

Pleasant Hope High School

Pleasant Hope, Missouri

Student – Parent Handbook

2009-2010

Phone 267-2271

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PREFACE

This High 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 more fully understand some important policies, guidelines and procedures upon which our high school operates. The intent of these policies, guidelines, and procedures is to ensure a safe and orderly environment conducive to effective teaching and learning.

Course descriptions, requirements for graduation, curricular offerings, and additional sources for planning the senior high school program are provided in an annual publication entitled "The Plan Book".

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

SCHOOL DISTRICT PHILOSOPHY
PLEASANT HOPE R-VI SCHOOL DISTRICT
EDUCATIONAL PHILOSOPHY

We believe that the educational process should develop a feeling of self-worth and accomplishment within each student and should be built upon a thorough understanding of the basic skills. Furthermore, we believe that the self actualization of each child should be in harmony with appreciation for the importance of our democratic way of life in America. The preservation of our democratic way of life shall not be inherited but must always be learned and earned anew by each generation in order for it to be perpetuated.

Therefore, we believe the role of education to be one in helping individuals achieve their greatest potential which will, in turn, enable them to make their greatest contribution to society.

It is, therefore, the responsibility of the Pleasant Hope R-VI School to provide an environment for children of the district which will foster and accelerate their intellectual, social, physical, aesthetic, emotional and ethical development.

MISSION STATEMENT

Working together with students, families, community, and staff: the Pleasant Hope R-VI Schools strive to instill the following ethics: love of learning, responsible citizenship, respect for diversity and technological awareness.

GENERAL INFORMATION

NOTICE OF NON-DISCRIMINATION

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission or employment, and all employee groups, associations or organizations are hereby notified that this institution does not discriminate on the basis of race, creed, color, age, religion, sex, national origin, economic

status or handicap. Any person having inquiries concerning the Pleasant Hope R-VI School District's compliance with the regulations implementing Title VI, Title IX, ADA or Section 504 is directed to contact the Superintendent.

STUDENT RECORDS

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

Classification of Students

The following number of units will be required for 2010 and future graduating years:

- Zero to six units.....9th Grade
- Six and one-half to thirteen and one-half units.....10th Grade
- Fourteen to Twenty units.....11th Grade
- Twenty and one-half to twenty-eight units.....12th Grade

Reclassification will only be considered for those students who have not advanced in class status due to failures. Reclassification will be made at semester, if the student is short ½ to 1 credit and has passed all subjects at semester, and then their case will be reviewed by the principal and counselor for possible reclassification.

Visitors

Visitors are always welcome, especially parents. However, please obtain permission one day before bringing a non-parent guest to school. Lunchtime visitors must obtain permission one day prior to visit. No visitors are allowed on exam days, prior to vacations, when other schools are dismissed for holidays, while incurring absences at another school in the area, or if prior arrangements have not been made. Do not embarrass your guest or yourself by bringing someone unannounced. A non-parent guest is usually a distraction unless prior arrangements have been made.

Visitors must register in the office and secure a pass. The guest must accompany the student throughout the day and will be responsible for his/her conduct. Present the pass to each teacher at the beginning of each period.

Teachers and other employees may request any person entering the building to identify himself and the purpose of his entry. A person who refuses to provide such information will be asked to leave the premises. If the party refuses to leave or causes any further problems the local authorities will be contacted.

Emergency Situations

In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed.

In the event of an emergency situation at school, parents need to keep the school telephone lines open for emergency calls. Keep civilian cars out of the area. Keep streets clear for emergency vehicles, police, ambulance or fire department. Tune to your local radio station for information.

Instructions for evacuation of the building in case of fire or disaster have been given to all teachers and are posted in each classroom. You are to follow the instructions explicitly. The teacher will review these procedures at the beginning of the year. Practice drills will be held throughout the year.

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.

After one week concluding the end of the first semester, all "I"s, will be calculated as an "F" in determining the official GPA and class rank for that semester. A student may appeal for more time under extenuating circumstances to a committee made up of the principal, counselor and affected teachers. An "I" does not generate credit. 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.

Final examinations, or other appropriate evaluative activities, are to be administered in all high school classes at the close of each semester. The final examination should be comprehensive in nature and should account for 10% of the total grade. If a student is absent on the day of the final exams, he/she must present a doctor's note or have the absence prearranged through the office in order to make up the final exam.

Reports of student progress in scholarship and in study and work habits are made at each marking period.

Academic Ethics

Pleasant Hope High School promotes academic honesty. Cheating and plagiarism will not be tolerated. Violations of academic ethics will be handled at the discretion of the teacher and may be subject to referral to the administration.

Extra-Curricular Eligibility Policy

Grades will be checked at mid term. The first grade check in the quarter in which a student has either two D's or one F; the student will be placed on probation. The second grade check per quarter that a student has either two D's or one F will result in that student becoming ineligible. The student will remain ineligible for a 2 week period. The student can poll their grades to meet the eligibility standard. A student may petition a waiver to the eligibility policy one time per year to the principal. The principal will check with the student's teachers and make a determination for eligibility based on the student's effort in the classroom. The eligibility of students receiving special services will be subject to the above procedures unless stipulated by the IEP. Fourth quarter grades will determine probation for first quarter the following year. If the student's grades drop to two D's or one F any other time during the quarter the student will automatically become ineligible until the grades are brought up because a student may be on academic probation only one time per quarter.

Activities

Each high school student is urged to join clubs and participate in extracurricular activities that interest them. When students commit themselves to an activity, they owe their best efforts not only for the benefit of the club, or activity, but also for themselves.

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 high school dances will be limited to current attending students in grades 9 through 12, and graduated students through the age of 21. Students that have dropped out of school will not be allowed to attend. Outside date approval forms must be turned in by the date designated by the office. **For prom, Pleasant Hope High School Freshmen and sophomores are considered outside dates.**

Participation in some activities also falls under the guidelines, rules and policies of the Missouri State High School Activities Association.

All school policies will be followed by students and their guests. Pleasant Hope High School students may be held responsible for the actions of their guests.

Participation in athletics also falls under the guidelines, rules, and policies of the Athletic Handbook.

Student Athlete Standards

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 9 – 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.

1. High School athletes must have successfully completed courses earning a minimum of 80% of their credits in the preceding semester and must be enrolled in courses earning a minimum of 80% of their credits in the current semester. A student who is ineligible academically may be required to attend tutoring and can still participate in practices but will not be allowed to participate in contests.
2. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date and could not be certified eligible again until the student attends a full day of classes without an unexcused absence.
3. Athletes may not represent the school (practice or in games) while on 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. All athletes must have on file with the athletic director a current physical examination. Anytime a student sees a physician for an injury he/she may not resume activity until the doctor issues a written release.
5. 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.
6. Athletes must participate in the district's 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.
7. If transportation is necessary, a school bus shall be used. Students are to ride the bus to the activity. Other arrangements will have to be made ahead of time with written and verbal consent of the parent.

* See Athletic Handbook for additional rules and regulations.

Athletic Drug Testing Policy

The R-6 School District recognizes that chemical abuse or misuse is a significant health problem for students. Abuse and misuse of drugs and alcohol detrimentally affect overall health, behavior, learning ability, reflexes, and the total development of each student. The Board of Education is determined to help students by providing support for their efforts to remain drug free. Chemical abuse prohibited under this policy includes use of illegal drugs, alcohol, and the misuse of legal drugs and medications. For these reasons, any student in grade 7 through 12 who is participating in athletic tryouts, practices, or contests will be subject to drug testing during the individual sport season.

1. **Consent.** Athletes shall be required to sign a written consent for drug testing prior to participating in the athletic program. Athletes shall receive copies of the district's Athletic Standards and Athletic Drug Testing Policy that shall be read, signed and dated by the student and parent or guardian. Upon refusal to be tested, the athlete will be suspended from the team for the remainder of the season.
2. **Medication.** To help prevent false positive drug tests, athletes who have been or who are taking prescription medication must provide a copy of the prescription or the doctor's authorization upon request.
3. **Testing Procedure.** Preseason and random testing will be conducted during the sport season of participation. Protecting the privacy of the student and the accuracy of the test shall be priorities. Test results will be reported directly to the building principal/athletic director and shall remain confidential. Tests will be administered and monitored by a qualified professional laboratory using scientifically validated toxicological methods.
4. **Positive Test.** If the athlete's test indicates a positive result, a second test may be administered to confirm the result. The athlete and their parent/guardian will be notified as soon as possible of any positive result.
5. **Consequences.** A meeting will be held with the principal, student, and parent/guardian. Parents will be informed of options for drug screening and treatment programs. The athlete will be ineligible for 10 school days and re-tested within 30 days of his/her return to eligibility. Penalty for second offense will be 60-180 days of ineligibility.
6. **Definitions:**

Alcohol. Defined as Ethyl alcohol or any beverage containing ethyl alcohol.

Illegal Drugs. The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, heroin, hashish cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacture of the drug. See the Narcotic Drug Act, section 195.101, RSMo, and section 202 of the Controlled Substances Act, 21 U.S.C. 812.

Random Testing. Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student athlete will be assigned a number. On each testing day, a predetermined number of athletes will be selected using a table of random numbers. If a student selected in this manner is absent, additional random numbers will be selected until the predetermined number of students has been tested.

Purpose of Pleasant Hope R-6 School District Drug Testing Policy for Athletes:

1. To allow students of Pleasant Hope Schools to know that the school is concerned about their total well being. The School District is interested in helping students who may be having drug/alcohol problems.
2. To emphasize health concerns for students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To assist students to resist peer pressure that directs them toward the abuse or misuse of chemical substances.

4. To establish standards of conduct for students who are considered leaders among their peers.
5. To work cooperatively with parents assisting them in keeping their children free from illegal drugs and alcohol.
6. To provide referrals for students who need evaluation regarding their use of drugs and alcohol.
7. To deter chemical abuse or misuse by students through the use of random drug testing.

ATTENDANCE

Student Absences and Excuses (see School Board Policy JED)

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefit of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendee and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Pleasant Hope R-VI School District.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent. The Board will not hear appeals of consequences for excessive absences.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Attendance Procedures

The purpose of the instructional process in this community is to assure all students an opportunity to receive the best possible education governed only by their ability and interest. The instructional format for courses offered requires that students attend classes regularly. The compulsory attendance statute of the State of Missouri also reinforces this expectation.

Absences Allowed Per Quarter -A student may miss 3 days per quarter per period. For each absence after the three per quarter per period, the student must attend academic recovery after school on a day designated by the office. Failure to attend academic recovery when assigned will result in one day of In School Suspension.

Truancy – An elective absence that was not approved in advance by parents and/or by school officials. Truancy is a violation of state statutes as well as school regulations and will result in in school suspension.

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 that are assigned before the suspension and come due during the suspension, major exams (worth 100 pts.), and final exams will be allowed to be made up.

Class Participation Factor –10% to 20% of the quarter grade in any class may be determined by class participation. Class participation may include such factors as attendance, punctuality, student preparation and contributions to the class learning environment, and cooperative attitude.

Incentives – Attendance incentives will be used in the classrooms and school-wide. Examples: candy bar for perfect attendance during the month, chance to win \$20.00 for perfect attendance during the month, pin and certificate awarded at the end of the year.

Vo-Tech Students – Will attend PHHS on a regular basis. In order to attend Vo-Tech a student must be in attendance at PHHS (exception-funeral, doctor appointment with note, court appearance with note). Students must also remain at school through study hall like non vo-tech students. **On early out days Vo-Tech students are assigned to the library when the schedule is rearranged.** All students enrolled in the Graff Vocational Technical School shall ride the school bus provided by the district. **Before permission may be granted for a student to drive to Vo-Tech., the student must first receive permission 24 hours in advance from parents and OTC via a drive slip before the building principal will consider the request. The exception will be made only on rare occasions and if it is abused the privilege will be lost.** Any student driving to or riding home from Vo-Tech without permission will be considered truant from school. Penalty for truancy can be found in the Student Code of Conduct.

Attendance Guidelines

1. Daily Absence Reporting
 - a. Absences shall be defined as missing more than 10 minutes of a class period. Missing less than 10 minutes of a class period shall be deemed as tardy.
 - b. 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 class participation grade and the student may be required to attend academic recovery.*
 - c. The school encourages doctor and dental appointments after school hours whenever possible to reduce the number of classes missed for medical reason.
 - d. Students who leave school during the school day without prior parental consent and without checking out through the office WILL be considered truant.
2. 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.

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

ATTENDANCE POLICY/FINALS OPTION

Students that maintain 97.00% or greater attendance during the semester will be eligible to be exempted from semester exams. The student must request the exemption form from the office one-week prior to the close of the semester. To be exempted from the exam, the student must have been enrolled since the first day of the current semester, have parental permission, as well as have met the 97.00% attendance. The student that does not take finals does not have to attend school on the day finals are given. The exemption form is to be returned to the office for final approval two days before exams.

Attendance Exceptions

College Day – A senior, upon approval from the counseling office may take 2 college days and Juniors may take 1 college day that will not be counted as an absence. Each additional college day will be an absence with prior approval. All college days must be prearranged with and approved by the teachers. Students must bring back verification from the college or university they attended and present it to the counselor's office the next school day. **No College Day will be granted after May 1st.**

Curricular related absence (non-classroom) – will be limited to 3 days that will not be counted as an absence. Prior approval from the teacher and office for this type of absence must be obtained.

Weighted Grades Computation

The following classes have been identified as "Honor" classes: Honor Classes are: English IV, Math/Analysis, College Algebra, Pre-Calculus, Physics, Chemistry II, Science Research, Psychology, Accounting II, Advanced Spanish, and approved dual enrollment.

Honor classes will receive additional grade points in recognition of the additional efforts needed for the class work involved. The following scale will be used when figuring grade point averages:

Letter Grade	Standard Point Value	Honor Point Value
A	4.0000	5.0000
A-	3.6660	4.6660
B+	3.3330	4.3330
B	3.0000	4.0000
B-	2.6660	3.6660
C+	2.3330	3.3330
C	2.0000	3.0000
C-	1.6660	2.6660
D+	1.3330	2.3330
D	1.0000	2.0000
D-	0.6660	1.6660
F	0.0000	0.0000
I		Incomplete Grade

Honor points will be averaged into class rank to determine Valedictorian and Salutatorian status and class ranking.

Academic Letter Requirements

In order to qualify for an academic letter the student must have earned at least 7 units of credit for the year and achieved a yearly grade point of 3.666 with no semester grade lower than a "B".

Changing Schedules

Schedule changes are not permitted at the semester simply because the student does not like a class. Schedule changes are limited to those who are earning a "D" or "F" in the class where they are currently enrolled. Preparation of a four-year plan should eliminate the necessity for most schedule changes. **Students will have five (5) days in which to request a conference with the counselor to discuss a schedule change.** Parent permission will be required in most cases of schedule change requests. Changes will only be allowed for lack of a required course, repeating a course for a better grade, or failing a class at semester. Any other changes will only be done with permission from the principal. If a student drops a class at any other time than during these days, an "F" will be recorded on the transcript. This "F" will be included in computing the GPA. Exceptions may be made for transferring to a tutorial class.

Graduation Exercises

The Board approved minimum requirements for graduation are listed below (specific subject area requirements are in "The Plan Book"), and passing proficiency exams over the Missouri and the United States Constitutions and a course on the institutions, branches and functions of the government of the state and the United States government and the electoral process.

Early graduation (Policy IKFA): Students who wish to graduate early will be required to meet with the guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Pleasant Hope R-VI School District's graduation requirements. The student who chooses early graduation will be allowed to participate in homecoming, prom, senior meetings and the spring graduation ceremonies but will be considered an alumni for all other activities.

All students who have successfully completed the graduation requirements for a high school diploma and are in good standing may participate in graduation exercises. However, any student who has otherwise met all scholastic requirements for graduation will be granted a diploma, whether or not participating in graduation exercises.

GRADUATION CREDIT REQUIREMENTS – 28 credits

HEALTH INFORMATION

Parents can increase their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical and dental care. Physical and dental examinations are not required for students each school year, but are essential for prevention, early identification, and intervention of health problems.

Special Health Problems

Special health problems or needs of a student should be reported to the school nurse at the beginning of the school year or when they arise. Special problems would include, but are not limited to: vision, hearing, diabetes, recent surgery, or anything health related that will affect the student.

Immunizations

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

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.

Head checks for lice and nits will be done at the beginning of each semester, and periodically as needed. Any student found with nits or lice will not be allowed to return to class until they are treated and all nits are removed. The school nurse will recheck students before being allowed to return to class.

Medication (See School Board Policy JHCD)

If it is necessary for a student to receive medication during school hours, the following information should be sent by your family physician with medication in the original bottle, along with a note from parents stating:

1. Amount to be given at one time.
2. Time of day to be given.
3. Durations of the time medication is to be taken.

Prescription medications need to be in the original container (pharmacies will usually prepare a second prescription bottle for school use, free of charge). All over-the-counter medications must also be in the original container and have a note with written permission by a parent/guardian. (If a student is taking a medication three times a day, it should be taken at home- before school, after school, and at night, if possible.) Medication must be left in the main office. No medication, including aspirin, is to be kept in a student's possession or locker. Tylenol (acetaminophen) may be given at school by the school nurse or trained designee according to standing orders and protocols, upon written authorization of the parent/guardian. (Tylenol Card)

ADMINISTERING MEDICATION TO STUDENTS

All medication is to be left in the nurse's office at all times except those that have been pre-approved (i.e. bronchial inhaler). Medications will be administered in the nurse's office. Medications (prescription and non-prescription) must be sent in the original container labeled with the students name and current date. Only the number of doses of medication to be given at school should be sent to school. (Pharmacies will provide an extra labeled container upon request, usually at no charge). All medication sent to school needs a medication permit or a note with the following: 1) name of student, 2) name of medicine, 3) amount to be given, 4) when it is to be given, 5) doctor's name, 6) any side effects, 7) date, and 8) parent or guardian signature. If a note is not sent with the medicine, or the medicine is not properly labeled, it will not be given. Tylenol (acetaminophen) may be given at school by the school nurse or trained designee according to standing orders and protocols, upon written authorization of the parent/guardian.

Self-Administration of Medication

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to self-administer medication by way of a metered dose inhaler, provided that the following conditions have been met:

A. The parents/guardians of the student must provide the Board with written authorization for the self-administration of medication, a written medical history of the student's experience with the respiratory illness, and a plan of action

for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.

B. The parents/guardians of the student must provide the Board with written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.

C. The Board must inform the parents/guardians of the student, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration by the student, absent any negligence by the district, its employees or agents; or as a result of providing all of the above mentioned relevant information to the school nurse, absent any negligence by the district, its employees or agents or in the absence of a school nurse, to the school administrator.

D. The parents/guardians of the student must sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the student's self-administration of medication, and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the student's self-administration of medication. Permission for the student to self administer medication for asthma or other potentially life-threatening respiratory illness is effective for the school year for which it is granted, and is renewed for each subsequent school year upon meeting the conditions set forth above.

GUIDELINES FOR HEALTH SITUATIONS

The following are guidelines regarding medications at school and medical situations that would require students to be absent from school. We strongly encourage you to follow these guidelines to help us maintain a healthy school environment. We request that you keep your child home from school if he or she has any of the following symptoms:

- Elevated temperature (greater than 100.0 degrees
- Nausea
- Vomiting
- Diarrhea
- Any symptoms related to contagious disease (ex. Skin rash, red and/or draining eyes, persistent cough, head lice, scabies).

Pleasant Hope School District has a "NO NIT" policy. Students will be sent home if they come to school with these symptoms.

A student who has a temperature is not allowed to return to school until he/she has been without fever for 24 hours (without taking fever-reducing medicine). A student who is on antibiotics needs to be on their medication 24 hours before returning to school. Pleasant Hope School District follows the guidelines of the "Prevention and Control of Communicable Diseases" published by the Missouri Department of Health.

MEDICATION

If a student does not need to take medication at school, it must be brought to school by a parent or a responsible adult. Medication is prohibited on the bus. Prescription medicine must be in a properly labeled container from the pharmacy. All medications, prescription and over-the-counter medicine, must come in the original container with a medication form, or a note from the parent/guardian. Any medication not sent in a properly labeled container will not be given and discarded.

ACCIDENTS OR ILLNESS

In the event of minor injury or illness, the school nurse or trained designee will administer first aid. If a child requires additional medical attention, the parent or guardian will be notified immediately by the nurse or principal. The

parent or guardian will be responsible if additional care is needed. In the event that a delay is judged to be potentially detrimental to the child's welfare and a parent or guardian cannot be reached, an emergency medical service will be contacted to provide treatment and transportation to the hospital if needed.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. If they are unavailable, then they must secure transportation and supervision by a responsible adult. No sick or injured child will be transported to his home alone or with another pupil. In all cases, a responsible adult will accompany the child.

We request that you keep your child at home if he or she has any of the following problems:

- An elevated temperature (a child who is at home with a temperature is not allowed to return to school until he/she has been without fever for 24 hours)
- Vomiting (within at least the last 8 hours)
- Symptoms related to a contagious disease (skin rash, redness of eyes, swollen glands)
- Nausea --Diarrhea --Head lice

Children will be sent home if they come to school with these symptoms.

PLEASANT HOPE R-VI WELLNESS

The Pleasant Hope R-6 School District has a comprehensive approach to nutrition in Kindergarten through 12th grade. All K-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. Lessons will focus on skills and positive aspects of healthy eating. The district nutrition policy reinforces nutrition education to help students practice the themes in a supportive school environment.

The District strongly encourages the sale or distribution of nutrient dense food for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in nutrient content needed to be healthy, i.e. whole grains, fresh fruits and vegetables and low fat dairy products. In an effort to support the consumption of nutrient dense food in the school setting the district has adopted the following nutritional standards governing the sale of food, beverages and candy on school grounds including a la carte, competitive foods and fundraising prior to and within the school instructional day.

Following are the District's Nutrition Standards:

- **Food** items will have no more than 45% of its total calories derived from fat.
- At least 50% of **beverage** items offered must include water, low-fat milk, 50-100% juice and non-caloric beverages. **No Energy Drinks.**
- **Candy** sales *are not* permitted. Candy is defined as any processed food item that has sugar, (including brown sugar, corn sweetener, corn syrup, fructose, glucose, sucrose, dextrose high fructose corn syrup, invert sugar, lactose, maltose, molasses, raw sugar, table sugar, and syrup) listed as one of the first two ingredients, **OR** any process food item where sugar is more that 35% of the item by weight.
- Items must be prepackaged with appropriate food label.

Teachers, staff and parents will be encouraged to offer non-food items as rewards and for classroom parties and celebrations.

Physical Activity Opportunities

The district shall provide physical activity opportunities to all students before during or after school, through PE, recess, school sports and distribution of community physical activity opportunity flyers. The District will promote physical activity by not withholding PE or recess as a punishment, except as a last resort. The District will support physical activity by providing for use of facilities upon request when not in use by the school.

Per Board policy, physical activity goals of 150 minutes per week for elementary students, 225 minutes per week for middle school students and 2 units for high school students during high school years will be met.

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 at any time during the school day without a blue pass from the office.

Before and After School

No student should be in the hallways and classrooms before 8:07am unless requested by a teacher. If a student's bus arrives early or the student should arrive early then he/she is to report directly to the cafeteria via the southeast cafeteria doors to eat breakfast or to a comfortable seat in the gym to wait until 8:07am.

After arriving on school grounds, students are not to leave unless permission is granted from the office. Once the car is parked, students should enter the building.

No student should be in the building after 3:00pm 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 UserID, and Passwords entered into **BOTH the library and computer lab** systems. The two systems cannot see each other to share this information, so students must be given access to both. Students must complete a new UserID form each year.

The UserID and Password that you use MAY NOT be shared with other students. They are for your use only. If you share your UserID and Password with other students, and they make changes on the computer system, you will be held responsible. The Congressional passage of the Children's Internet Protection Act disallows students the use of any and all free Internet e-mail services. Should an e-mail account be necessary, one may be set up with the approval of and by the technology coordinator. Discipline measures will be taken for improper or incorrect usage of the computers.

Lockers

School lockers 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.

Automobiles

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 the school authority has a reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. **(School Board Policy 2150)**

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register the vehicle each school year. Registration blanks may be obtained in the office.
2. Each student must park in the assigned parking area correctly.
3. Sitting in cars during the school day is not permitted.
4. Students may not enter the parking lot during the school day without permission of the office.
5. Motorized vehicles of any type are not allowed anywhere except on school driveways or parking lots. This includes snowmobiles, motorcycles, motorbikes, etc.
6. Speeding or careless driving on the school grounds is dangerous and could easily jeopardize other students and therefore is not permitted.
7. Driving from the school grounds during school hours or entering a vehicle and driving on school grounds during the school day is not permitted. People riding and/or driving vehicles contrary to this regulation are considered equally at fault.
8. Students not obeying these rules will be subject to suspension of driving privileges, detention or suspension.

Telephone Use

The school office phone is only for school personnel use. The office must approve use of the telephone during school hours. **Cell phone use by students is prohibited during school hours. Cell phones will be confiscated if seen or heard.**

Articles 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): pagers, lighters, toy guns, water pistols, wallet chains longer than 10", sling shots, knives, 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). Local authorities will be contacted if deemed necessary. The school is not responsible for damage or theft of any personal items brought to school.

If any of the items need to be brought to school for an educational purpose then 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

A person's dress affects his behavior as well as others around him. Students are expected to be neat and clean so that each student may share in fostering a positive and healthy atmosphere within the school.

All students must wear shoes, boots or other type of footwear.

Clothing or lack of clothing that will cause disruptive or undue attention to an individual will not be allowed. The following shall not be worn: tattered or torn clothing, slouched/sagging clothing, T-shirt with the side cut out of it, midriff/short tops (shoulder straps should be at least 1" wide and shirts must completely cover the skin of the midriff), short shorts (shorts must be longer than fingertip length when the shoulders are relaxed and arms are hanging by the side), clothing with inappropriate slogans/language, sexual connotation, alcohol or tobacco related articles, no undergarments shall be visible, and no head gear allowed in the building.

Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.

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, 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.

Academic Recovery

A time period from 3:30pm to 5:00pm on a designated day that students with excessive absences will be allowed to complete missed work and make up assignments. Classroom rules will be enforced during this time period. Students are expected to be working during this time.

In-School Suspension

An alternative to suspension, which allows students to remain in a detention room at school rather than being sent home. In-School Suspension carries with it closure from activities/programs similar to a regular suspension. The student's work will be counted for credit if completed during the in-school suspension time.

Suspension

The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts, which form the basis of the proposed suspension.

If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension.

The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools.

Students, while under suspension, are prohibited from participation in, or attendance at, any school sponsored activities or programs.

Expulsion

The principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.

NO CHILD LEFT BEHIND ACT OF 2001

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 you in a timely manner, the following information:

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

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

In addition to the information that parents may request, districts must provide to each individual parent:

- ✓ Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- ✓ Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PROGRAMS FOR HANDICAPPED STUDENTS

The board believes all exceptional students may benefit from receiving a free and appropriate public education according to the instructional needs of each student. In compliance with equitable state and federal laws, it is the policy of the Board to provide all exceptional students between the ages of 5 and 20 a free and appropriate education. Every effort will be made by the staff to locate students who may be in need of special educational services.

NOTICE OF NON-DISCRIMINATION

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission or employment, and all employee groups, associations or organizations are hereby notified that this institution does not discriminate on the basis of race, creed, color, age, religion, sex, national origin, economic status or handicap. Any person having inquiries concerning the Pleasant Hope R-VI School District's compliance with the regulations implementing Title VI, Title IX, ADA or Section 504 is directed to contact the Superintendent.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

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 persons 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.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children=s Division (CD) of the Department of Social Services.

Definitions

Discrimination - Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

(Title) Superintendent

(Address) Pleasant Hope R-VI, 303 N. Main St., Pleasant Hope, MO 65725

(Phone) 417-267-2850

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

(Title) Elementary Principal

(Address) Pleasant Hope Elementary, 311 W. McCurry, Pleasant Hope, MO 65725

(Phone) 417-267-2277

This is an abbreviated version of the board policy. For complete information see the Board Policy located at any of the building offices or on phr6.com (Board Policy AC).

STUDENT RECORDS

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

STUDENT DISCIPLINE

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.

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.

STUDENT 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.

STUDENT EXPULSION

Occasionally, a situation may necessitate the expulsion of a student. Such stringent action is solely the responsibility and authority of the Board of Education. Parents will be notified and receive instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools.

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.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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.

RESOLUTION OF COMPLAINTS/GRIEVANCES

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Matters concerning individual students would first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final. (1480P)

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 200: Educate America Act and the Improving America's Schools Act (IASA.) 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: (1480P) Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

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 or Department personnel.

BEHAVIORAL REGULATIONS 08/13/09

Alcohol – Possession of or presence under the influence of alcohol

ALCOHOL POSSESSION

1. 11-180

ALCOHOL USE

1. 11-180

ALTERING ATTENDANCE RECORD

1. 1 day of ISS

ARSON

1. 11-Expulsion and notification of law enforcement

AUTOMOBILE MISUSE

1. Warning
2. Deny driving to school for 1 week and report to law enforcement.
3. Loss of driving for 2 weeks and report to law enforcement.
4. Loss of driving for 9 weeks and report to law enforcement.

BULLYING

1. Warning
2. 1 day ISS

BUS MISCONDUCT

Any offense committed by a student on a district-owned or contracted bus 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

GETTING OFF BUS WITHOUT PERMISSION

1. 1 day ISS
2. 1 day OSS

- | | |
|------------------------------|------------------------------|
| CAFETERIA MISCONDUCT (MINOR) | CAFETERIA MISCONDUCT (MAJOR) |
| 1. Detention | 1. 1 day ISS |
| 2. 1 day ISS | 2. 2 days ISS |
| | 3. 1 day OSS |

CLASSROOM DISRUPTION

1. 1 detention
2. 1 day ISS
3. 2 days ISS
4. 1 day OSS

CONFLICT BETWEEN COUPLES

1. Warning
2. 1 day ISS
3. 2 days ISS
4. 1 day OSS

DISRESPECT

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

DISRESPECT WITH
PROFANE LANGUAGE

1. 3 days OSS
2. 10 days OSS
3. 11-180 days OSS

DRUGS/POSSESSION OR PRESENCE UNDER THE INFLUENCE

1. 11 days OSS, notification to law enforcement officials

DRUGS (SALE OF A CONTROLLED SUBSTANCE)

1. 11 days OSS, expulsion, notification to law enforcement officials

EXPLOSIVES FIREWORKS (POSSESSION)

1. 5 days OSS
2. 10 days OSS

EXPLOSIVES (USE)

1. 10 days OSS
2. 11-180 days OSS

EXPLOSIVES (NON FIREWORKS - POSSESSION)

1. 11-180 days OSS

FAILED ISS

1. 1 day OSS/repeat ISS

FAILURE TO FOLLOW A REASONABLE REQUEST

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

FIGHTING (PUNCH OTHER THAN FIST FIGHT)

1. 1 day ISS
2. 1 day OSS

FIGHTING

1. 3 days OSS
2. 5 days OSS
3. 10 days OSS

ORGANIZING OR PROMOTING A FIGHT

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

ASSAULT (NO INJURIES)

1. 5 days OSS
2. 10 days OSS

ASSAULT (INJURIES)

1. 10 days OSS
2. 11-180 days

ASSULT OF STAFF MEMBER

1. 11-Expulsion

FIREARMS AND WEAPONS (POSSESSION)

1. 180 days OSS and notification of law enforcement officials
2. Expulsion and notification of law enforcement

DRESS CODE VIOLATION

1. Correct the problem
2. Correct the problem
3. Correct the problem and 1 day ISS
4. Correct the problem and 2 days ISS

ENTERING THE RESTROOM OF THE OPPPOSITE GENDER

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

EXTORTION - THREAT TO STAFF MEMBERS

1. 5 days OSS

2. 10-180 days OSS

EXTORTION – THREATS/INTIMIDATION TO ANOTHER STUDENT

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

EXTRA-CURRICULAR EVENT (MISCONDUCT)

1. Removal from event (no refund)
2. Removal for the remainder of the season

FALSE ALARM

1. 1 day OSS
2. 3 days OSS
3. 5 days OSS
4. 10 days OSS

FORGERY

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

GAMBLING

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

GANG RELATED ACTIVITIES

1. Correct the problem
2. Correct the problem and 1 day ISS
3. Correct the problem and 2 days ISS

GENERAL MISCONDUCT

1. 1 detention
2. 2 detentions
3. 2 days ISS
4. 2 days ISS

GESTURES

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

GESTURES TOWARD STAFF

1. 3 days OSS
2. 10 days OSS

HARASSMENT

1. Parent/Principal/Student conference, ISS or 1-180 days OSS

2. ISS or 1-180 days, OSS or expulsion

INDECENT EXPOSURE

1. 10 days OSS

CAUSING INDECENT EXPOSURE TO ANOTHER PERSON

1. 2 days ISS
2. 1 day OSS

LANGUAGE (profane)

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

LYING

1. 1 day ISS
2. 2 days ISS

PLAYING OF CARDS

1. 1 day ISS

POSSESSION OF GAME CARDS

1. 1 day ISS

POSSESSION OF
PORNOGRAPHIC MATERIAL

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

DISTRIBUTION OF
PORNOGRAPHIC MATERIAL

1. 3 days OSS
2. 10 days OSS

POSSESSION OF GROWTH ENHANCER

1. 1 day ISS
2. 2 days ISS & 2 weeks suspension for X-curricular

USE OF GROWTH ENHANCER

1. 2 days of ISS
2. 2 week suspension x-curricular

PUBLIC DISPLAY OF AFFECTION

1. Warning
2. 1 detention
3. 1 day ISS

RECKLESS ENDANGERMENT

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

INAPPROPRIATE SEXUAL CONDUCT

1. Parent/Principal/Student conference, ISS or 1-180 days OSS
2. ISS or 1-180 days OSS or expulsion

SLEEPING IN CLASS

1. 1 detention
2. 1 day ISS
3. 2 days ISS and conference with parents

STABBING ANOTHER STUDENT WITH A PENCIL

1. 2 days ISS

TARDINESS TO CLASS

1. Warning
2. Cafeteria detention
3. 2 cafeteria detentions
4. 1 day ISS
5. Additional tardies/ISS

THEFT UNDER \$25

1. Return item and 1 day ISS
2. Return item and 2 days ISS
3. Return item and 1 day OSS

THEFT OVER \$25

1. Return item, 2 days ISS and notify law enforcement
2. Return item, 1 day OSS and notify law enforcement

POSSESSION OF STOLEN PROPERTY

1. 1 day ISS

TOBACCO/ LIGHTER (POSSESSION)

1. day ISS
2. 2 days ISS

TOBACCO USE

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

TRUANCY LEAVING CLASS – WITHOUT PERMISSION

1. 1 day ISS
2. 2 days OSS
3. 1 day OSS
4. 3 days OSS

TRUANCY LEAVING SCHOOL MISSING NO CLASS TIME

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

TRUANCY LEAVING SCHOOL AND MISSING CLASS TIME

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

TRUANCY LEAVING SCHOOL AND RETURNING BY FIRST BELL

1. ISS- same day
2. ISS – more than 1 day

USE OF CELL PHONE WITHOUT PERMISSION

1. 1 day ISS
2. 2 days ISS

POSSESSION OF LASER POINTER

1. 1 detention

USE OF LASER POINTERS

1. 1 day ISS
2. 1 day OSS

SLAPPED OPPOSITE GENDER FROM BEHIND

1. 1 day of ISS

VANDALISM UNDER \$25

1. Replace cost
2. Replace cost and 1 day ISS

VANDALISM OVER \$25

1. Replace cost & 2 hours community service
2. Replace cost & 10 hours community service

VANDALISM OVER \$250

1. Community service – Expulsion

VIEWING INAPPROPRIATE MATERIAL VIA THE INTERNET

1. 1 day ISS
2. 2 days of ISS and loss of internet for 45 days
3. 2 days of ISS and loss of internet for 180 days

SENDING INAPPROPRIATE MATERIAL VIA THE INTERNET OF E-MAIL

1. 2 days ISS and loss of internet for 45 days
2. 1 day OSS and loss of internet for 180 days

WEAPON (POSSESSION)

1. 1-180 days OSS and notification of law enforcement officials
2. 11-180 days OSS and notification of law enforcement officials

REPEAT OFFENDER (EXCLUDING TARDIES) (SEMESTER)

- | | |
|---------------------------|----------------------------|
| 1. 5 referrals 1 day ISS | 4. 8 referrals 1 day OSS |
| 2. 6 referrals 2 days ISS | 5. 9 referrals 3 days OSS |
| 3. 7 referrals 3 days ISS | 6. 10 referrals 5 days OSS |

PROHIBITED ITEMS

1. Energy drinks 7:30am – 3:15pm
2. Pocket knives
3. All tobacco products

Respect

Responsibility

Attitude

Honesty/Integrity

Accountability

Work Ethic

Pride

Confidence