use of another organization's network must be consistent with their usage policy.
3. It is not acceptable to use the Internet for purposes that violate any federal or state laws. This includes, but is not limited to the transmission of copyrighted, threatening, or obscene materials.
4. It is not acceptable to use the Internet to harass or harm others.
5. It is not acceptable to use the Internet in a manner that disrupts normal network use and service. Such disruptions would include propagation of computer viruses, violation of personal privacy, and unauthorized access to networks and network resources.
6. It is not acceptable to use the Internet for commercial activities.

Each school will establish specific rules for using computer labs and procedures for accessing the Internet. If student e-mail privileges become available, specific guidelines and regulations will be explained and discussed.

**No privacy is granted through the use of district technology. Student, staff, and community use of computer networks and Internet access, including e-mail may be subject to monitoring at any time, including network logs, browser logs, cache, mailboxes, bookmarks, favorites, etc.**

The Puxico R-VIII School District believes that informational resources available to students, staff, and community members exceed the disadvantages of using the Internet. While the district has installed and maintains content filtering software to provide some degree of Internet safety, such software is not foolproof. The district does not have control of information available on the Internet and recognizes that some sites may contain inappropriate materials. Despite efforts by district personnel to encourage responsible, educational use of the Internet and to

provide supervision, ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Puxico R-VIII School District will support and respect each family's right to decide whether or not their student will have Internet access.

### **STUDENT/PARENT COMPUTER NETWORK/INTERNET AUTHORIZATION**

We have read and discussed the Puxico R-VIII School District's Computer Network/Internet Access policy and agree to abide by the provisions and conditions defined within. We understand that violation of this policy may result in the loss of the Puxico R-VIII School District and/or MOREnet network privileges and may result in serious disciplinary, financial, and/or legal consequences. Rules of conduct stated in the Puxico R-VIII School District Board of Education Policy and student handbooks apply.

***By signing the form on page 2, individuals agree to abide by the standard of this policy.***

### **MEDICATION**

Students are not allowed to have medications in their possession for self-administration at school. The danger of a reaction or children taking medication by error necessitates the strict enforcement of this policy. If medication must be given at school, it should be brought to the nurse's office in its properly labeled bottle. A signed note from the parent stating when the next dose should be given should accompany all medication. Please, do not send medication in envelopes, plastic bags, etc. Also, medications that are ordered to be given three times daily will not be given at school, unless specifically requested by a doctor. "Three times daily" medication can be given before school, after school, and at bedtime.

### **PARENT PORTAL**

If you had access to ParentPortal last year, your information should be the same. You will only need to tell us if your e-mail address has changed or if you have lost your information. On the first page, you will see a place for you to provide us with an email address. If you want to participate in the parent portal program, we will provide you with a password that will let you view your child's records on the Internet. You will have access only to your child and will be able to see current grades, lunch accounts and attendance information. Due to the large amount of data involved, this information will only be updated every Monday afternoon at approximately 4:00 p.m. We hope this will be a useful tool for you to track your student's progress through the year. Please let us know if you have any problems or questions about this program. To access Parent Portal, follow the following steps.

- a. Go to [www.puxico.k12.mo.us](http://www.puxico.k12.mo.us)
- b. Click Parents
- c. Enter username & password
- d. Enter your email address and password (you will receive a password within a couple of days of returning the attached sheet)
- e. Click the section you are interested in

### **PARENT TEACHER ORGANIZATION**

The Puxico PTO plays a vital role in the life of the school. The PTO supplements and supports the educational program, not only by providing financial resources for the purchase of equipment that benefits all the students in the district, but by the giving of their time and manpower (and woman power!) to help implement school improvement. Among other things, the PTO co-hosts an Open House, assists with organizing elementary Valentine's Day Parties, and helps with Grandparents' Day. All parents are urged to join and participate. The dues are minimal, and the benefits are great.

### **RETENTION POLICY**

In high school, students are promoted based on high school credits earned. ***Please see page 18 for more information.***

Students with Individual Educational Plans may be exempt from this policy, depending on the IEP team decisions and statements in the IEP.

For students who are possible candidates for retention, additional options available for remediation during the school year are:

- Referral to summer school which requires mandatory attendance.
- Referral for consideration in after-school-tutoring program.
- Referral for special education services.
- Referral to a program as needed according to individual needs.

All families will be informed of their child's progress at each mid-quarter, the end of each quarter and the end of each semester through verbal means, progress reports and report cards.

## **TRANSPORTATION TO & FROM ACTIVITIES**

Students who participate in a school activity, which involves bus transportation, must ride the bus to the activity unless previous arrangements are made with the principal. Students who ride a bus to a school activity must also ride the bus home unless the teacher who is supervising the activity releases the student to a parent or guardian of the student at the activity or unless previous arrangements have been made with the principal. All bus notes giving permission for students to ride home with other parents after an event must come through the principal's office during the school day.

**Facebook messages, texts, and phone calls at the event will not be accepted.**

### **BUS RULES**

1. **The driver is in charge** of the pupils and the bus.
2. Students must obey the driver promptly and courteously.
3. Unnecessary conversation with the driver is prohibited.
4. **Classroom conduct is to be observed** by pupils while riding the bus.
5. Students are to remain seated while the bus is in motion.
6. Profane language and loud noises are not permitted.
7. Rowdiness is not permitted.
8. Students are to keep all of their body inside the bus until they arrive at their destination.
9. Throwing of any object is forbidden.
10. Students are responsible for keeping the bus neat and litter free.
11. Students are not to sit in the driver's seat or touch any of the operating controls.
12. Students will be taken to their homes in the afternoon unless they have a note or bus pass from the office. All students are expected to go home after school unless parents or guardians send a note or phone the office making other arrangements.
13. Drivers have authority over behaviors at bus stops.
14. **Riding on school buses is a privilege, not a right.** Any serious misbehavior or repeated misbehavior could result in the withdrawal of bus service to that student.
15. Students are not to bring iPods, MP3 players, Gameboys, cell phones, or other electronic devices on the bus.

**Puxico R-VIII High School  
Student Handbook  
High School Staff**

Jordan Ellsworth: Principal  
Ashley Woolard: Counselor, A+ Coordinator  
Tracy Robison: Special Services Director

Teresa Brotherton: Secretary

Rita Hodge: Secretary

Aaron Thurston  
Abigail Emmons  
Brandon Crook  
Bryant Ferneti  
Erica Baker  
Garrett Payne  
Hunter Placher  
Jeff Davis  
Johnny Thompson  
Jonathan Murphy  
Judy McAllister  
Kacy Ferneti  
Kailee Hicks  
Karen Haynes  
Larry Payton  
Leslie Collier  
Meghan Douglas  
Michelle Garner  
Peggy Parsley  
Samantha Hood  
Trent Copling  
Wade Sanders

Girls PE  
English Language Arts  
Boys PE  
English & Academic Lab  
Social Studies  
Vo-Agriculture  
Social Studies  
Business  
Science  
Band  
Learning Services  
FACS  
Science  
Mathematics  
Mathematics  
English Language Arts  
Learning Resources  
Mathematics  
Art  
Business  
Health  
Alternative School

**Goals of Puxico High School**

In order to accomplish our philosophy of education, the following goals have been set:

- To encourage responsibility for ones' self.
- To provide for the uniqueness of each student.
- To instill a feeling of self-esteem within each student.
- To develop positive attitudes and values toward all segments of society.
- To provide a challenging curriculum that meets the needs of the students and for which there are identified learning expectations.
- To develop the student academically, physically, vocationally, emotionally, socially, and morally.
- To promote independent and critical thinking.
- To create a love a learning.
- To maintain open lines of communication among all staff members, students, parents, and the community.
- To graduate all students from school.
- To have all students proceed from graduation to a college or post secondary vocational or technical school or a high-wage job with workplace skill development opportunities.

## Welcome

On behalf of the teachers and staff at Puxico High School, we welcome you to the 2023-24 school year. As high school students, you are expected to conduct yourselves as young adults on a daily basis. Our main focus for your remaining school years is to prepare you to be a productive member of society. In order to prepare you for your adult life, all students will be expected to adhere to the following principles:

**\*\*SAFETY:** Keep others safety in mind, report unsafe behavior to an adult. Follow directions to maintain a safe environment.

**\*\*RESPECT:** Respect for yourself, others around you, and materials entrusted to your care.

**\*\*RESPONSIBILITY:** Very simply, take care of your business. Be responsible for where you are supposed to be, when you need to be there, and everything entrusted to you.

Once again, we welcome you and your parents/guardians. Should you ever have questions, concerns, or need assistance, please do not hesitate to call me at 222-3175. Thank you in advance for your time and assistance throughout this school year.

Mr. Jordan Ellsworth  
Puxico High School Principal

*ATTITUDE  
Is  
The  
KEY  
To  
SUCCESS!*



# Puxico R-8 Calendar

**2023-2024**

September 2023

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

4 - NO SCHOOL (20 Days)

October 2023

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

13 - Quarter Ends (37 days)  
19-Teacher P.D. 8 a.m.-Noon (No School)  
19 - Parent/Teacher Conf. 1-7 p.m. (No School)  
20 - NO SCHOOL

August 2023

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

16 Teacher P.D./Work Day  
17 Teacher P.D./Work Day  
18 Whole Staff P.D.  
21 Teacher P.D.  
21 Open House (5:30-7:30 p.m.)  
23 - First Day of School

December 2023

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

20- Dismiss at 12:30  
20 - 2nd Quarter Ends (42 Days)  
21-29 NO SCHOOL

January 2024

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

1-2 NO SCHOOL  
3- Teacher P.D./Work Day (No School)  
4- Second Semester/3rd Quarter Begins  
15 NO SCHOOL

February 2024

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

19 NO SCHOOL

March 2024

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

8 - 3rd Quarter Ends (45 Days)  
14-Teacher P.D. 8 a.m.-Noon (No School)  
14 - Parent/Teacher Conf. 1-7 p.m. (No School)  
15 NO SCHOOL  
28-29 NO SCHOOL

April 2024

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

1-2 NO SCHOOL

May 2024

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

8 Baccalaureate, 7 PM (13 Days)  
10 H.S. Graduation, 7 PM  
17 12:30 Dismissal  
17 4th Quarter Ends (44 days)

## Student Attendance Days

First Quarter	37 Days
Second Quarter	42 Days
Third Quarter	45 days
Fourth Quarter	44 Days
Total	168 Days

168 Student Days
5.5 Teacher Prof Dev. Days
1.5 Teacher Work Days
175 Total

Board Approved, March 9, 2023

# Academics

## Classification for High School Students

A **freshman** is defined as a student that has successfully completed the eighth grade.

A **sophomore** is defined as a student that has completed at least six (6) units of approved course work.

A **junior** is defined as a student that has completed at least twelve (12) units of approved course work.

A **senior** is defined as a student that has completed at least eighteen (18) units of approved course work and who can enroll in adequate courses to complete the graduation requirements during the seventh and eighth semesters.

## Class Schedules

Students will complete their course request prior to the end of the school year. Students will receive their course schedule for the upcoming school year during the August enrollment. Students should plan to take the classes that they need for graduation, that prepare them for their anticipated vocation or career path, and that are appropriate for their grade level.

## Counseling and Guidance

The goals of the guidance and counseling program of Puxico High School are to assist students in gaining knowledge of self and others, explore and plan for careers, and develop educational and vocational plans. Using classroom guidance activities and individual and small group counseling, the guidance counselor will seek to help all students develop to the best of their abilities. Important concepts which will be included in our guidance program include character education, career awareness, personal safety, decision making, and knowing how to get along with others. Parents are encouraged to call or talk to the counselor about any area of concern related to their children and the school. You may reach the high school counselor, Debbie Wilkerson, at 222-3175.

## Grade Reporting

Students will receive progress reports from teachers at mid-quarter throughout the year. These notices are mailed home if the grade is lower than a C-. Grade cards will be available at Parent Teacher Conferences 1<sup>st</sup> and 3<sup>rd</sup> quarters. Grade cards not picked up during this time, and grade cards for 2<sup>nd</sup> and 4<sup>th</sup> quarters will be sent home within one (1) week of the end of the quarter. Semester grades are recorded on the students' permanent files and kept with their records.

## Grading Scale

Puxico High School grades are based on the following scale:

	A	95-100%	A-	90-94%
B+	B	87-89%	B-	80-82%
C+	C	77-79%	C-	70-72%
D+	D	67-69%	D-	60-62%
F		0-59%		

## **Grade Point Average Equivalents**

Puxico High School utilizes a 4.0 grade point average. Student cumulative averages are computed using the following scale:

		A	4.00	A-	3.67
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67

## **Grade Points on Weighted Classes**

Students in the class of 2010 and beyond will have the opportunity for weighted grading of certain classes. Weighted grade points will be multiplied by a factor of 1.25 for G.P.A. calculations. See the student enrollment guide for full details.

## **Graduation**

Students are expected to monitor their academic progress toward graduation. Please see the Student Enrollment Guide for course and credit requirements. College Preparatory Certificate requirements are also listed in the Enrollment Guide. To earn the honor of valedictorian or salutatorian student must be considered in the top rankings of the class and must earn above the national average on the ACT. Students will graduate with highest honors if they earn a cumulative GPA of 3.67 or greater.

Any student that wants to be considered for early graduation must inform the High School Counselor prior to the 1<sup>st</sup> day of September during their senior year. Students must be on track to graduate and must have extenuating circumstances requiring them to seek early graduation. Upon notification of interest, the counselor will provide the student with the full requirements and will outline the process to seek Board of Education approval.

## **Homework/Assignments/Late Work**

Students at the high school level should expect to have some amount of homework nearly every day. Students are expected to complete all work assigned to the best of their ability and to turn in the work when it is due. Teachers will provide students with classroom expectations at the beginning of the year. Students with excessive zeros and/or incomplete work may be referred to the office for disciplinary action.

## **Honesty in Academics**

Students should not use/attempt to use someone else's work as his/her own, allow someone else to use his/her work, give answers to another student or use unauthorized materials (i.e. "cheat sheet", things written on body or clothing, electronic devices, etc.) Students should refrain from talking, gesturing or communicating in a way that can be viewed as cheating during assessments. Academic dishonesty will result in a student earning a zero and further discipline as outlined in the student code of conduct.

## **Honor Roll**

Highest Honor Roll	G.P.A. 3.67-4.00 (A- or above)
Honor Roll	G.P.A. 3.33-3.66 (B+)
Merit Roll	G.P.A. 3.00-3.32 (B)

## **No Pass-No Play**

Any student failing a class may not be allowed to participate in sports or any extracurricular activities including dances, field trips, or club activities. Grades are checked on the first day of classes each week. Athletes may practice but may not play in any games. Showing evidence of a passing grade will reinstate the student's privileges.

~~This section is intended to be assigned to elective or winter classes assigned to intervening periods daily~~

### **Pride Time**

Pride Time is held from 2:48-3:10 each day. Students will be assigned to a room intended to support their instruction in core areas. Freshmen – juniors will work on review programs for their EOC tested subjects. Seniors will work on college and career readiness skills.

Pride Time will be used to communicate information related to grades and upcoming events. Class, club, and team meetings may occur during Pride Time on Mondays or Fridays. Students are expected to complete assigned EOC preparatory work on Tuesdays, Wednesdays, and Thursdays. If that work has been completed, students may work on other work during Pride Time.

### **Semester Grades**

Semester grades are reported on the students' permanent records. First semester grades are calculated as 45% of each quarter grade plus the semester final, which is averaged in. State mandated end of course exams will be a part of the second semester grade so long as timely reporting from the state assessment vendor has made scores available. Second semester grades are calculated as 40% of each quarter grade plus the semester final and end of course exam, which are averaged in.

### **Tutoring**

Students in need of assistance may take advantage of tutoring services. Tutoring is offered every Tuesday and Thursday. Teachers may also arrange tutoring for students as needed. Students who are considered at-risk may be assigned to study skills classes during the regular school day. Students with consistent failing grades may be required to attend tutoring until the grade improves.

Rise Above

*“It is attitude, not circumstance, that makes success possible in even the most unlikely conditions.”*

*~Unknown*

## **Student Attendance Policy Grades 9-12**

According to Missouri School Law (Sec. 167.031 RsMO), school attendance is compulsory between the ages of seven (7) and seventeen (17). The Puxico R-VIII Board of Education has adopted the following policies regarding student attendance.

### **Activities/Athletics**

Students who are absent on the day of an activity will not be considered eligible to participate on that date without having cleared their absence **in advance** with the principal. This applies to all activities including athletics, music, drama, speech, clubs, etc. Students must also be in attendance the next full day after an activity in order to participate in the next scheduled activity for that group. Medical excuses signed by a doctor and presented upon returning to school or being sent home from school by the principal for illness may be considered exceptions. For athletics, this would be the next game. For other activities and organizations, this would be the next trip.

Extracurricular activities and sports offered through the Puxico R-VIII School District are a privilege not a right. To be eligible to participate in extracurricular activities and sports, in addition to MSHSAA and other District requirements a student must attend in-seat courses on campus at least five (5) hours a day.

### **A+ Schools Incentive**

Students participating in the A+ School Program must have a 95% attendance average for their entire high school career without rounding up prior to the date of graduation. The A+ Program does not allow for consideration of excused or unexcused absences; all absences apply.

### **Attendance Requirements**

Students have a six (6) day absence limit per semester per class period. This includes any and all absences, excused or unexcused. Excessive absences may be reported to the juvenile authorities.

### **Entering and Leaving School During the Day**

A student entering school after 8:00am or leaving school prior to 3:10 pm must sign in/out in the office. Once a student is on school grounds or in the parking lot they are to remain on campus. Students leaving school during the day must have parental permission. Arrangements for students should be made prior to school starting except in emergency situations.

### **Excessive Absences**

Students that exceed the six (6)-absence limit will lose credit for that semester until the excess hours have been made up in either Saturday School or after school detention. Hours missed with a doctor's excuse will be made up on a 1:1 basis. All unexcused absences will be made up on a 2:1 basis. All hours must be made up prior to the end of the semester. If hours have not been made up, students may appeal to the attendance review committee for consideration. Students may present evidence of **unusual** circumstances for the committee to consider. The committee will make a determination based on the number of absences, the evidence presented, and the student's academic record. The committee will notify the student in writing of their decision. The committee decision will be one or more of the following.

- To deny the students credit for the period/class in question. Student grades will be recorded on their transcript as permanent incompletes (I) unless they have a failing grade which will be recorded as failed.
- To allow the student to make up the time missed during summer school.
- To forgive the excess absences and grant the student credit.

Students should not exceed their days allotted unless **emergency situations** arise.

### Field Trips

School sponsored field trips do not count against student attendance. Students going on trips during school time should make **prior** arrangements with their teachers for assignments that will be missed. **Any student missing over the allotted six (6) days will not be allowed to attend class or club trips.** Students may appeal to the attendance committee regarding their absences and field trips. Students on the ineligible list are not permitted to go on field trips.

### Homebound Instruction

Students missing five (5) or more **consecutive** days due to a medical condition should apply for homebound instruction. Homebound instruction does not count against your allotted number of days. Contact the High School office for details. Homebound instruction requires a physician's signature and a properly completed application. Homebound is subject to school district approval.

### Make-Up Class Work

All missed assignments, tests, and projects must be made up within one (1) week of returning to school. Teachers may require students to stay after for tutoring or shorten the allotted time for make up work depending on the circumstance. ***It is the responsibility of the student to gather work and make necessary arrangements.*** Work missed as a result of a suspension or expulsion may not be made up.

### Parent/Guardian Notification

**In order to help parents/guardians monitor student attendance, the following will occur;**

1. Parents/Guardians will be called on the day the student is absent to determine the reason for the student's absence. Parents should call before school starts on the day of an absence and include the reason for the student's absence.
2. A letter regarding absences will be mailed on the 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> days a student misses any classes.
3. Attendance summaries will be sent home at mid term and with quarter grade reports.

### Returning to School

Upon returning to school, students should report to the High School office to get an admit slip. Parents should telephone the school or send a note explaining the absence. Medical/Professional excuses should be presented at this time as well.

### Semester Finals

All students are expected to take final exams and attend school on the days of final exams. Semester finals will constitute 10% of the total semester grade. Students must be present on the day of the final, must be in class, and must not disrupt other students. Failure to adhere to these requirements will result in a zero (0) for the final. Any student who is absent on the day of a final must have made prior arrangements with the building principal to take the final early.

### Suspensions

A student who is suspended from school as a disciplinary action will have that number charged against the total six (6) days. Any work missed during a suspension may not be made up.

### Tardiness

Students are expected to be at school on time, be in the classroom and have class materials (books, writing utensil, etc.) **before** the tardy bell rings each hour. Any student arriving late in the morning must get an admit slip from the office. Any student who exceeds three (3) tardies in any period will be assigned a detention to be served after school. Each additional tardy will result in further disciplinary action.

# General Policies and Procedures Grades 9-12

## Activities/Athletics

All students are encouraged to participate in student activities and athletic programs. These programs enhance your educational experience and provide many lifelong lessons. Puxico High School offers the following activities and athletics to students; please see the sponsor or coach for participation requirements or tryout information.

Art Club	Band	Beta Club	Scholar Bowl
Journalism		Quill & Scroll	
Future Business Leaders of America; FBLA			
Family, Community, and Career Leaders of America; FCCLA			
Future Farmers of America; FFA			

Athletic programs available are as follows:

### **Fall Sports**

Baseball (HS)  
Volleyball (HS)  
Cross Country (JH/HS)

### **Winter Sports**

Basketball (HS/JH/girls/boys)  
Cheerleading (JH/HS)  
Volleyball (JH)

### **Spring Sports**

Baseball (JH/HS)  
Softball (JH/HS)

## Student Eligibility

All MSHAA sponsored activities require students to pass 6 of 7 courses in the prior semester.

## Random Student Drug Testing

All student drivers, all students participating in any MSHSAA activities/athletics and all students participating in any school sponsored organization will be required to submit to random student drug testing throughout the year. Students will be provided more information in the activity's handbook as well as a permission form. The purpose of the student drug testing program is to give students a good excuse to say **no** to unhealthy influences.

A positive drug test will result in the following consequences:

**1<sup>st</sup> offense**: 45 school day suspension of activity/organization/driving privilege. If the student opts to go to drug counseling on their own, the suspension is reduced to 15 days with a clean test result.

**2<sup>nd</sup> offense**: 365-day suspension of activity/organization/driving privilege. Counseling will be required. Reinstatement with a clean test result at the end of the suspension period.

**3<sup>rd</sup> offense**: No participation in any activity/organization/driving privilege for the remainder of their high school career.

**Note**: Refusal of a random drug test will be treated as a positive result and handbook consequences will be issued.

## Alternative Education Program

Alternative education is available and may be assigned by an administrator. Students may be assigned due to failure meeting educational progress needed to be successful. Alternative education may also be assigned due to discipline concerns.

## Announcements

***Students should make it a habit to check the announcements daily.*** Important events, dates, and information are added each day. Most teachers read the announcements to students during the morning hours. If you do not hear them, copies are posted in the hallways and in the cafeteria each day.

## Athletic Events

Puxico High School is a proud member of the Missouri State High School Activities Association and is subject to the rules and regulations governing the member schools. For the protection of our activities programs and the students involved, please adhere to the following guidelines for all activities.

- Cheers and applause should be directed in a positive manner toward our own teams. Students may not engage in negative cheers or chants.
- Stomping on bleachers is prohibited for any reason.
- ***Students may not leave the gym and return to any activity.***
- Spectators may not stand along the end walls of the gymnasium.
- Students should not stand in the lobby or in the doorways during games.
- Any disciplinary matters will be subject to the Student Handbook. This applies to all home and away games or events.
- Attendance at these events is a privilege. Any student failing to adhere to the rules and regulations will be required to leave.
- Any student that is currently suspended or expelled may not attend school functions.
- Student spectators on the ineligible list are not eligible to ride the bus to athletic events.
- Students are encouraged to attend any and all activities. Your behavior should be satisfactory to school staff and set an example for any visitors.

## Backpacks/Purses/Bags

Backpacks, purses, and bags will not be allowed in the classroom. Students should leave these items in their lockers.

## Buildings

***Students should not be in any room without a staff member present.*** Walk in an orderly fashion in the hallways. Use an acceptable tone and volume inside the buildings. Put trash in the cans located throughout campus. In order to keep our buildings looking their best, *drinks and food will not be allowed* (exceptions may be made for special circumstances as designated by a school official).

## Buses

Students riding on school buses, for trips or on regular routes, should be on their best behavior. Any loud or disruptive behavior will not be tolerated. Students must adhere to the bus rules (p.6) and not distract the driver for any reason. Failure to behave properly may result in removal from the bus. Students needing to ride a bus, other than their regular route bus, must have a note from their parent or guardian signed by office personnel prior to the end of the day. Any student receiving multiple bus referrals for discipline will be subject to permanent removal from the bus.

## Buying, Selling, Trading

Buying, selling, or trading of any item(s) on school premises is prohibited. Arrangements should be made outside of school time.

## Cafeteria

Students should conduct themselves in a reasonable manner while in the cafeteria. Students must have permission from the teacher on duty before leaving the cafeteria except to use the restroom. Students should keep the noise level down and refrain from "table hopping" during the lunch period. Any spills or dropped food should be cleaned up immediately.

## Cell Phones/Electronics

No smart watches or similar devices with communication or picture-taking capabilities, MP 3 players, iPods, cell phones, radios, Gameboys, and other similar devices are **not allowed** during the school day. Please leave these items at home or in your car. At no time should these types of devices be used in a locker room or restroom. Students should also not bring CD's, DVD's, or game cartridges to school. The school will not be responsible for any of these types of items that are lost or stolen. Students going on field trips may take these items at their own risk with permission of the sponsor and the bus driver. *As stated in board policy 2656 first offense*



violators will be assigned ISS while OSS will be assigned for subsequent offenses. Items taken at school will be held until a parent/guardian comes to get them from the office.

### Class/Organization Officers

Students are encouraged to be leaders at all levels. Students may not hold more than two class or organization offices at the same time; only one of which may be a treasurer position. This includes all classes, clubs, and organizations. ***Effective August 2010, any high school student (grades 10-12) nominated as a class officer or representative must have all previous years' money owed to his/her class paid prior to that year's class officer election.***

### Daily Bell Schedule

School doors will be open from 7:30am - 4:00pm.

1 <sup>st</sup> hour	8:00-8:51		LUNCH	11:42-12:02
2 <sup>nd</sup> hour	8:55-9:46		5 <sup>th</sup> hour	12:06-12:56
3 <sup>rd</sup> hour	9:50-10:41		6 <sup>th</sup> hour	1:00-1:50
4 <sup>th</sup> hour	10:45-11:42		7 <sup>th</sup> hour	1:54-2:44
Pride Time 2:48-3:10				

### Delivery of Flowers/Balloons/Etc.

Students may receive items delivered to the school on occasion. Please keep the number of deliveries reasonable. Items will not be given to students until the end of the day. Students may not take balloons on the bus for any reason. Delivering these items is not a priority of the school and thus the school will not be responsible for any items not delivered. The school reserves the right to refuse delivery of any items that may cause disruption or other problems.

### Directory Information

On occasion, agencies and organizations request directory information from public schools in order to get information to students for educationally related opportunities. Student directory information is maintained by the school district and includes the following:

Student's Name  
Telephone listing  
Date and Place of Birth  
Grade level  
Participation in recognized activities and sports  
Weight and height of members of athletic teams  
Degrees, honors, and awards received  
Video and Digital recordings of students; (ex. surveillance, bus monitors, class projects)  
District Web site (photographs and/or name only)  
Articles and photographs included in local newspapers

**\*\*Parents who do not wish for this information to be available to anyone should contact the office for the proper documentation.**

### Discipline

Every effort will be made to discipline students in a fair and consistent manner. Please refer to the Student Code of Conduct for general guidelines. Depending on the nature or severity of the incident a referral may be made to an outside agency. Please note that Puxico R-VIII Schools maintains a policy allowing corporal punishment. Any parent that does not wish for their child to receive corporal punishment due to medical or psychological reasons should contact the office in writing with your request. In School Suspension is used as an alternative to suspension. ***Students must remain busy during ISS time.*** Anyone disrupting ISS will be suspended from school. Saturday School, After School Detention(s) and Lunch Detention(s) may be assigned as necessary for minor infractions. Students assigned to detention must bring work to do and must remain for the entire time.

## Dress Code

High School students should be dressed in clean and tidy clothing every day. Any clothing that is deemed a safety issue, distracting, or in bad taste will not be allowed at school. Examples of prohibited garments include the following (**this list only provides examples; it is not meant to be inclusive**):

### General:

1. See through clothing, including mesh.
2. Advertisements with objectionable or unacceptable slogans and messages, either overt or implied, including clothing with written or implied profanity.  
***(determination to be made by staff or administration)***
3. Hats or headwear of any kind, including bandanas, hooded jackets, or hooded sweatshirts with the hood worn up. Hooded jackets and hooded sweatshirts are allowed so long as the hoods are not worn up.
4. Sunglasses are not to be worn during the school day unless under documented doctor's orders.
5. Bare feet.
6. Any clothing that exposes undergarments.

### Tops:

7. Tank tops, open-sided shirts (including shirts with sleeves cut-out), strapless tops, halter tops, tops which expose cleavage, tops which expose the midriff, or base layer tops (athletic style undershirts, muscle shirts, etc.) worn as an outer top may not be worn.  
***Straps must be a minimum of three inches in width. Shirts with sleeves are encouraged.***
8. Unbuttoned shirts or blouses; except as part of a layered look.

### Pants/Skirts:

9. Pants with open holes or visible skin six inches above the knee, pajama bottoms, baggy pants or pants that drag the floor. Distressed items are acceptable so long as there is no visible skin.
10. Shorts or skirts shorter than six inches above the knee. The bottom hem or edge of shorts, skirts, and dresses may be no shorter than six inches above the top of the knee when standing. These items of clothing will be measured from the front, side, and back of the knee.
11. Any type of spandex, yoga pants, tight fitting athletic pants, biking attire, or leggings worn as pants. Tights or leggings are permitted under dress code approved shorts, skirts, and dresses.

### Hairstyles and Jewelry:

12. Chains, except as traditional jewelry
13. Hair coloring or styling which is deemed distracting to the teaching and learning environment will not be permitted.
14. **Body Piercing:** Any type of piercing that is disruptive to the learning environment or creates a safety hazard to the student or other students will not be allowed at school. **Facial piercings such as hoops, gauges, and spikes are prohibited.** The student may be required to remove such items while at school. Students may not have any jewelry, including earrings, tongue rings, or other such items during Physical Education.

1<sup>st</sup> offense – Conference with staff and change of attire

2<sup>nd</sup> offense – Change of attire and ASD

Subsequent offenses – Change of attire and ISS

**Special Events:** Specialized activities or events may require specialized attire, such as sports uniforms, prom, baccalaureate, graduation, or other special events. Any person wearing questionable attire may be asked to change clothing or required to leave.

No policy can be written to cover all examples which may occur each year as student dress practices and fashion frequently change. As such, final decision regarding acceptable dress lies with the building principal.

### Fees

Students that owe over \$25.00 in fees may not participate in extracurricular activities including athletics and class or club trips.

### Hall Passes

Any student in the hall during class time must have a signed hall pass from a staff member, which includes the time you left class and where you are going.

### Lockers

Students will be assigned to a locker for the school year. Lockers should be kept neat and orderly at all times. School personnel may search lockers and their contents at any time without notice. Staff reserves the right to remove any signs on locker. Students are not allowed to use adhesive materials to hang signs on lockers. Signs/pictures may be hung with magnets only. Lockers are considered school property. *Students that jam or misuse lockers may lose the privilege to use one. **Please sign agreement on page 1.***

### Lunch/Breakfast

Students are responsible for keeping their lunch accounts current. Parents are encouraged to send checks for payment. Second lunches are available to high school students. Please send separate checks for each student. ***Students may not have a negative balance on their account if they wish to purchase second meals.***

### Parking

The student parking lot is designated for student use. Students must register their vehicle with the office prior to parking on the lot. Students will need proof of liability insurance, their license number, and \$5.00 for a parking sticker. Parking stickers should be displayed on the mirror of the car you are driving. Students driving on the lot should be cautious, watching for pedestrians and other drivers. Students should enter school grounds at a reasonable speed and should turn car stereos down, so they cannot be heard outside of the vehicle. Reckless driving or other discipline violations may result in the student losing his or her parking privileges. Any and all vehicles on school grounds are subject to search at any time. Freshman students may not be issued parking places on campus due to space limitations. Once on campus students should not leave school grounds. Students should get out of the car and come to designated areas while waiting for the bell. ***Students may not go to their vehicles during school time without permission from the office.***

### Prom

Juniors and Seniors may only invite people to prom that are currently in the 9<sup>th</sup> grade or higher and who are not over the age of 20 on the day prom occurs. All underclassmen and out of school dates must be registered by the deadline date. Guests attending prom are subject to administrator approval. Any Puxico student attending prom must have their class dues paid and current.

### Telephones/Messages

School telephones are for school business. Students may not use their cell phone during school time for any reason. Students may receive permission to use office phones only if school officials deem it necessary and unavoidable. Families should make an effort to communicate with students outside the school day about daily plans. ***Student messages should come through the office only during emergency situations or if an unexpected situation arises. Daily messages should be avoided.***

### Visitors

Visitors are required to check in at the office before going anywhere else on campus. Anyone wishing to observe classrooms during class time must make prior arrangements.

### **Web Site**

Parents and students are encouraged to check the district web site on a daily basis. Athletic calendars, school calendars, homework information, and announcements are posted to the website with near daily updates. Also, parents may enroll in Parent Portal. Parent Portal allows parents to log on to the district web site at any time and view their child(ren)'s grades, attendance, and fees. The service is provided free to all parents in the district. Anyone wishing to enroll in Parent Portal should provide an email address on the form provided at the beginning of the year or contact the office.

**VISIT US AT: [www.puxico.k12.mo.us](http://www.puxico.k12.mo.us)**

**Puxico High School  
Code of Student Conduct**

**Level I**

This level includes minor acts of misconduct, which interfere with the orderly operation of the classroom, a school function, or transportation by bus. The school administrator/designee, after review of the student's explanation, consultation with school personnel involved, and further investigation (when needed) will determine the assignment of disciplinary action.

**Level I Infractions**

1. **Classroom Disruption**
2. **Disorderly Conduct**
3. **Disrespect of Others**
4. **Dress Code**
5. **Failure to Report for Detention**
6. **False and/or Misleading Information**
7. **Insubordination**
8. **Tardiness**
9. **Unauthorized Absence from Class**
10. **Public Display of Affection**
11. **Bus Misconduct**
12. **Repeated Misconduct**

**Possible Disciplinary Consequences:**

- \*Parental contact**
- \*Verbal reprimand**
- \*Detention**
- \*Written Assignment**
- \*Counseling and direction**
- \*Special Work Assignment**
- \*Corporal punishment**
- \*Assignment to Alternative Education Program**
- \*Warning of referral to Level II, III, or IV**
- \*Withdrawal of privileges**
- \*Return of property, payment for same, or restitution for damages**
- \*Severe or unusual cases may be referred to Level II, III. or IV**

**Puxico High School  
Code of Student Conduct**

**Level II**

Intermediate acts of misconduct may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against person or property, but which do not seriously endanger the health or safety of others.

**Level II Infractions**

- 1. Profane, Obscene, or Abusive Language/Materials**
- 2. Cheating**
- 3. Fighting**
- 4. Intimidation or Bullying** (may be referred to a higher level)
- 5. Destruction of Property/Vandalism (under \$10)**
- 6. Gambling**
- 7. Insubordination/Open Defiance**
- 8. Possession of Disruptive Devices**
- 9. Stealing (under \$10) or Possession of Stolen Property**
- 10. Driving Violations**
- 11. Repeated failure to complete assignments**
- 12. Other Misconduct or Repeated Misconduct of a Less Serious Nature**

**Possible Disciplinary Consequences:**

- \*Parental contact/conference (Recommended)**
- \*Response from Level I**
- \*Behavior contract (oral/written)**
- \*Detention**
- \*Corporal punishment**
- \*Assignment to Alternative Education Program**
- \*Work detail**
- \*In-School Suspension (1-3 days)**
- \*Suspension from bus**
- \*Written Assignment**
- \*Loss of privileges**
- \*Warning of referral to Level III or IV**
- \*Referral to outside agency**
- \*Confiscation of unauthorized materials/objects/contraband**
- \*Severe or unusual cases may be referred to Level III or IV**

**Puxico High School  
Code of Student Conduct**

**Level III**

Major acts of misconduct shall include acts of misconduct previously referred for administrative action, those acts with prior warning of referral to Level III Disciplinary Action, those acts that seriously disrupt the learning climate of the school, those acts which are emergency in nature, which seriously endanger the health, safety and property of others in the school, those acts which substantially damage or destroy school property, and other acts criminal in nature.

**Level III Infractions**

- 1. Alcohol and Drugs**
- 2. Assault/Battery, Fighting, Hazing, Threats**
- 3. Breaking and Entering**
- 4. Destruction of Property/Vandalism (Over \$10)**
- 5. Extortion**
- 6. Firecrackers/Fireworks**
- 7. Gross Insubordination/Open Defiance**
- 8. Smoking and Other Tobacco Products  
(E- cigarettes/Vapors included) (Use/Possession)**
- 9. Stealing (Over \$10) or possession of Stolen Property**
- 10. Trespassing**
- 11. Sexual Harassment**
- 12. Truancy**
- 13. Other Serious Misconduct or Repeated Misconduct of a more Serious Nature**

**Possible Disciplinary Consequences:**

- \*Parent contact (mandatory with at least one of the following responses)**
- \*Warning of referral to Level IV**
- \*Assignment to special program**
- \*Assignment to Alternative Education Program**
- \*Behavior contract (written)**
- \*In-School Suspension (3-5 days)**
- \*Response from Level I or II**
- \*Referral to outside agency**
- \*Suspension from bus**
- \*Suspension from school (1 – 10 school days)**
- \*Severe or unusual cases may be referred to Level IV**
- \*Expulsion from school**
- \*Expulsion from bus (for bus related offenses)**

**Puxico High School  
Code of Student Conduct**

**Level IV**

Major acts of misconduct are those of the most serious category. Any of these acts committed shall be sufficient grounds for expulsion and may result in a mandatory ten-day suspension with recommendation for expulsion for at least a minimum of one semester. In severe cases the principal shall consider the age, the prior discipline record, the seriousness of the behavior, the intent of the student, and if health, safety and welfare of other students and/or staff has been endangered. A violation of the probation during this time shall cause the discipline response to be advanced to expulsion from school for a minimum of one semester. **The Superintendent will make the decisions on suspensions over 10 days and recommendations for expulsion.**

**Level IV Infractions**

- 1. Alcohol and Drugs**
- 2. Arson**
- 3. Assault/Battery of Staff**
- 4. Bomb Threats/Explosions**
- 5. False Alarms**
- 6. Inciting, Leading, or Participating in Major Student Disorder**
- 7. Robbery**
- 8. Sexual Offenses**
- 9. Weapons**
- 10. Any Act Which Substantially Disrupts the Orderly Conduct of School or School Function**
- 11. Other Serious Misconduct or Repeated Misconduct of More Serious Nature**

**Possible Disciplinary Consequences:**

- \*Parental contact (mandatory)**
- \*Assignment to Alternative Education Program**
- \*Probation**
- \*Suspension from school (up to 10 days with possible recommendation for expulsion/probation)**
- \*Expulsion from school**
- \*Post expulsion contract**
- \*Referral to outside agency**