



2016-2017 Poplar Bluff Technical Career Center Secondary Student Handbook

PBTCC... Where The Future Begins Now

Career and Technical Education will provide an opportunity for every student to succeed as a life-long learner and become a productive citizen in our global economy. Our graduates will possess the knowledge and demonstrate the skills necessary to meet individual goals and future workforce needs.

Board Approved May 2016

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Poplar Bluff R-1 District

Mission

ACHIEVING EXCELLENCE THROUGH LEARNING:
EVERY CHILD, EVERY HOUR, EVERY DAY

SCHOOL PHILOSOPHY

Every successful endeavor starts with a plan; a road map that is referred to often. It's a guide and a framework that reveals the path that must be followed to stay true to what it is the endeavor is trying to achieve. In the case of the Poplar Bluff School District, it is the statement of and adherence to our mission, vision and goals. These words are not just words. They give all of us – teachers, administrators, students, parents and the community at large – a bearing point. They are our true north. Our children are the future. As a Professional Learning Community, we must challenge each other and ourselves every day to strive for excellence; excellence in nurturing and growing our youth through the foundation of education.

The power is in “us.” Together we are stronger. We are interdependent. We are unified.

Poplar Bluff Public Schools is a society of professional educators, learners and leaders of our youth who believe that graduation starts at the Early Childhood Center. We are dedicated to and dependent on each other to build a successful learning pathway along which we can nurture, encourage and inspire the youth in our community to grow and succeed.

Poplar Bluff Technical Career Center
3023 Oak Grove Road – Poplar Bluff, MO 63901
573-785-2248 – 573-785-4168 (fax) – 573-785-6683 (Cosmetology)

Board of Education

John Scott, President
Kenneth Davis, Vice President
Steve Sells
Alana Robertson
Roger Hanner
Cynthia Brown
Heather Tuggle

Administrative Offices

Scott Dill, Superintendent
Rob Priest, Assoc. Supt. Business
Patty Robertson, Assoc. Supt. Curricul
Amy Jackson, Asst. Supt. Personnel

Poplar Bluff Technical Career Center Staff Directory

Charles Kinsey	Director	charleskinsey@pb.k12.mo.us
<u>Instructors</u>		
Chris Carpenter	Welding	chriscarpenter@pb.k12.mo.us
Susan Chronister	Cosmetology Coordinator	susanchronister@pb.k12.mo.us
Jody Cochran	Building Trades	jodycochran@pb.k12.mo.us
Deborah Dancer	Practical Nursing	deborahdancer@pb.k12.mo.us
Tim Gaebler	Auto Technology	tingaebler@pb.k12.mo.us
Regina Gossett	Computer Graphics & Print Tech	reginagossett@pb.k12.mo.us
Ron Hedrick	HVACR	ronhedrick@pb.k12.mo.us
Carmen Hoggard	Health Occupations	carmenhoggard@pb.k12.mo.us
Ruth Hutcheson	Practical Nursing Coordinator	ruthhutcheson@pb.k12.mo.us
Brandon March	Computer Maintenance Tech	brandonmarch@pb.k12.mo.us
Brandon Moon	Culinary Arts	brandonmoon@pb.k12.mo.us
Amanda Plunk	Cosmetology	amandaplunk@pb.k12.mo.us
Steve Ray	Auto Collision Repair	steveray@pb.k12.mo.us
Rene Frazier	Practical Nursing	renefrazier@pb.k12.mo.us
Frankie Moe	Basic Skills/A+nywhere Learning System	frankiemoe@pb.k12.mo.us

Support Staff

Brian Hager	Custodian	
Amy Henson	Secretary	amyhenson@pb.k12.mo.us
Gina Duckett	Financial Aid/Adult Coordinator	ginaduckett@pb.k12.mo.us
Barbie Hon	Vocational Resource Educator	barbiehon@pb.k12.mo.us
Monica Lewis	Culinary Arts Aide	monicalewis@pb.k12.mo.us
Becky Shrum	MCCE Career Education Coordinator	beckishrum@pb.k12.mo.us
Rosemary Durbin	Administrative Assistant	rosemarydurbin@pb.k12.mo.us

Poplar Bluff R-I School District

NOTICE OF NONDISCRIMINATION

The Poplar Bluff R-I School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, religion, disability or sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated.

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Dr. Amy Jackson (District Compliance Officer)
1110 N. Westwood Blvd. Poplar Bluff, MO 63901
Telephone: 573-785-7751

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building
1222 Spruce Street
Room 8.100
St. Louis, MO 63103
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights
Department of Labor and Industrial Relations
P.O. Box 1129, 3315 W. Truman Blvd.
Telephone: 573-751-3325

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001
Telephone: 202-353-1555

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 Poplar Bluff R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Poplar Bluff R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Poplar Bluff R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during school hours or at other times by appointment by contacting:

Mindy Garrett, Director of Special Services at Poplar Bluff Central Office, 1110 N. Westwood Blvd., Poplar Bluff, Missouri, (573) 785-5768.

This notice will be provided in native languages as appropriate.

Introduction

Poplar Bluff Technical Career Center (PBTCC) is located at 3203 Oak Grove Road, Poplar Bluff, MO 63901. The Missouri State Department of Elementary and Secondary Education, the Missouri State Board of Nursing and the Missouri State Board of Cosmetology and the North Central Association accredit PBTCC. Consumer information, employment and graduation statistics are located in the office of the Financial Aid/Adult Coordinator.

PBTCC Mission Statement

The Poplar Bluff Technical Career Center will provide career and technical education for professional success within a curriculum framework that reflects the relevancy of our times, industry and needs of our community.

Philosophy

If a society is to succeed, it will be necessary for each individual to formulate certain ideas, practices and beliefs in order to make a contribution to our culture. A realistic concept must be developed which will enable each individual to function effectively in society. It is under the premise that we accept the responsibility to provide state-of-the-art career education and to provide a curriculum that reflects the relevancy of our times and the needs of our community.

Equal Opportunity Employer

The Poplar Bluff R-1 School District is and Equal Opportunity Employer and operates educational programs which do not discriminate on the basis of age, race, color, creed, religion, national origin, sex or marital status with regard to public assistance of disability or handicap. Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act, and Title II of Americans with Disabilities Act of 1990 prohibit the school district from discriminatory practices.

504 Public Notice

The Poplar Bluff 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 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 Poplar Bluff 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 non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Poplar Bluff 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 during normal business hours by contacting the Poplar Bluff R-1 School District Superintendent, 1110 North Westwood Blvd., Poplar Bluff, MO, 573 785-7751.

This notice will be provided in native languages as appropriate.

Admission Policy

Enrollment procedures for secondary sending school students are initiated at the sending school. All secondary students must submit a PBTCC application for enrollment with their school counselor in the spring of the year to be considered for fall enrollment. Secondary students must be enrolled in a sending school as a junior or senior and must be 16 years of age by the first day of class. Secondary students must meet the same competencies as regular adult students to be eligible for articulation agreements.

The admission policy is in compliance with the U.S. Department of Education regulations for the Title IV Federal Financial Aid and DESE, the accrediting agency for PBTCC. Post-secondary students can be admitted to the Trade and Industrial programs as space permits and upon meeting admission criteria for the post-secondary student. The cosmetology program is open to a limited number of secondary students. Students must be seniors in high school or post-secondary students to apply. (See Cosmetology Handbook for details on admission policy.) The Practical Nursing program admits only post-secondary students. Information regarding the post-secondary admission process can be obtained by contacting the Financial Aid/Adult Coordinator or the Cosmetology and Practical Nursing program coordinators.

Technical and Industrial (T&I) classes have a student-teacher ratio of 15:1. Secondary and post-secondary students are expected to follow the same rules and regulations as outlined in the student handbooks.

Services Available

PBTCC is equipped to provide financial aid, job placement, vocational education resources (VRE), and remedial skills instruction to serve the needs of our students. Students requiring special consideration regarding health, educational or special needs must notify the office of the PBTCC director in writing.

A Workplace Development Specialist is available for assistance in job placement services. The Workforce Development Specialist instructs students in job seeking skills and registers all students with the Missouri Career Center. A 180-day follow-up after graduation is conducted to provide placement data required by State and Federal guidelines.

School Objectives

1. To provide career-technical programs to meet the needs of our community.
2. To maintain curriculum that provides each student with the basic skills essential to the maximum development of their potential.
3. To provide laboratory and work experiences that reflect current industrial/business practices in safety, methodology and operation of equipment.
4. To provide the student with pre-employment and job-seeking skills training.
5. To provide the student with assistance in securing employment.

Calendar

The 1044-hour (36 weeks-40 weeks) Technical-Industrial courses follow the school year calendar of the Poplar Bluff Public Schools.

The 1220-hour (38 weeks-40 weeks) Cosmetology course has its own 38 week calendar that ends with the student's completion of 1220 hours. See Cosmetology Handbook for details.

Ability-To-Benefit Policy and Procedures

All courses taught at PBTCC require an adequate level of reading and mathematical ability in order to benefit from training. All students enrolling at PBTCC will be given the Test of Adult Basic Education (TABE) to assess reading and math skills. Students who do not demonstrate necessary competencies in these two academic areas will be provided with remediation.

Truancy Court

The 36th Judicial Circuit Court Juvenile Division has initiated a Truancy Court beginning August 1, 2010 to address the problem of attendance for children with a history of excessive absenteeism. The Poplar Bluff R-I School District is fully participating in this Truancy Court and will be making referrals to the Butler/Ripley County Juvenile Office of those students who violate the attendance policy.

Attendance Policy

Daily attendance is required of all students. Secondary students are required to follow the attendance policy of their home school. It is extremely difficult to make up work missed in a laboratory setting. All students should make every attempt to be in attendance daily. Students will be able to make up written assignments, which occur during an excused absence. It is the student's responsibility to request make-up work. It is the responsibility of the student and/or their home high school attendance office to provide proof of excused absences. Failure to do so will result in no grade for missed assignments. Anyone missing five consecutive days without notification to the school will be assumed to have dropped and may be terminated.

Cosmetology students must adhere to the attendance policy set forth in their handbook.

Tardiness

Students who miss the bus at their sending school are to check in at the Attendance Center of their sending schools and request instructions on transportation to the PBTCC. Students are not permitted to drive to the PBTCC without pre-approval of the PBTCC instructor, PBTCC director, and sending school principal.

Academic Progress Policy

Grades will be determined from a three-part grading system to include: tests over academic information, skill tests, and laboratory assignments. Grade reports will be sent to each secondary student's home school and will appear on that school's report card. This information is for the purpose of informing both the student and parents of the progress shown. Secondary students receive quarter grades, which is a mid-semester report. The semester grade is the final permanent grade. Mid-quarter deficiency slips will be mailed each term to the sending school principals.

Grading Scale Policy

Secondary and T&I Post-Secondary students will be graded on the standing grading scale as follows:

A	96-100	C+	77-79
A-	90-95	C	73-76
B+	87-89	C-	70-72
B	83-86	D+	67-39
B-	80-82	D	63-66
		D-	60-62
		F	59 & above

Incomplete (I) – This mark is given when the work is incomplete because of unexcused absences immediately preceding grade time. Make up work must be arranged by the student with the instructor and completed within the number of days with verified excuses.

IEP students will be graded on a grading scale determined by his/her IEP committee and recorded on the student's IEP. Cosmetology students will be graded on the grading scale established by the program and found in the Cosmetology Handbook.

Embedded Courses

Thirty six A+LS, Anywhere + Learning System course options are available to PBTCC secondary students

via the web to aid in meeting high school graduation requirements. Should a student discover they need credit in any of the offered courses to meet their school's graduation requirements they should contact their school's counselor and/or the vocational resource educator at PBTCC to arrange for enrollment in one of these courses. An agreement between the sending school and PBTCC will be arranged and upon completion of the coursework the student will be granted credit from their home school for course.

Certificates of Completion

A Certificate of Completion will be awarded to students who meet the following requirements:

- Meet or exceed the current grade percentage needed to pass a course as set forth by the Board of Education for all four semesters of the course.
- Master 80% or more of course objectives
- Meet attendance and/or hourly requirements of the Career Technical Education program.

A Certificate of Completion with Honors (Career Portfolio) will be awarded to students who meet the following requirements:

- Attain an overall grade average of "B Minus" or above for their Career Technical Education program
- Attained 95% or above attendance record for the entirety of the program
- Obtain a recommendation from the program instructor
- Master a minimum of 80% of course competencies
- Achieve a passing score on the end of program Technical Skills Assessment
- Maintain membership in SkillsUSA through the entirety of their program

Discipline (Board Policy 2600)

The Poplar Bluff School District R-I Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the School District. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in District instructional and support programs, as well as at school-sponsored activities.

All students attending District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in this policy. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of District students will be subject to discipline to the extent allowed by law up to and including expulsion. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended or expelled in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Detention and in-school suspension programs shall provide principals with alternatives for dealing with disciplinary problems that occur in the schools or student violations of policies, rules and regulations. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials. When these alternatives are appropriate, students will be assigned to serve a specified time period. These assignments and the time period for them shall be determined by the principal or his/her designee. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of policies, rules and regulations. Notice of out of school suspension shall be given immediately to the parent or guardian. (See Board Policy 2662.)

The Board authorizes the immediate removal of a student upon a finding by a principal, Superintendent or Board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures set forth for suspensions.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the Superintendent or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board. Parent(s)/guardian(s) may waive the right to an expulsion hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing. Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. In addition, teachers may recommend to the building principal to remove any student from their class who, because of poor taste in dress and/or grooming, interferes with the learning environment. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. Any time a referral that warrants formal disciplinary action is submitted (i.e. requires the attention of a principal), a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact. In addition, such referrals will be documented in the student's discipline record.

The following listing of consequences for student conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of District schools. The list cannot be expected to contain each and every offense which may result in the use of disciplinary action. However, the purpose is to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this listing as determined by the principal, Superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the Superintendent/designee to be manifestly unfair or not in the interest of the District, the Superintendent/designee may also reduce or increase the consequences listed in this policy, as allowed by law. Deviations from this policy or the consequences listed herein are permissible only when justified and the reason for the deviation is documented in the student's discipline record.

Consequences of Student Misconduct

1. Arson – Starting a fire or causing an explosion with the intention to damage property or buildings
 - i. First Offense: 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials
 - ii. Subsequent Offense: Expulsion, notification to law enforcement officials

2. Assault -
 - a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury
 - i. First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials
 - ii. Subsequent Offense: In-school suspension, 10-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials

 - b. Attempting to kill or cause serious injury to another
 - i. First Offense: Expulsion, notification to law enforcement officials

3. Bus Misconduct - Any offense committed by a student on a District-owned or contracted bus or at a bus stop shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

4. Disparaging or Demeaning Language - Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, color, disability, age, gender or national origin. Constitutionally protected speech will not be punished.
 - i. First Offense: Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school

- suspension, or expulsion
5. Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings *directed at a staff member*
 - i. First Offense: Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

 6. Disruptive Speech or Conduct - Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.
 - i. First Offense: Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

 7. Drugs/Alcohol (See Board Policies 2640 & 2641.)
 - a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act
 - i. First Offense: 45-180 days out-of-school suspension, notification to law enforcement officials, and possible expulsion
 1. Suspension Alternative:
 - a. The student must admit to being in possession of alcohol, any unauthorized prescription drug, narcotic substance, unauthorized inhalant, counterfeit drug, synthetic drug, imitation controlled substance or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act. The student and parent/legal guardian agree to waive their right to appeal the suspension to the Board of Education.
 - b. The student will be placed on out-of school suspension for a period of 10 days.
 - c. On the first school day following the out-of-school suspension, the student will report to the Graduation Center for a behavioral intervention assignment. The student may be re-assigned to the home school following successful completion of this assignment and negative drug screen(s) that have been administered by a district-approved company.
 - d. Upon return to the home school, the student will continue to submit to up to 50 drug screens while enrolled in Poplar Bluff R-I School District. The student must also continue attending and successfully complete the prescribed drug prevention curriculum.
 - e. While in the prescribed drug prevention curriculum, the student shall receive the remainder of the initial suspension if:
 - i. A random drug screen conducted by the district-approved company is reported positive at any time during this procedure;
 - ii. The student does not complete the prescribed drug prevention curriculum.
 2. In order to return to school from the initial out-of-school suspension, the student must provide a negative drug test to the appropriate school personnel within ten (10) days prior to the scheduled return date.

- ii. Subsequent Offense: 180 days out-of-school suspension or expulsion, notification to law enforcement officials
 - b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, synthetic drugs, and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act
 - i. First Offense: 45-180 days out-of-school suspension, notification to law enforcement officials and possible expulsion
 - ii. Subsequent Offense: Expulsion, notification to law enforcement officials
 - c. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation
 - i. First Offense: 1-180 days out-of-school suspension
 - ii. Subsequent Offense: 1-180 days out-of-school suspension or expulsion
- 8. Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value
 - i. First Offense: Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-10 days out-of-school suspension
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
- 9. Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting or instructional equipment.
 - i. First Offense: Restitution. Principal/Student conference, detention, or in-school suspension
 - ii. Subsequent Offense: Restitution. Detention or in-school suspension
- 10. Failure to Serve Previously Issued Disciplinary Consequence – Failing to serve a previously issued detention (morning, afternoon, or Saturday school)
 - i. First Offense: Additional detention, in-school suspension, 1-180 days out-of-school Suspension
 - ii. Subsequent Offense: In-school suspension, 10-180 days out-of-school suspension or expulsion
- 11. False Alarms - Tampering with emergency equipment, setting off false alarms, making false reports
 - i. First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
- 12. Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action
 - i. First Offense: Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-180 days out-of-school suspension
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
- 13. Firearms and Weapons (Board Policy 2620. See page ____ of Handbook)
- 14. Harassment (See Board Policy 2130)

- a. Use of verbal, written or symbolic language that constitutes harassment on the basis of an individual's race, color, sex, national origin, age, ethnicity, or disability
 - i. First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

 - b. Physical contact/explicit behavior that constitutes harassment on the basis of an individual's race, color, sex, national origin, age, ethnicity, or disability
 - i. First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion
 - ii. Subsequent Offense: 10-180 days out-of-school suspension or expulsion
15. Hazing – Willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.
- i. First Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension
 - ii. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion
16. Public Display of Affection - Physical contact which is inappropriate for the school setting
- i. First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension
 - ii. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
17. Technology Misconduct – Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. (See Board Policy 6320 & Media Services Handbook.)
18. Theft - Theft, attempted theft or willful possession of stolen property
- i. First Offense: In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials
 - ii. Subsequent Offense: 10-180 days out-of-school suspension or expulsion, notification to law enforcement
19. Tobacco - Possession/use of any tobacco products (in or on school district property), electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with Board Policy 2870. (See Board Policies 2640 & 5250.)
- i. First Offense: Principal/Student conference, corporal punishment, detention, in-school suspension, or 1-180 days out-of-school suspension
 - ii. Subsequent Offense: Detention, in-school suspension,

20. Truancy - Absence from school without the knowledge and consent of parents/guardian and/or the school administration (See Board Policy 2310 & student handbooks.)
21. Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students
 - i. First Offense: Reimbursement for repair/replacement of damaged property, in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials
 - ii. Subsequent Offense: 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials

Make-up work is encouraged for all absences to maintain the continuity of education. Students suspended from school will have the opportunity to complete assignments/projects missed during the suspension for up to 15 days. One day for make-up work will be permitted for each day of absence (i.e., for 3 days of absence, the student will have 3 days to make up the work). It is the responsibility of the student to get and return all make-up work to each teacher. Students suspended beyond 15 days or suspended for drug-related, alcohol, or assault violations will not receive credit for assignments/tests during the suspension.

All employees of the District shall annually receive instruction related to the specific contents of the District's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality. The comprehensive discipline policy of the District is composed of this policy and all related policies. A copy of the District's comprehensive discipline policy will be printed in student manuals/handbooks and will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the Superintendent's office during normal business hours.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. (See Board Policy 2672 and its corresponding regulation.)

Firearms and Weapons in School (Board Policy 2620)

The purpose of establishing this policy is to insure a safe environment for all students and employees of the Poplar Bluff R-I School District.

The Board of Education does determine that possession and/or use of a weapon by any person on school property or at any school-sponsored or sanctioned activity is detrimental to the welfare and safety of the students and employees of the Poplar Bluff R-I School District.

Definitions

The Board defines "dangerous weapon" (as defined by 571.010, RSMO) as an object constructed for and considered to be a weapon by nature of design and use. This also includes any other object which is capable of inflicting bodily harm and/or which can be used to threaten, frighten, or intimidate by the manner in which it is used and/or intended to be used or by its appearance as a dangerous weapon. This includes, but is not limited to: firearms, ammunition, explosive devices, switchblade knives, butterfly knives, hunting knives, razors, karate sticks, numchakus, clubs, chains, metal knuckles, Kung Fu stars, slingshots, and replicas of such weapons.

The Board defines "weapon" as any object which may not commonly be considered a weapon but which may be used to inflict or to threaten bodily harm and/or to frighten, intimidate, or to harass. This includes, but is not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and utility or work-related knives (i.e., box cutters).

Violation

A student who brings a dangerous weapon, or who is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm, or who inflicts bodily harm with a weapon or a dangerous weapon on school property before, during, or after school or at any school-sponsored or sanctioned activity is subject to administrative and/or legal action. The appropriate law enforcement agency shall be called any time a student violates the dangerous weapon portion of this policy.

- A. An elementary student who is found to have violated this policy will be subject to disciplinary action up to and including expulsion from the District. The age of the student and the nature of the violation should be considered in determining the appropriate disciplinary action.
- B. A senior high or junior high school student who is found to have brought or have been in possession of a dangerous weapon including a firearm or replica firearm or to have used a weapon to inflict bodily harm or to place a person or persons in fear of bodily harm will be subject to immediate suspension or disciplinary action up to and including expulsion from the District.
- C. The District may, at its discretion, provide a student suspended under this policy with educational services in an alternative setting.

Procedure

Any student who violates this policy shall be suspended from school immediately for ten (10) days by the building principal with referral to the Superintendent and/or Board of Education for further appropriate disciplinary action. In addition, the administration shall immediately confiscate the weapon, notify the parent or legal guardian of the violation, and call the proper legal authority.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension can be modified on a case-by-case basis upon recommendation by the Superintendent to the Board of Education.

The mere possession of a knife having a blade not exceeding 2.5" in length shall not be cause to invoke the weapons policy against a student. If a pocket knife is discovered in the possession of a student, the knife will be confiscated and may be returned to a parent/student with a warning at the end of the school day. If a pocket knife is displayed or exhibited in any way by a student, the knife will be confiscated and the student may be suspended from school and the knife may/may not be returned to the parent/student. If a pocket knife is used by a student to harass, threaten, intimidate or harm any individual in any way, the full measure of the weapons policy will be invoked against that student as described in the violation section of this weapons policy.

Applicability to Students with Disabilities

If the student with a disability under the Individuals with Disabilities Education Act carries or possesses a weapon, as defined by 18 U.S.C. § 930(g)(2), to or at school, on school premises, or to or at a school function under the District's authority, school administrators may remove that student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. If a school administrator removes a student with an IDEA disability to an interim alternative educational placement, the District must convene the student's multidisciplinary and/or IEP team to conduct a manifestation determination within the statutory time frame and the student's IEP team must determine the interim alternative educational placement and the services that the student will be provided in order to receive a free appropriate public education and access to the general curriculum.

Student Use of Tobacco, Alcohol and Drugs (Board Policy 2640)

Smoking

The Board of Education believes that smoking, the use of any tobacco products, and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, at school and at school activities.

Alcohol and Drug Use

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Poplar Bluff School District R-I. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on or in any school-owned/approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

All medications, prescribed by an authorized prescriber, as well as all non-prescription medications, will be administered in accordance with Board Policy 2870.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy 2150. If any evidence of a controlled substance, an imitation/look-alike, or paraphernalia is discovered, the substance will be secured, the parent/guardian will be notified, law enforcement officials will be notified, and the substance will be turned over to the proper authorities. The school nurse or medical facilities may be consulted when a student appears to be under the influence of a controlled substance.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate disciplinary action including suspension, expulsion or other discipline as provided in the District's discipline policy, and referral for prosecution. In addition to suspension from school, a student will also be subject to the following extracurricular policy:

1. Drug and Alcohol
 - a. 1st Offense: A student is not allowed to participate in any school activity for 25% of the particular sport or event. Example: Football has ten regular season games. The student would miss 3 games. If the infraction occurred during the 9th or 10th game, the penalty would carry over to the next sport or event for him/her. He/she may practice but cannot attend any school functions (i.e. dances, other sport events, programs, etc.) during this time. If the infractions occurred during school hours or school sponsored events, the regular school suspension rules would apply as well.
 - b. 2nd Offense: Suspension from participation for 365 days
 - c. 3rd Offense: Termination (from any school activity) as long as he/she is a student in Poplar Bluff R-I School District
2. Tobacco
 - a. First Offense: One game suspension
 - b. Second Offense: Suspension from 25% of schedule
 - c. Third Offense: Dismissed from team

All infractions are to be enforced immediately and entered into the student's SIS disciplinary file. Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students –

in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action.

Due Process Hearing

Students who are being denied credit, admission to school, or facing expulsion are allowed a due process hearing if they so choose. Students must see a principal if they are having any type of problem so the principal can evaluate if a due process hearing is considered necessary.

***Suspension or expulsion from school also means suspension from all school functions!**

Bullying (Board Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

1. Communicates with another by any means including telephone, writing, cyberbullying or via electronic communications, with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose,
2. or Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to disciplinary action.

1. First Offense: Principal/Student/Parent conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension
2. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

School/Student Searches and Inspections (Board Policy 2150)

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

The Superintendent of Schools may make use of the narcotic inspection team (drug-sniffing dog) any time it is deemed in the best interest of the District, provided the narcotics inspection team is available.

Breathalyzer Test

Note: All students are subject to a Breathalyzer test upon "reasonable suspicion" during school or at school sanctioned events.

Student Records - Provisions and Guidelines (Board Policy 2400)

Educational records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

A student's record is defined as encompassing everything maintained in connection with the student, including test scores, psychological examinations, attendance records, aptitude, family background, and counselor's notations. Parents and students shall have access to all material in the record. They shall also be able to request aid from an appropriately trained school employee on interpretation of information in the record, or shall have the right to retain any other qualified person to interpret specialized material in the record. Education records are distinguished from records of instructional or administrative personnel which are in the sole possession of the maker and not revealed to anyone except a substitute.

The District may employ the use of security videos in its hallways, classrooms, buses, and/or on district

property. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA.

Students who have received services under IDEA/P.L. 94-142 and/or the Education for All Handicapped Act of 1975 shall have a special services student folder which meets the provisions of the District's compliance plan.

Records in the cumulative file should be kept at a minimum. Records must be kept in confidentiality and supervised by certified personnel. Confidentiality of the records of students must be maintained by the teachers and staff at all times. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.

A log or record shall be maintained as part of each student's record that gives detailed information about each person making a request for information from the record, as well as the date and the reason for the request. No survey or data gathering activities shall be conducted by school personnel unless such activities are authorized by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400

Maryland Avenue, SW, Washington, DC 20202-4605.

5. The District has determined that the following information regarding the District's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the District to release the information listed below, they must notify the District in writing within ten (10) days of receiving this policy of the information they do not want released. The following information may be released without parental consent:

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The Poplar Bluff School District R-I reserves the right to deny a parent or eligible student a copy of the student's education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

1. The parent or student has an unpaid financial obligation to the School District.
2. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)

Refer to Board Policy 2400 for additional information.

Gun-Free/Drug-Free Schools (Board Policy 1432 & 2641)

Be advised that the Poplar Bluff R-1 Board of Education adopted a resolution designating all Poplar Bluff R-1 Public School properties and all properties within 1000 feet as gun-free/drug-free school zones. Appropriate signs designating these areas as gun-free/drug-free school zones are posted. Any violation of this resolution shall be prosecuted to the extent of the law by both federal and state statutes as appropriate.

In accordance with Title IV regulations, post-secondary students are required to sign an anti-drug abuse certification statement that they will not engage in the unlawful manufacture, distribution, possession or use of a controlled substance. Post-secondary students are also required to attend a seminar regarding drug education and providing information on available rehabilitative services.

WEAPON CONTROL (Board Policy 1432)

The purpose of establishing this policy is to insure a safe environment for all students and employees of this Poplar Bluff R-I School District. The Board of Education defines "dangerous weapons", as an object constructed for and considered to be a weapon by nature, design and use. The Board of Education defines "weapon" as any object which may not commonly be considered a weapon but which may be used to inflict or threaten bodily harm and/or to frighten, intimidate or to harass. Any student in violation of this policy is subject to out-of-school suspension by the principal up to ten days and recommendation to superintendent of schools for further disciplinary action.

Employee-Student Communication (Board Policy 4650)

Definitions

1. *Educational Purpose* - A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.
2. *Staff Member* - For the purposes of this policy, a staff member is any individual employee of the district, including part-time and substitute employees and student teachers.
3. *Student* - Individuals currently enrolled in the Poplar Bluff R-I School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy 2130 or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this

policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate.

This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy 2130 will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (2130) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Internet Usage/Safety (Board Policy 6320)

The Poplar Bluff School District R-I recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students. The professional enrichment of the staff and Board of Education, and increased engagement of the students' families and other patrons of the District are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the District's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District's technology resources.

Development of students' personal responsibility is itself an expected benefit of the District technology program.

Definitions

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined:

User -- any person who is permitted by the District to utilize any portion of the District's technology resources, including but not limited to students, employees, Board of Education members and agents of the School District.

User Identification (ID) -- any identifier which would allow a user access to the District's technology resources, or to any program, including but not limited to, e-mail and Internet access.

Password -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

The Board of Education directs the Superintendent/designee to create rules and procedures governing technology usage in the District to support the District's policy, as needed.

The Board of Education directs the Superintendent/Designee to assign trained personnel to maintain the District's technology in a manner that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources.

Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on District technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations and procedures.

User Identification and Network Security

The District technology resources may be used by authorized students, employees, Board of Education members and other persons such as consultants, legal counsel and independent contractors. Use of the District's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to District technology if he/she is considered a security risk by the Superintendent/Designee.

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Users must adhere to District policies, regulations, procedures, and other District guidelines. All users shall immediately report any security problems or misuse of the District's technology resources to an administrator or teacher.

User Agreement

Unless authorized by the Superintendent/Designee, all users must have an appropriately signed *User Agreement* on file with the District before they are allowed access to District technology resources. All

users must agree to follow the District's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the District's technology. A user ID with e-mail access, if granted, is provided to users of this District's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using District technology in his/her *User Agreement*.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the District's technology resources.

Content Filtering and Monitoring

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Closed Forum

The District's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by the law.

The District's web page will provide information about the School District, but will not be used as an open forum. The District web page may include the District's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board of Education.

Any expressive activity involving District technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the School District for legitimate pedagogical reasons.

All other expressive activity involving the District's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Damages

All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

Student Complaint and Grievance Procedures

COMPLAINT PROCEDURES

District patrons are encouraged to question decisions or policies they feel are not in the best interest of children. The Board of Education has established a procedure for hearing disagreement, with the intent to have issues resolved at the lowest level possible. The grievance should be initiated at the building level with the teacher as the first

contact,
and the building administrator as the second contact. If the issue cannot be resolved at the building level,
the
following chain of administration should be used: the assistance superintendent-personnel, the
superintendent of
schools, and the Board of Education as the final contact. If any of these steps is bypassed, the issue is
referred back
to the appropriate level for resolution.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Standard Complaint Resolution Procedure For Improving America's Schools Act Programs

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

What is a complaint for purposes of this policy? A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint? Any parent or guardian, surrogate parent, teacher, administrator, School Board, or other person directly involved with an activity, program, or project operated under the general supervision of the department may file a complaint.

What types of complaints are recognized? There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of DESE; and,
2. A complaint alleging that DESE is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts: A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with DESE. Before accepting such a complainant, the department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices, which are not based on federal or state laws or regulations, is not a complaint within the meaning of this policy and must be settled at the local school district level.
2. Complaints against DESE: A local school district official, a local Board of Education, or any person directly affected by actions of the department may file a written complaint alleging that the department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.

2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter of relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, Section 76.781.

What other recourse is available in resolving complaints? In some circumstances, complainants may have additional

recourse in the courts or through the Administrative Hearing Commission.

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
5. Timely notice that your child has been taught for four or more consecutive weeks, a teacher who is not highly qualified.

Appeals Procedure

A student wishing to appeal must notify the PBTCC Director in writing within 5 days. The student will be given the opportunity to defend himself/herself in the presence of the Director, Coordinator and program instructor. This committee may render a decision of acquittal, probation, or expulsion based on the facts provided.

The student has the prerogative of appealing this decision to the Poplar Bluff R-1 School District's Office of the Superintendent of Schools within two (2) days for reconsideration of the decision of the Committee. The Superintendent's decision shall be rendered within five (5) days.

The student may appeal the Superintendent's decision to the Board of Education. Such requests must be made in writing. Both parties may be represented at the hearing. The Board will hold such a hearing with due consideration of all aspects before finalizing their decision.

Students may also file a grievance with Missouri DESE at <http://dese.mo.gov/se/compliance/complaint/>. or at MO Department of High Ed at:

<http://dhe.mo.gov/documents/POLICYONCOMPLIANTRESOLUTION.pdf> or The Council on

Occupational Education procedure is as follows: The Commission reviews all written, signed complaints

(that are addressed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, and include complainant's mailing address) that allege non-compliant activities and practices of applicant, candidate, or accredited institutions. This review involves obtaining from the complainant a certification that all available institutional remedies have been exhausted or a statement documenting reasons why these remedies have not been sought. The Complaint is then sent to the institution.

For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary

and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a

specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member or other person directly

involved with an activity, program or project operated under the general supervision of the Department may file a

complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and

indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. If the

issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of

Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local

level, the Department may require the parties to do so and may provide technical assistance to facilitate such

resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe

state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or

Department personnel.

Safety Policy

Each skill area requires all students to follow strict safety guidelines. All students receive 100% mastery of the safety test before beginning any technical program. Protective devices will be provided and students will be required to wear these devices for mandated courses. Teachers will implement this safety policy. Complete PBTCC Building Safety Policies and Procedures available upon request.

Accident Insurance

PBTCC students are encouraged to have accident insurance that will cover them while engaged in an occupational training program. Usually the student or his/her family's current insurance covers them while they are in class. PBTCC does not provide this coverage to students but does have information as to how an accident policy may be obtained at a minimal cost. This information will be available at the beginning of each school year. Most sending schools offer accident insurance at the beginning of each year to secondary students.

Fire-Earthquake-Tornado Drills

As a safety precaution, and in accordance with the Missouri State School laws, safety drills for fire, earthquake, and tornadoes will be held several times during the year. **The signal for fire and earthquake drills** will be a *continuous ringing of the bell*. When the signal sounds, teachers will instruct students to leave by the nearest exit. Be calm, leave as quietly and quickly as possible, without pushing or crowding, and go far enough from the building so those behind you will have ample room to move away from the building. Re-enter the building at the bell and return to your class. The signal for returning to the building will also be one long bell.

The signal for a tornado drill will be *three short bells*. All students will take shelter in the main hallway of the building. Sit down with your back to the wall. Place your head between your knees and your hands over your head. The all-clear signal is one long bell.

Emergency Preparedness Procedures

Full set of Emergency Preparedness Procedures is available with your instructor or in the office at PBTCC, for more detailed plans and procedures refer to Poplar Bluff Technical Career Centers Emergency and Crisis Management Procedures Manual.

Transportation

Secondary students are required to ride the bus to and from their sending school campus. A student will be allowed to drive his/her personal vehicle only with a car pass signed by the instructor, PBTCC Director, and the home school principal. Only the driver is allowed in the vehicle. Secondary students may not ride in vehicles with post-secondary students.

Vehicle Repairs & Shop Projects

Vehicle repairs or projects constructed in any shop must have a work order filed in the PBTCC Director's office. Students may bring their own materials/parts or purchase them through the school. Materials furnished by the school must be paid for in the office before the project is removed unless arrangements are made in advance with the Director.

Replaced parts including automobile tires must be removed from the premises by the student. Students will be charged \$10.00 per item for tires and parts left at PBTCC. Semester grades will be held if money is owed to the school. Although every effort

will be made to safeguard vehicles and other personal property while on the PBTCC premises, PBTCC or any employee of PBTCC is not responsible for the loss of or damage to any property left at PBTCC.

Any student requesting a "driving pass" for the purpose of working on their vehicle, having work done on their vehicle or changing tires on any vehicle must pay a \$20 deposit at the time the driving pass is issued. This deposit must be paid in the main office. After work is completed and the instructor has verified in writing that all used parts and tires have been properly removed from the premises, the deposit may be refunded.

Dress and Grooming Guidelines

Clothing should in no way distract from regular classroom work and school activities. Tank tops are inappropriate dress and are not to be worn to school. Clothing with insinuating wording or design is not

allowed. Sunglasses (unless prescription), caps, or similar head gear are not to be worn in the buildings. Students must wear shoes at all times. In pursuit of a higher education standard, “no clothing or accessories that promote or advertise alcohol, gangs, tobacco, or illegal drug use will be allowed on campus or during any school sponsored activity.”

Individual teachers may need to enforce other reasonable regulations in regard to safety depending on the individual class or laboratory setting. Teachers have the authority to remove any student from class who because of poor taste in dress and/or grooming, interferes with the normal process of education. These students will be sent to the office of the Director. The Director will follow the guidelines set by the dress code of the Poplar Bluff Senior High and adopted by the Poplar Bluff R-1 School District Board. Cosmetology students will be required to wear designated clothing.

Telephone Use

Only in cases of emergency will a student be called to the telephone during class periods. The office telephone is for school business. Requests for use of the telephone should be made only when absolutely necessary.

Lost & Found

Items that are found should be turned into the office. In the case of lost items, inquire at the office as soon as possible.

Withdrawal from School

Students withdrawing should notify the office of the PBTCC Director and/or the Department Coordinator with a written statement. Students who have incurred debts while enrolled at PBTCC, or who owe tuition will need to resolve these issues before leaving. Sending schools will be notified of withdrawals and of any balances owed to PBTCC

Professional Organizations

SkillsUSA

SkillsUSA is a national youth organization designed for students in technical skilled and service careers, including health careers. SkillsUSA encourages the development of a student into a well-rounded person with technical, academic and “employability” skills that not only help individuals get a job but also have a successful career.

SkillsUSA members develop the ability to plan together, organize, and carry out worthwhile activities through the use of the democratic process. In every chapter meeting, contest, leadership conference and activity these skills are built. Students also learn how to participate in meetings and become school and community leaders. All PBTCC teachers are members of this organization and serve as sponsors and co-sponsors.

Membership in SkillsUSA is required to fulfill the leadership component of the TRC AAS Diversified Technology articulated degree.

FBLA

Future Business Leaders of America (FBLA) is a national organization that is available through the business department. It is the largest student business organization in the world with 250,000 members. Missouri ranks fifth in the nation for membership. FBLA is open to students in grades 9-12, enrolled in a business or business-related course. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

FBLA provides innovative leadership and career development programs that bring business and education together in a positive working relationship to achieve results. Members gain the competitive edge for college and career success. Competition is available at the district, state and national levels. FBLA membership gives distinction when one applies for scholarships, colleges, and career opportunities.

FFA

The FFA Organization is the organization of, by, and for students enrolled in agricultural education programs. The purpose of FFA is:

- ◆ To be an integral part of the organized instructional programs in agricultural education which prepare students for a wide range of careers in agricultures, agribusiness, and other agriculture-related occupations.
- ◆ To strengthen the confidence of students and develop desirable work habits and the effective usage of their time by learning to assume responsibility; develop competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment or entrepreneurship in the agricultural industry.
- ◆ To provide agriculture-related programs and activities which will improve the economic, environmental, recreational, and human resources of the community.
- ◆ To encourage and recognize achievement in supervised agricultural experience programs, scholarship, leadership and other individual and group activities by providing awards to deserving members and chapters.

DECA

DECA is a national association of marketing education students which provides teachers and members with educational and leadership development activities to merge with the classroom instructional program. DECA is not extracurricular; it is an integral part of the classroom instructional program. DECA chapters attract students who are interested in preparing for entrepreneurial, marketing or management careers.

While DECA membership consists primarily of students in marketing programs, membership extends also to alumni and to professionals in marketing education and in marketing teacher education. Working hand-in-hand with the education and business communities. DECA's goal is for its student members to develop a "career success kit" to carry into their business and personal lives after graduation. One that includes:

- ◆ Occupational competencies needed for careers in marketing, management and entrepreneurship
- ◆ Leadership abilities
- ◆ Social and business etiquette
- ◆ Understanding and appreciation of civic responsibility
- ◆ Ethical behavior in personal and business relationships
- ◆ Understanding the role of our free enterprise system in the global economy



Poplar Bluff R-I School District 2016-2017 Calendar



JULY 2016						
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						

4 Independence Day

13 2nd Quarter Ends
16 M.L. King's Birthday – No School
17 Collaboration Day

JANUARY 2017						
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 Days

AUGUST 2016						
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			

15-16 New Teacher Orientation
26 Teacher Workday
29-30 Teacher In-Service
31 Collaboration Day

17 Collaboration Day
20 Presidents' Day – No School

FEBRUARY 2017						
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				

18 Days

SEPTEMBER 2016						
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	

21 Days

1 School Begins
5 Labor Day – No School

16 3rd Quarter Ends
17 Collaboration Day

MARCH 2017						
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	

22 Days

OCTOBER 2016						
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					

19 Days

24 Collaboration Day
24 Grades 1-8 Parent-Teacher Conferences
31 No School

13 Spring Break – No School
14 Good Friday – No School
17 Collaboration Day

APRIL 2017						
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						

17 Days

NOVEMBER 2016						
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			

19 Days

4 1st Quarter Ends
23 Collaboration Day
24-25 Thanksgiving – No School

26 4th Quarter Ends/Early Dismissal
26 Teacher In-Service
29 Memorial Day

MAY 2017						
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 Days

DECEMBER 2016						
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

12 Days

19-23 No School
26-30 No School

1st Quarter – 44 Days
2nd Quarter – 37 Days
3rd Quarter – 40 Days
4th Quarter – 47 Days
Year Total – 168 Days
1st Semester-81
2nd Semester-87

Ten weather-related makeup days are built into this calendar (May 15-18 & 22-28). In the event more than 10 days are accrued, the following days will be available as makeup days: January 18 & 17, February 17 & 20, March 17. If one or more collaboration days (January 17, February 17, March 17) are used as makeup days, teachers may be required to make up the collaboration day(s) when school is not in session due to weather. This calendar is subject to change as a result of inclement weather, school activities, or any emergency that may occur.

JUNE 2017						
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	

Board Approved 12-17-2015

Earn College Credit While Attending PBTCC

Students can earn college credit for coursework completed while attending the Poplar Bluff Technical Career Center. To insure you are eligible to receive college credit the following conditions must be met:

- Maintain a 95% attendance rate throughout the entirety of your program of study.
- Maintain a B– average for all semesters of your program of study.
- Be a member of Skills USA throughout the entirety of your program of study.
- Master a minimum of 80% of your course competencies.
- Earn a recommendation from your program instructor.
- Enroll in a community college or technical career school.
(Inform the admissions office that you have completed a technical career program and may be eligible for articulated credit.)

PBTCC Programs Eligible*:

Auto Collision

Building Trades

Computer Maint. & Repair

HVACR

Auto Technology

Computer Graphics & Print Tech

Culinary Arts

Welding

Have questions??? Talk with your instructor or the PBTCC Vocational Resource Educator.

*Dependent on Agreements in place at time of enrollment and completion of program.

The Poplar Technical Career Center provides career education opportunities for students from East Carter, Greenville, Poplar Bluff, Puxico, Southern Reynolds County, Twin Rivers, Van Buren, and Zalma high schools.

Poplar Bluff Technical Career Center
Student Internet User Agreement
2016-2017

I have read the Poplar Bluff R-1 School District Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, email logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Please Print Student Name

Grade Level

Signature of Student

Date

Poplar Bluff Technical Career Center
Secondary Student Handbook
2016-2017

I, _____,
(print name on line above)

certify that I have read and understand the student handbook furnished by the Poplar Bluff School District R-1 Technical Career Center.

My signature below demonstrates receipt of student handbook including district policies and that I agree to comply with the standards and rules set forth therein. I understand that failure to comply with the policies established and set forth by the Poplar Bluff R-1 Board of Education may result in disciplinary action and/or dismissal from the Poplar Bluff Technical Career Center programs of study.

Disciplinary, technology usage, and attendance policies are found within the handbook.

Student Signature

Parent/Guardian Signature

Date

The district may use your student's image in either photographs or video clips to publicize events taking place at the school or may provide this information to media sources to publicize your student's participation, awards and accomplishments in school events. Should you object to the Poplar Bluff R-1 School district and/or the Poplar Bluff Technical Career Center using your child's image or voice in this manner **please notify the Poplar Bluff Technical Career Center in writing.**

PBTCC Bell Schedule

7:45 – T&I and Secondary Start Time

8:00 – Nursing and Cosmo Start Time

10:19 - Secondary End Time

10:30 - T&I A.M. End Time

11:29 – PB Secondary P.M. Start Time

11:50 – P.M. Secondary Sending School & Adult Start Time

2:08 – PB Secondary P.M. End Time

2:20 – Sending School Secondary P.M. End Time

2:30 – T&I Adult End Time

3:30 – Cosmo End Time (Tuesday's 7:00 p.m.)

4:00 – LPN End Time

Poplar
Bluff
Technical
Career
Center

Contact us at:

Poplar Bluff Technical Career Center
3203 Oak Grove Road
Poplar Bluff, MO 63901
(573) 782-2248 office or (573) 785-4168 fax

Director: Charles Kinsey
Financial Aid & Adult Education Coordinator:
Gina Duckett