

Pleasant Hope
Middle School



Student
Handbook

Preface

This 2011-2012 Middle School Handbook, a revision of earlier publications, represents the cooperative efforts of administration, staff members, community members, and students.

The purpose of this handbook is to help students and parents to more fully understand some important policies, guidelines and procedures upon which our middle school operates. The intent of these policies, guidelines, and procedures is to ensure a safe and orderly environment conducive to effective teaching and learning.

Both students and parents should study this handbook carefully and then work closely with teachers, counselors, and administrators as they participate in the middle school program.

SCHOOL DISTRICT MISSION (Board Policy AD)

(Comprehensive School Improvement Plan)

The mission of the Pleasant Hope R-VI School District is to promote knowledge, skills, and character

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary.

A copy of the district's CSIP is available in the superintendent's office.

GENERAL INFORMATION

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT (Board Policy AC)

General Rule

The Pleasant Hope R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Pleasant Hope R-VI School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident

or behavior that could constitute illegal discrimination or harassment.

Student Records (Board Policy JO)

Following is an abbreviated version of the board policy for complete information see Board Policy.

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

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

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

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

Students in kindergarten through eighth grade -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

VISITORS TO DISTRICT PROPERTY/EVENTS (Board Policy KK)

District Property

Parents and patrons of the district are welcome to visit district schools and attend district events. However, all visitors during the regular school day, including Board members, shall sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose.

The Board and administration will not tolerate any person or persons whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

STUDENT INFORMATION

Course Syllabus

At the beginning of the school year (or at the beginning of each course), teachers will provide a written syllabus for each course taught. Students and parents should be familiar with information provided for each course for which the student is enrolled.

Marking System

Each student is encouraged to attain the highest level of achievement of which he/she is capable. Competition against his/her own record for self-improvement and the satisfaction that comes from performing each task well is an important goal for each student.

Scholarship marks are given in comparison with the standards of achievement expected of a student in the grade level of his/her classification and in comparison with others in the class. In order that indication of achievement may be recorded and made available for reference when needed, the following system is used: A-Excellent; B-Superior; C-Average; D-Below Average; I-Incomplete; F-Failure.

Incomplete grades will remain as "I"s without converting to "F"s throughout the academic year. Two weeks following the end of the year, all "I"s will be converted to "F"s and the official rank for that semester will be calculated on that basis. If additional work is completed, either in summer school or on personal arrangements with teachers, these "F" s can be changed on an individual basis. The official rank for that semester, however, will not be adjusted.

Activities

Each middle school student is urged to join clubs and participate in extracurricular activities. Join activities that interest you. When you commit yourself to an activity, you owe your best efforts not only for the benefit of the club, or activity, but also for yourself. Extracurricular activities are all those activities connected with the Pleasant Hope School system but not part of any class nor used in determining any class credit or grade. Co-curricular are all those activities connected with the Pleasant Hope School System, which are a mandatory part of a class, used to determine class credit or grade. **Attendance at middle school dances will be limited to students who are in good standing academically and in terms of behavior.** Participation in some activities also falls under the guidelines, rules and policies of the Missouri State High School Activities Association.

Student Athletic and Activities Standards (MSHSAA Bylaws 213.0)

Participation in interscholastic athletics is a privilege and carries with it responsibilities to the community, staff, and students. The following standards define expectations for athletes who represent our school through participation in these activities in grades 7-12. The list is not all-inclusive and does not specify additional standards set forth by coaches. Athletes must also meet the eligibility requirements of the Missouri State High School Activities Association. If standards are violated, the athlete may be restricted from practicing, competing, or representing the team. Penalties noted below will apply unless extenuating circumstances are present.

1. **Academics: Athletes must be good students.**

Athletes in grades 7-8 must be enrolled in a normal course load and have been promoted at the end of the previous year. **Athletes must have a cumulative GPA of 2.00 and no "F" grades** to be eligible each quarter. A student will be allowed to practice while ineligible but will not be allowed to participate in contests.

2. **Attendance: Athletes should attend school on the date of an activity.**

If an athlete misses class on the date of a contest he or she will not be eligible on that date and cannot be eligible again until the student attends a full day of classes without an absence.

3. **School Conduct: Athletes must be good school citizens.**

Athletes may not represent the school (practice or in games) while on in-school or out-of-school suspension. Excessive discipline referrals (5 or more) or a second out-of-school suspension may result in loss of eligibility for 10-20 school days.

4. Out-of School Conduct: Athletes must be good citizens of the community.

Any athlete who is arrested or charged with a misdemeanor (except minor traffic violations) or felony must inform the coach or principal the next school day. If there is credible evidence of guilt the student may lose their eligibility for 10-180 school days.

5. Substance Abuse: Athletes must not abuse illegal or controlled substances.

Athletes must participate in the district's random drug testing program. Athletes found to be in possession or use of alcohol or any illegal controlled substance will be ineligible to compete for a minimum of 10 school days on the first offense. The second offense will result in loss of eligibility for a minimum of 60 school days. All policies and standards for athletics will apply to student social functions such as dances and lock-ins.

ATTENDANCE

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Attendance Procedures

Compulsory Attendance (Board Policy JEA)

The law requires all children between 7 and 16 years of age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Pleasant Hope R-VI School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and adult education programs.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Pleasant Hope R-VI School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

Tardies – Tardy will be defined as late arrival to school within the first 20 minutes of first class. Students who arrive after the first 20 minutes will be considered absent. One tardy per quarter will result in a warning with each subsequent tardy resulting in a consequences. Consequences will include: lunch detention, after school detention and ISS. Teachers will have established classroom tardy policies, which will be reviewed the first day of class. Unexcused tardies will result in detentions and in school suspensions.

Excessive Absence – Will be defined as missing more than 5 days. Attendance letters will be sent home after 5, 10, 20 days missed. Absences will be recorded if a student is more than 15 minutes late to school. The Polk or Green County Juvenile Division may also be contacted.

Suspension (out-of-school) – An absence required by school authorities as disciplinary action for inappropriate student behavior. One of the consequences of suspension from school is the lost opportunity for learning. Students are not allowed to receive credit for make-up work missed due to suspension. Assignments such as major term projects major exams, final exams, etc., which generally exceed the time reference of the suspension, should be accepted by a teacher for credit.

Section 210.115R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student’s nonattendance is due to the educational neglect of the parents/guardians.

Attendance Guidelines

1. Daily Absence Reporting
 - a. Parents should notify the attendance office each day a student is absent.
 - b. If the parent, for some reason, fails to notify the school, the school may contact the parent.
 - c. All absences, including those approved in advance by parents or school officials, will count against a student's days absent. The student should be careful in the use of absences because excessive absences may affect a student's grade.
 - d. The school encourages doctor and dental appointments after school hours whenever possible to reduce the number of classes missed for medical reason.
 - e. Students who leave school during the school day without prior parental consent and without checking out through the office will be considered truant.

Make-up work is permitted and is graded for full credit for all absences with the exception of suspension. It is the student's responsibility to check with his/her teacher(s) as to work missed during the absence, the procedure to follow and the amount of time in which to complete the work. When absences are anticipated, the student is to contact his/her teacher(s) to determine what assignments are to be completed during the absence or completed and turned in prior to the absence. Any assignment not completed within the allotted time designated by the teacher will receive no grade.

2. During In-School-Suspension assignments will be given to the student and collected and returned to the teacher(s) at the end of the day unless otherwise notified.

3. **Tardy Policy**

- 1st Warning
- 2nd Lunch Detention
- 3rd Lunch Detention
- 4th Lunch Detention or ISS

Immunization of Students (Board Policy JHCB)

It is the policy of the Pleasant Hope R-VI School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services the names of any parent or guardian who neglects or refuses to permit a non-exempted student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

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

Medication (Board Policy JHCD)

The Pleasant Hope R-VI School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Closed Campus

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissal or until they are picked up by parents or go home on the bus. Students must bring a written parental request to the office to leave the campus for any reason. If it is necessary to leave school for any reason, a permit must be obtained from the office. The student must sign out in the office. Students are not permitted to leave school during lunch period, nor will students be allowed in the parking lot.

Before and After School

Any student arriving before the first bell should remain in the commons area. Students should not arrive at the middle school earlier than 7:30. If a student's bus arrives early or the student should arrive early then he/she is to report directly to the commons and wait for the first bell. After arriving on school grounds, students are not to leave unless permission is granted from the office.

No student should be in the building after 3:30 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

Computer Use

Students who will use, or may use the computers in the lab, classroom, or library, must have their User ID, and Passwords entered. Fifth Grade students will receive a new User ID when they begin Middle School. 6th-8th graders will continue to use their same User ID throughout their Middle School years.

The User ID and Password that you use MAY NOT be shared with other students. They are for your use only. If you share your User ID and Password with other students, and they make changes on the computer system, you will be held responsible. Discipline measures will be taken for improper or incorrect usage of the computers. **All students should have on file a Computer Usage Agreement before being allowed to use district computers.**

Searches by School Personnel (Board Policy JFG)

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist

Lunch Program

We use a computerized lunch program. All money you send for meals will be placed in the student's account (breakfast and/or lunch). Money should be sent in one lump sum. Change will not be given. The entire amount will be added to your child's account. Parents will be notified when the account is low. You will receive a letter notifying you of the account status.

Horizons Qualification

Horizons is a class for academically gifted students. Students will have opportunities beyond what the regular classroom can offer. Critical thinking, logic, problem solving, in depth unit studies, mathematical thinking, and scientific theories are some of the areas that will be covered in Horizon class.

It is expected that the use of tests and scales may differ within districts as well as between districts. For example, different procedures or instruments may be used with students of different ages or for parts of the program with specific curriculum focus, such as a Fine Arts, Math or Science focus. **A student must meet the established criteria in three of the four assessment areas to be placed in the gifted program.** Alternate selection criteria and methods that have prior DESE approval may also be used for special populations or students with special needs (ie. LEP, LD.)

1. General Mental Ability

Full-scale or GAI scores on an individual intelligence test at or above the 95th percentile: Although they are more time-consuming, individually administered intelligence tests provide more accurate indicators for final placement purposes than do group tests. The district may use various IQ tests, administered according to their appropriateness in reference to program areas and student needs. On the Core Data screen 25 list the minimum required test score.

Middle School after 5th grade – IQ must be at 95th percentile

2. Academic Ability

If achievement test scores are used for formal evaluation and placement, they must be derived from a norm-referenced test and the cut-off score must be set at the 95th percentile or higher. MAP content area test scores may be used for placement in subject specific classes. For interdisciplinary programs, tests must be used that sample a majority of the core subject areas of Math, Science, Social Studies and Communication Arts.

Middle School after 5th grade – must score at 96th percentile in broad reading or broad math with at least two other sub scores at 90th percentile or greater, test are to be normed using age

3. Creativity, Reasoning, and Problem-solving Ability

Results of valid tests or other assessments indicating outstanding ability in one of the following areas: (1) creative and productive thinking, (2) advanced insight, (3) outstanding imagination, (4) innovative or creative reasoning ability, (5) advanced perception of cause and effect relationships, (6) problem solving, or (7) abstract concepts. These areas of ability must be related to the design of the gifted program. Minimum criteria for identification must be established by the district and listed on the Core Data screen 25.

Middle School – Sage or Gift creative thinking test with 85th percentile (this is used only if the teacher checklist is not qualifying)

4. Other

Documented evidence of exceptional performance in a general academic area, a fine arts area, or another area related to the design of the gifted program: Such evidence may take the form of portfolios of student work, formal classroom observations by persons knowledgeable about characteristics of gifted students, auditions, product demonstrations, etc. Districts must establish minimum criteria for placement and list it on the Core Data screen 25.

Middle School – teacher checklist with 85 percent checked

Items Prohibited in School

Problems arise each year when students bring articles, which are hazards to the safety of others or interfere in some way with school procedures. Following are some items that will not be allowed at school (other items may also be banned by the administration): aerosol cans, pagers, cell phones, radios, cassette or CD players, MP3 players, IPODS, Gameboys (Game Systems) TV sets, toy guns, water pistols, water balloons, bean shooters, rubber bands, hard paper wads, sling shots, knives, chains, lighters and matches, firecrackers, lasers, balls or weapons of any kind. These items will be confiscated and turned over to the office and parents may be required to make arrangements to pick up the item(s). Items which do not require parents to pick up will be returned to students at the end of the day. Local authorities will be contacted if deemed necessary. Drinks that are determined to be used for energy will not be allowed to be consumed during school hours of 7:45-3:30.

If any of the items need to be brought to school for an educational purpose, permission must be obtained ahead of time from the administration and the item will be left in the office when not used.

Student Dress Code (Board Policy JFCA)

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

All students must wear shoes, boots or other type of footwear. The following shall not be worn: tattered or torn clothing, slouched/sagging clothing, midriff/short tops, short shorts (the bottom of the shorts should be “finger-tip length”), shoes with wheels, shirts with spaghetti straps, clothing with inappropriate slogans/language or sexual connotation, alcohol or tobacco related articles, no undergarments shall be visible, and no chains or head gear allowed. As a rule, students will be covered from the shoulder to the mid-thigh. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities. Colored hairspray will not be allowed in school. Class activities, which present a concern for the student’s safety, may require the student to adjust his/her hair and/or clothing in the interest of maintaining safety standards.

Care of School Property

Students will be held responsible for the proper care of all books, lockers and locks, supplies, apparatus or equipment furnished them by the Board of Education. Students who deface, damage, or lose school property, shall be required to pay for the damage or loss.

STUDENT DISCIPLINE (Board Policy JG-R)

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

Reporting to Law Enforcement

It is the policy of the Pleasant Hope R-VI School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under ' ' 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under ' 565.024, RSMo.
3. Kidnapping under ' 565.110, RSMo.
4. First, second or third degree assault under ' ' 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under ' ' 566.040, .070, RSMo.
6. Forcible rape or sodomy under ' ' 566.030, .060, RSMo.
7. Burglary in the first or second degree under ' ' 569.160, .170, RSMo.
8. Robbery in the first degree under ' 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under ' ' 195.211, .212, RSMo.
11. Arson in the first degree under ' 569.040, RSMo.
12. Felonious restraint under ' 565.120, RSMo.
13. Property damage in the first degree under ' 569.100, RSMo.
14. Child molestation in the first degree pursuant to ' 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to ' 566.083, RSMo.
16. Sexual abuse pursuant to ' 566.100, RSM

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

2. **Assault**

- a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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3. **Automobile/Vehicle Misuse**--Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense:	Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

4. **Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

5. **Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

6. **Defiance of Authority** - Refusal to obey directions or defiance of staff authority.

First Offense:	Parent/Student Conference, ISS, 1-10 days OSS
Subsequent Offense:	ISS, 1 – 180 Days OSS.

7. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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8. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

9. **Drugs/Alcohol (see Board policies JFCH and JHCD)**

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense:	In-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion

10. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

11. **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. **False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

14. **Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

15. **Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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16. **Sexual Harassment (see Board policy AC)**

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

17. **Technology Misconduct (see Board policy EHB and procedure EHB-AP)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- c. Violation other than those listed in "a," "b," or of Board policy EHB and procedure EHB-AP.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

18. **Theft**--Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

19. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

20. **Tobacco**

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

21. **Tuancy (see Board policy JED and procedures JED-AP1 and JED-AP2)**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension.

22. **Unauthorized Entry**--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an un authorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

23. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

24. **Weapons (see Board policy JFCJ)**

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

- b. Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS (Board Policy JGB)

The provisions of detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

STUDENT SUSPENSION AND EXPULSION (Board Policy JGD)

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school. The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the

superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

- c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
- d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions for More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

- 1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
- 2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
 - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
- 4. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

DISCIPLINE OF STUDENTS WITH DISABILITIES (Board Policy JGE)

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

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

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

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

Title IX Grievance Procedure (Board Policy AC)

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.

2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I ^B A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II ^B Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III ^B Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be

notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator:

Mr. Scott Ireland, Title IX Coordinator
Pleasant Hope School District R-6
PO Box 387
Pleasant Hope, MO 65725
417-267-2850

or to:

U.S. Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
Phone 816-268-0550
Fax 816-823-1404
Telecommunications for the deaf 800-437-0833
Email: OCR.KansasCity@ed.gov
WebSite: <http://www.ed.gov/ocr>