

# 2023-2024

# Student Handbook

Pleasant Hill Middle School  
1301 E. Myrtle  
Pleasant Hill, MO 64080  
(816) 540-2149  
[www.pleasanthillschools.com](http://www.pleasanthillschools.com)

PHMS is committed to Every Student, Every Day. We want to create a warm learning environment where all students: are welcome to be themselves, realize that learning means making mistakes sometimes, and can grow into the young people we know they can be. We want to provide a true middle school experience full of opportunities to discover, marked by academic rigor to improve, and grounded in support for students.

***Greg Reeves, Principal***

## **Central Office**

Dr. Wayne Burke, Superintendent  
Dr. Suzanne Brennaman, Assistant Superintendent

## **BOARD OF EDUCATION**

Todd Wilson  
Scott George  
David Adamczyk  
Travis Ross  
Lori Redwine  
Lisa Vescovi  
Deenia Hocker

## ***Other Important Phone Numbers***

Primary School (816) 540-2119  
Elementary School (816) 540-2220  
Intermediate School (816) 540-3156  
High School (816) 540-3111  
Superintendent's Office (816) 540-3161

## STAFF DIRECTORY

Assistant Principal	Jim Poplau
Administrative Assistants	Dana Mayfield Becki Huitt
School Counselor	Meg Rhodes
Nurse	Michelle Morris
Interventionist/ Instructional Coach	Tyler Bruns
Custodians	Kelly Hart Josh Malone Adrian Howell

### White Team

English Language Arts	Ali Tomlin
Mathematics	Katie Rasmussen
Social Studies	Tom Gasper
Science	Angie Davis

### Electives

Library Media Center	Teresa Lally
Art	Emily Graham
Spanish	Bryan Olivas
Vocal Music	Kealie O'Brien
Instrumental Music	Adam Twenter Shannon Jenkins
Physical Education	Austen Cummins Bryan Olivas Kole Vittetoe

### Purple Team

English Language Arts	Tammy Kirchhofer
Mathematics	Kristy Fritsch
Social Studies	Jason Beatty
Science	Ragena Reed

### Gold Team

English Language Arts	Autumn Edwards
Mathematics	Taylor Covington
Social Studies	Hannah Wisdom
Science	Dana Demoure-Umscheid
Math Co-teacher	Tabitha Hayes
ELA Co-teacher	Dana Duncan
Special Services	Ellie Tucker

Theater	Beth Keith
Robotics/Computers	Brad Ditty
Marketing	Brittany Campbell
PHYRE	Michelle Carey
Creative Writing	Dana Demoure-Umscheid
Paraprofessional	Tonya Pearce Ellen Jefferson



**STONE SCHEDULES**

Normal			Inclement Weather and Late Start			Homecoming and Conferences		
Rise	7:35	7:50	Rise	9:35	9:48	Rise	7:35	7:49
1st hour	7:54	8:49	1st hour	9:52	10:26	1st hour	7:53	8:24
2nd hour	8:53	9:48	2nd hour	10:30	11:04	2nd hour	8:28	8:59
3rd hour	9:52	10:47	4th hour	11:08	12:27	3rd hour	9:03	9:34
4th hour	10:51	12:10	Lunch A	11:08	11:31	4th hour	9:38	10:09
Lunch A	10:51	11:14	Lunch B	11:36	11:59	Shine	10:13	10:35
Lunch B	11:19	11:42	Lunch C	12:04	12:27	6th hour	10:39	11:10
Lunch C	11:47	12:10	3rd hour	12:31	1:05	7th hour	11:14	11:45
Shine	12:14	12:47	Shine	1:09	1:29			
6th hour	12:51	1:46	6th hour	1:33	2:07			
7th hour	1:50	2:45	7th hour	2:11	2:45			



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## **ACADEMIC MISCONDUCT/PLAGIARISM/CHEATING**

Any attempt to portray others' work as a student's own is Academic Misconduct. Although this relates to student grades, this is a behavioral matter because the student is making a poor choice. The consequence will be a behavioral one rather than an academic one. Examples of academic misconduct include copying someone else's homework, allowing someone to copy, testing for someone or allowing someone to test for another, and submitting uncited work as one's own. This includes, but is not limited to, such sources as books, magazines, and the Internet. Plagiarism is the theft of intellectual property and is a choice a student makes.

## **ACCESSIBILITY NOTICE**

Although certain Pleasant Hill school facilities are not fully physically accessible to handicapped persons, the district will take such means as are necessary to ensure that no qualified handicapped person is denied the benefits of, excluded from participation in or otherwise subjected to discrimination because Pleasant Hill facilities are physically inaccessible to or unusable by handicapped persons. If you wish to obtain information about the existence and location of service, activities and facilities that are accessible to and usable by handicapped persons, contact the building principal at 540-2149 or 1301 E. Myrtle, Pleasant Hill, MO 64080.

## **ACTIVITIES and ATHLETICS**

Students must meet the following guidelines in order to participate:

- **Students cannot have a failing grade in any class while participating in a school activity.** All sponsors will verify academic eligibility on a *regular basis* during each quarter. (See "Eligibility" below for specifics.)
- **Students who have failed more than two classes at the semester will be ineligible for the next semester.**
- Students must meet all applicable requirements of the Missouri State High School Activities Association to participate in MSHSAA events.
- **To participate in or attend a scheduled contest, field trip, dance, or any other school-sponsored activity; students must attend the entire school day, unless pre-approved by the principal.**
- Students must adhere to all school rules and district policies while participating in school-sponsored activities, both on campus and away from campus.
- Students must display a positive attitude, excellent citizenship, and appropriate sportsmanship at all times, including practices, meetings, and contests.
- Students must attend school and all practices on a regular basis. Irregular patterns of attendance will seriously jeopardize a student's eligibility.
- Since each activity is a little different in its scope, at the beginning of each season, each coach or sponsor will provide a list of specific guidelines and consequences for failure to attend practices, attend games or activities, or follow the established guidelines.
- Students receiving a suspension cannot participate in any school-sponsored activity (including non-MSHSAA activities) until *after* the suspension has been served.
- Students receiving an after-school detention must serve the detention *before* attending any practice, meeting, contest, or activity.
- All students participating in MSHSAA activities must have a current physical, signed parent permission form, and proof of medical insurance, before the first day of practice.
- Students are responsible for school-owned property, including all equipment and uniforms.
- All participants will ride school-sponsored transportation provided to and from each event. At no time will participants be allowed to ride with friends, relatives (other than parents or grandparents), etc. Only parents or grandparents may take their participants home from an away event with approval from the coach or sponsor.

### **ACTIVITIES and ATHLETICS: ATTENDANCE**

Students are strongly encouraged to attend all home sporting events and fine arts productions. Students are expected to remain seated in designated areas during games and performances. Once a student leaves any school activity, he/she will not be readmitted. If a student is removed from any event, he/she may be banned from future activities. Students are expected to have a ride home after each activity. Appropriate demonstrations of school spirit are expected. Proper etiquette is required at all concerts, plays, musicals, assemblies, and programs.

### **ACTIVITIES and ATHLETICS: ELIGIBILITY FOR CO-CURRICULAR & EXTRA-CURRICULAR**

Co-curricular Activities: An activity that takes place to support the existing curriculum of a course offered during the normal school day. The activity may occur during the normal day or after school hours. This type of activity is typically a one time event (i.e. fall band concert, field trip to a play that ties to an English/Theatre Arts class). These

activities are typically required activities that may result in a grade. In the event that a student must miss this activity, makeup work will be assigned.

Extra-curricular Activities: An activity that takes place in addition to the existing curriculum. These activities are voluntary and require several practices and/or performances that take place outside of normal school hours. (i.e. athletic activities, Jazz Band). They are not tied to a class grade.

In order to participate in the following, students must have passing grades\*:

1. Extra-curricular performances and/or games (students may practice at the sponsor's discretion, but not perform)
2. Extra-curricular and Co-curricular Competitions
3. Co-curricular performances that require more than one night's time commitment and would require several hours and/or days after school in preparation

These provisions apply only to academic eligibility, other types of eligibility will be considered independently. In these instances of ineligibility, the student is still eligible to practice at the sponsor's discretion. The sponsor may direct the student to work on academics at school in lieu of practice.

For activities with many contests in a short time span like athletics:

Fall:

- Athletes are eligible for contests that occur before first-quarter midterm, except eighth-grade students who earned an F in the previous spring semester. They would not be potentially eligible until midterm. Once the midterm grades are sent out, eligibility is based on these grade reports.
- Any student who has one or more F at midterm will not be eligible to participate in a contest.
- If an F is raised to passing, it is the student's responsibility to show the coach a current progress report. Once the failing grades are passing, the student is eligible to participate until the next grade check.
- Even if the student's grades lower below passing after becoming eligible, the student remains eligible until the end of first quarter.
- Any student who has an F at quarter will not be eligible to participate in a contest for first ten school days of second quarter but would become eligible in a contest held on the eleventh day or after.

Winter:

- All athletes are eligible for contests that occur before second-quarter midterm. Once the midterm grades are sent out, eligibility is based on these grade reports.
- Any student who has one or more F at midterm will not be eligible to participate in a contest.
- If an F is raised to passing, it is the student's responsibility to show the coach a current progress report. Once the failing grades are passing, the student is eligible to participate until the next grade check.
- Even if the student's grades lower below passing after becoming eligible, the student remains eligible until the end of second quarter/first semester.
- Any student who has an F at semester will not be eligible to participate in a competition until the first midterm of third quarter.

Spring:

- All athletes are eligible for contests that occur before third quarter ends. Once the third-quarter grades are sent out, eligibility is based on these grade reports.
- Any student who has an F will not be eligible to participate in contests occurring during first ten school days of fourth quarter but would become eligible in a contest held on the eleventh day or after.
- Any student who has one or more F at midterm will not be eligible to participate in a contest.
- If an F is raised to passing, it is the student's responsibility to show the coach a current progress report. Once the failing grades are passing, the student is eligible to participate until the next grade check.
- Even if the student's grades lower below passing after becoming eligible, the student remains eligible until the end of fourth quarter/second semester.

For activities that may span throughout the school year:

- Sponsors will base eligibility on previous grading checkpoint (midterm, quarter, semester)
- Any student who has an F at midterm will not be eligible to participate in a performance/contest until the grade is raised to passing. It is the student's responsibility to show the sponsor a current progress report.
- Any student who has an F at quarter will not be eligible to participate in a performance/contest for first ten school days of the quarter but would become eligible if competitions are held on the eleventh day or after.

- Any student who has an F at semester will not be eligible to participate in a performance/contest until the first midterm report of the following semester.

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS (see policy JHCD <https://goo.gl/uBVYz5>)**

### **Definitions**

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

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

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

### **General**

The Pleasant Hill R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. If a qualified student with diabetes is eligible as a child with a disability under Section 504/Title II, diabetes care services and accommodations will be included in the student's Section 504/Title II plan, as well as any diabetes medical management plan.

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. 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 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. Training for the provision of diabetic care and emergency medical services, if necessary, shall be provided by qualified medical personnel, and may include the use of videos or web-based resources, to district staff who educate, serve, supervise or transport students with diabetes including, but not limited to, teachers, substitute teachers, aides, paraprofessionals, bus drivers and substitute bus drivers, and staff supervising students on field trips or other off-campus locations. Each employee requiring this training shall complete the required training prior to educating, serving, supervising or transporting students with disabilities. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

If a student stores medication with the school and that medication is administered by the nurse or designee, the nurse or designee must maintain thorough documentation of all medications administered to students. The district shall provide secure, locked storage for medication to prevent diversion, misuse or ingestion by another individual. When a student's medical supplies are becoming low, the school nurse shall notify the parent/guardian in writing by email, letter or as otherwise mutually agreed at least three school days in advance of when the supplies will run out. The nurse will follow up with a phone call two school days later if the parent/guardian has not provided additional supplies. The mode of contact may vary if the parent/guardian has stated a preference.

It shall be the policy of this district that the district will not knowingly administer any medication to a student if the district's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or to the district itself. Such cases may include, but not necessarily be limited to, situations in which the district is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in current, recognized medical or pharmaceutical text. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription if the nurse has questions regarding the administration of such medication.



Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

#### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

#### **Prescription Medications**

Unless otherwise authorized in this policy, the parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

#### **Possession and Self-Administration of Medications**

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

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

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

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:

- ▶ The medication was prescribed or ordered by the student's physician.
- ▶ The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

- ▶ The student has demonstrated proper self-administration technique to the school nurse.
- ▶ The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

#### **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

#### **Students with Diabetes**

The district will ask parents/guardians in writing at the beginning of the academic year to provide emergency supply kits for students with a 504 plan or IEP due to diabetes for use in case of emergency or disaster. If the parent/guardian provides a supply kit, it shall contain supplies for at least 72 hours to carry out applicable medical orders including, but not limited to, the following supplies as applicable to the individual student:

1. Blood glucose meter, testing strips, lancets and batteries for the meter
2. Urine and/or blood ketone test strips and meter
3. Insulin, syringes and/or insulin pens and supplies
4. Insulin pump and supplies, including syringes, pens and insulin, in case of pump failure
5. Other medications
6. Antiseptic wipes or wet wipes
7. Quick-acting source of glucose
8. Water
9. Carbohydrate-containing snacks with protein
10. Hypoglycemia treatment supplies (enough for three episodes): quick-acting glucose and carbohydrate snacks with protein
11. Glucagon emergency kit

If a parent/guardian does not supply an emergency kit as contemplated by this policy, the district is under no obligation to do so.

#### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

#### **ANNOUNCEMENTS**

The announcements will be read each day during Rise. Students are responsible for the information given. Parents may view the announcements on the building's webpage.

#### **ARRIVAL AND DEPARTURE**

Students are not to be in any part of the building prior to 7:00 AM. All students are expected to report directly to the gym or cafeteria upon arrival at school. According to school policy, once students have arrived at school (by bus, their own transportation, or walking) they are not to leave the school grounds without permission from the school office. There is one dismissal bell at the end of the school day, dismissing all students. Unless under the direct supervision of a staff member, all students must exit the property by 3:05 PM.

#### **ASBESTOS HAZARD**

Schools are required by the Asbestos Hazard Emergency Response Act (AHERA) to notify all building occupants about asbestos activities planned or in progress within their District. Every three years, we are required to perform a re-inspection of all asbestos-containing materials within the District. RTI Consultants performed this work for us in August of 2016. We continue to monitor the condition of the asbestos-containing materials within the District in our constant efforts to provide a safe and healthy environment for our students, staff, and visitors. A copy of the Asbestos Management Plan is available in the office of each building and in the office of the Superintendent for your inspection. If you have any questions, please call David Taylor, Director of Buildings and Grounds, at 816-540-3161.

## **ASSEMBLIES**

Because assemblies are a privilege, courtesy and proper behavior is expected from those who attend. Students should walk in a quiet and orderly manner to and from the assembly area. While in an assembly, it is proper to show appreciation with applause. Students are not to leave an assembly unless dismissed by their teacher or principal.

## **ASSESSMENT PROGRAM (see policy IL <https://goo.gl/pWsKDH>)**

The district follows an assessment program outlined in board policy.

## **ASSIGNMENTS WHEN ABSENT**

Teachers will assign student work to practice and to build mastery of standards. Generally students who have missed school will be allowed one day for each absence to make up the work. Students can always check Google Classroom for work when they are absent. Any student knowing of a pre-planned absence must have all assignments completed upon return. In cases of absences due to school-related activities, teachers may request assignments prior to the student's attending the activity. So further class time will not be missed, a teacher may require a student to take a missed test before or after school. Students serving out-of-school suspension will be provided all work. All assignments will receive full academic credit if turned in on the student's return to school. Tests missed due to out-of-school suspension may be made up outside of the regular school day upon return to school and receive full academic credit.

## **ATTENDANCE (see policy JED <https://goo.gl/CHYcZ1>)**

Good attendance is important and directly related to academic achievement. The following regulations are established to encourage good school attendance by middle school students:

In the event of student absence:

1. A note, email, or phone call from the parent must notify the school of the child's absence and the reason.
2. Upon returning to school, student/parent should turn in any verification of student absence (medical, dental, funeral documentation) in order for the absence to be considered medically excused and verified. Once documentation is turned in, these absences are considered "medically documented."
3. We realize that students are sometimes ill and not taken to the doctor. We consider this and allow for this. However, thirteen (13) total days or more of absences that are not "medically documented" is considered excessive. Beginning on day thirteen, students will be required to make up attendance hours through after-school detentions.
4. Any student who exceeds fifteen (15) total days of absences that are not "medically documented" will be referred to the Missouri Children's Division and/or other agencies for educational neglect, retained, and/or required to attend summer school.
5. For each day absent, students will have one day to make up and turn in work, unless special arrangements have been made with the teacher for an extension. On the **second day** of a student's absence, parents may request the student's assignments by 10:00 am. Parents may also check students' assignments from the school's website.
6. Parents or guardians shall be notified of the number of absences on a regular basis.\*

### **\*Parent Attendance Notification Process for Undocumented Absences**

**Step 1** (5 days of absence) = letter to parent

**Step 2** (9 days of absence) = letter to parent

**Step 3** (13 days of absence) = conference with parent & student; develop a plan to make up attendance hours, including after-school detentions

**Step 4** (15 days of absence) = referral to Missouri Children's Division and/or other agencies for educational neglect, student retention and/or summer school

## **BACKPACKS**

With textbooks seldom used and Chromebooks in cases, students are expected to leave backpacks, book bags, and athletic bags in lockers throughout the day. Students are expected to bring a charged Chromebook and a binder to core classes. Each elective will have supply requirements as well, but backpacks are not needed in these classes as they pose a tripping hazard. This includes seventh hour; students are not to bring their backpacks to avoid going to their locker at dismissal.

## **BICYCLES/SKATEBOARDS**

Any student riding a bicycle to school must park it in a designated parking area. Bicycles should be locked securely to the rack. The school will not be responsible for damaged or stolen bicycles. Bicycles, skateboards, and rollerblades are not to be used on school grounds except to arrive and exit.

## **CAFETERIA**

- Students are expected to behave in an appropriate manner that does not disrupt the lunch room. Lunch detention can be issued for severe or repetitive misbehavior. Students should clean their table area and any mess they make on the floor before leaving the cafeteria. Students should remain in the cafeteria during their shift unless they are given permission to leave. Food and beverage items are not to leave the cafeteria without approval. Parents and guardians may eat with their students at lunch if they follow visitor procedures and get a badge and lanyard from the office.
- Students have a debit account for purchasing all types of lunches. Money can be placed in their accounts each morning before school starts in the office. Charges will not be allowed. If students do not have money in their account, a cheese sandwich and milk will be provided.
- Applications for free and reduced meals can be obtained from the school office at any time. Free and reduced lunch students cannot eat from the a la carte line unless they have money in their accounts. Lunch prices are set by the Board of Education and posted on the school website.
- The school district also provides a breakfast program. Students may report to the cafeteria for breakfast at 7:00 a.m.
- Students must remain under teacher or administrator supervision during lunchtime.
- Students from other schools may not visit at lunch.

## **CHANGING CLASS SCHEDULES**

Extenuating circumstances may necessitate the changing of some schedules. As a general rule, schedules will not be changed after the first day of each new semester.

## **COMMUNICABLE DISEASES (see policy EBB <https://goo.gl/EYnXyE>)**

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

## **COMPLIANCE NOTICE**

The school district is committed to providing appropriate educational services for children with disabilities in compliance with the Individuals With Disabilities Education Act. The district is in compliance with Title VI of the Civil Rights Act of 1964, Title IV of the 1972 Educational Amendments and The Individuals With Disabilities Education Act.

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

Assistant Superintendent  
Pleasant Hill R-III School District  
318 Cedar Street  
Pleasant Hill, MO 64080  
(816) 540-3161

## **CONDITIONS THAT REQUIRE DOCUMENTATION FROM PARENT/GUARDIAN**

1. Physical activities that are to be restricted for a short period of time (limited P.E. participation or play and remaining inside).
2. Need for extra restroom privileges due to medical conditions.
3. Need for medication administered through the nurse's office.
4. Any special problems concerning your child.
5. Change in address, telephone number, and place of employment or child's babysitter.
6. Have a doctor or dental appointment during school hours.
7. Need to go somewhere after school other than riding a regular bus.
8. To explain all absences so the student may be eligible for make-up work.
9. A signed note is required from parents upon the event that a student leaves school property for any reason such as field trips, swim day, or park day. If a student forgets his/her signed permission slip the day of an event,

the ONLY way that student can leave school property is upon verbal permission from a parent to a staff member of the school.

### **COUNSELING**

The purpose of guidance and counseling at the Pleasant Hill Middle School is to assist students in personal adjustments, assessing abilities, aptitudes, interests and educational needs; and in understanding their educational and career opportunities through the formulation and achievement of realistic goals. Parents wishing to make an appointment with the counselor should call 540-2149.

### **DANCES**

School dances are organized by school groups like Student Council, and these groups will charge admission. Only PHMS students can attend dances. Students under suspension may not attend. Students are expected to behave in an appropriate and safe manner while attending a dance. Once students leave a dance, they may not re-enter. Parents are always welcome to chaperone.

### **DETENTIONS**

If restorative practices do not remedy a situation where a student does not meet the behavioral expectations of the middle school or if a student refuses to participate in restorative practices, after-school detentions may be assigned by teachers or the administration as consequences. Parents or guardians will be notified in advance of the detention by a teacher or administrator. Teacher or team detentions last from fifteen to thirty minutes before or after school and are arranged by the teacher.

Students who are referred to the office may be assigned detentions by school administration for one, two, or four hours. After-school detentions begin at 2:50 PM on Tuesdays or Thursdays. One-hour detentions end at 3:50 and two-hour detentions end at 4:50. Four-hour detentions consist of two two-hour detentions. Students will be expected to use the time as a study hall to advance their academic progress.

### **DIRECTORY INFORMATION**

General Directory Information—The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as the information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information—In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents to raise funds for district activities; government entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services; and associations and vendors the District deems necessary for education related reasons:

The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses. The student's dates of attendance and schools or school districts previously attended.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the

authorities to whom the district reported the crime as allowed by law. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

### DISCIPLINE

Teachers are encouraged to use restorative practices whenever possible to help students understand the effects of their behavior on others. If students choose not to participate in any restorative practice, then traditional consequences can apply.

1. Verbal redirections and proximity
2. Separate conversation with teacher and student in a quiet time or after class
3. Phone call/email to parents sent home outlining the undesirable behavior and to work on solutions.
4. 15 minute teacher- or team-assigned detention documented in SIS, with parent phone call.
5. Referral to office for "Discipline" consequences as listed in the student handbook

A conference including the student, the parent, the teacher, and/or the principal can be arranged to discuss options for repetitive misbehavior.

It is the objective of the Pleasant Hill Middle School to recognize, preserve and protect the individual rights of each student. This can only be accomplished within a necessary framework of an orderly efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of a learning atmosphere. Teachers are encouraged to use restorative practices whenever possible to help students understand the effects of their behavior on others. Students are expected to exercise self-discipline, refraining from any behavior that causes discomfort to any student, verbal or physical action that stigmatize or victimize an individual on the basis of race, ethnic background, religion, gender, sex, sexual orientation, creed, political affiliation, national origin, ancestry, age, marital status, or disability. When a student has difficulty controlling his/her behavior, the administration has the option of the following disciplinary consequences outlined in policy JG-R3 and JG-R5 or may vary consequences depending on the severity of the infraction and the attitude of the student. Additional Information can be found at: [www.pleasanthillschools.com](http://www.pleasanthillschools.com). These steps are predicated on administrator discretion for mitigating circumstances. This is not considered a comprehensive list of all violations or consequences.

All student-on-student abuse or intentional physical injury will require notification to the Children's Division.

Acts That Result in Disciplinary Action	Restorative Practice	Principal Conference	Detention	In-school Suspension	1-10 days Out-of-school Suspension	11-180 days of Suspension***	Expulsion
Academic Dishonesty	X	X	X	X			
Arson	X					X	X
Assault	X				X	X	X
Bullying- Board Policy JFCF	X	X	X	X	X	X	
Bus Misconduct- Board Policy JFCF	X	X	X	X	X		
Classroom Disruption	X	X	X	X	X	X	X
Dishonesty	X	X	X	X	X	X	X
Disrespect/Disobedience	X	X	X	X	X	X	X
Failure to Attend Detention	X		X	X	X		
Failure to Care for or Return District Property**	X	X	X	X			
Failure to Follow Dress Code	X	X	X	X	X		
Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences	X		X	X	X	X	X
False Alarms/ Bomb Threats	X				X	X	X
Fighting	X			X	X	X	X
Gambling	X	X	X	X	X		
Gang/Gang Related Behavior	X		X	X	X	X	X
Hazing- Board Policy JFCF	X	X	X	X	X	X	X

Incendiary Devices	X	X	X	X	X	X	X
Nuisance items	X	X	X	X	X	X	X
Possession/Use of Fireworks	X		X	X	X	X	X
Possession/ Use of Weapon 1	X			X	X	X	X
Possession/ use of Weapon 2	X			X	X	X	X
Possession/Use/ Sale of Drugs/Alcohol/Drug Paraphernalia or Imitation Drugs	X				X	X	X
Profanity/Demeaning Language	X	X	X	X	X	X	
Public Display of Affection	X	X	X	X	X		
Sexual Activity	X	X	X	X	X	X	X
Sexual Harassment – Physical	X		X	X	X	X	X
Sexual Harassment – Verbal	X		X	X	X	X	X
Sexually Explicit, Vulgar or Violent Materials	X		X	X	X	X	X
Technology Misconduct	X	X	X	X	X	X	X
Theft Extortion**	X		X	X	X	X	X
Threats or Verbal Assault	X		X	X	X	X	X
Tobacco Possession	X		X	X	X		
Tobacco Use	X			X	X	X	
Truancy	X		X	X	X		
Unauthorized Entry	X		X	X	X	X	X
Undesirable Behavior	X	X	X	X	X		
Vandalism**	X		X	X	X	X	X
Violation of Medication Policy	X	X	X	X	X	X	X

**Suspension**

A student may be excluded from school because of willful violation of school rules and regulations or willful conduct, which disrupts education or endangers lives or property. Suspension refers to an exclusion from school that will not exceed a specific period of time.

**DRESS CODE**

Student dress reflects the learning atmosphere of the school. Thus, students are expected to dress appropriately and exercise good grooming and hygiene. **These decisions are the sole discretion of the administration.** The following regulations can help students and parents understand what is and what is not allowable.

**Images and print**

- Clothing must not display direct or indirect writing or images that might be offensive, such as profanity, obscenity, sexual references, racial epithets, double entendre and the like.
- Clothing must not display direct or indirect reference to alcohol, tobacco, or other drugs.

**Coverage**

- Outer clothing should cover undergarments.
- Tops must not inappropriately expose the chest area.
- Tops must not be backless, strapless, or see-through.
- Skirts, dresses, pants, and shorts must not inappropriately expose the student.

**Safety**

- Appropriate shoes must always be worn during the school day.
- Students must not wear hoods or sunglasses that could obscure their eyes.

**Tradition**

- Hats may be worn as long as the student’s eyes and face can be seen.
- Costumes are not to be worn, except as permissible on spirit days.

**DUE PROCESS**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state and federal laws, as well as provisions outlined in the Board of Education policies and regulations on student suspension and expulsion.

**EARLY DISMISSAL**

Students leaving school before the school day ends must have a parent call the office. Students may sign themselves out if office staff has spoken to a parent on the phone. If students return to school during the day, they can sign themselves in. Students are not allowed to leave the building or leave the campus for any reason without parent and administrative approval. If a party other than a parent or guardian is to pick up a student during the school day, they must be listed as an emergency contact in SIS or the parent must give verbal permission.

## **EDUCATION FOR STUDENTS WITH DISABILITIES**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Pleasant Hill School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction.

Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Pleasant Hill School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Pleasant Hill School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Pleasant Hill School District, Special Education Office, 1301 Myrtle, Pleasant Hill, Missouri, 816-540-4700, during business hours.

\*THIS NOTICE WILL BE PROVIDED IN NATIVE LANGUAGES AS APPROPRIATE

Public schools in the State of Missouri are required to conduct an annual census of all children in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district's 504 coordinator.

## **EDUCATIONAL SURROGATE**

Surrogate Parent Program Pursuant to the requirements of state law 162.997.000 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include a person whose parental rights have been terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by Secondary Education and the district. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person, Special Services Director, 540-4700.

## **EMERGENCY SCHOOL DISMISSAL**



When a decision for irregular dismissal of school is made necessary due to weather conditions, the following broadcast stations will be notified immediately: KCMO-AM 810 and TV 5, WDAF-AM 610 and TV 4, KMBC TV 9, KSHB TV 41, KSIF-FM 107.3, KCUR-FM 89.3, KFKF-FM 94.1, KYYS-FM 102, KBEQ-FM 104, KMBZ-AM 980, KMXV-FM 93.3, KBEA-AM 1480, KPRS-FM 103.3, KORC-FM 98.9, KUDL-FM 98.8, CNN-AM 1340.

### **FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

### **FIELD TRIPS**

Educational field trips are taken throughout the year. Some code of conduct violations may cause students to lose their privilege to attend certain field trips.

### **FLOWER & GIFT DELIVERIES**

Flowers, balloons, glass containers and gift deliveries will not be allowed on the buses for safety reasons. The office staff will notify a student of a delivery at the end of the day. Due to the excessive delivery problems around Valentine's Day, we will not accept deliveries during that week.

### **GRADES**

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, his parents/guardians, and his teacher of his progress and to provide a basis for bringing about change in a student performance, if such change seems necessary. Letter grades are used in grades 7 and 8. Exceptional pupils are graded according to their Individual Education Plan or 504 Plan.

Grading is summarized on a mid-term report (4½ weeks) and a quarter (nine weeks) basis with a grade card. The grade card grade is based on many factors, i.e. tests and assignments-both oral and written, class participation, special assignments, research, activities of various types and kinds, special contributions and homework. Parents may also view his/her own child's grades online on the parent link of the school website ([www.pleasanthillschools.com](http://www.pleasanthillschools.com)). Grades are updated weekly on the site. Grade reports are emailed home every 4½ weeks. Midterms are the midpoint of a quarter and continue through the quarter whereas quarter grades are final. Students begin anew at quarter. First and second semester grades average the two quarters together.

Grading is not to be influenced by pressure from parents nor is it to be used as a weapon for disciplinary purposes. The teacher is required to keep a record, which reveals how he/she arrived at the evaluation.

**Seventh and eighth grade percentage scores are based on the following scale:**

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

### **HALL CONDUCT**

Students shall travel through the hallways in a controlled and reasonable manner that does not disrupt classes or passing time. Students should behave appropriately so that others can safely pass in the corridors and should respect school property. This conduct applies before and after school as well.

### **HALL PASSES**

If a student needs to leave a class during the regular hour, he/she must receive a pass from the teacher. Teachers are encouraged not to let students leave class unless it is an emergency or is absolutely necessary.

### **HAZING (see policy JFCG <https://goo.gl/Q3eF45>) AND BULLYING (see policy JFCF <https://goo.gl/vH8sEf>)**

In order to promote a safe learning environment for all students, the Pleasant Hill R-III School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1, JG-R2, JG-R3 or JG-R4. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

The district is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school-sponsored activity or in a school-related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior or harassment that is repetitive, or is substantially likely to be repeated, and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district may prohibit and discipline for cyberbullying that originates on any district campus or at a district activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment or if the electronic communication was made on the district's campus or at a district activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus that materially and adversely impact the education of district students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying that they have witnessed or incurred by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the district designates to receive reports of incidents of bullying. A principal or designee who receives a report of an incident of bullying shall initiate an investigation into the allegations within two school days of receipt of the report. The principal may assign other employees to assist in the investigation or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The district shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the district's website (as a Board policy) and a copy shall be placed in the district administrative office.

The district shall provide information and appropriate training to district staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The district shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal or retaliation against any person who reports an act of bullying. The district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student

develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

### **HEAD LICE**

If the school nurse or teacher should discover head lice/eggs on a student in the classroom, the parent of that student will be notified, and the student will be removed from school.

To be readmitted to school, a student must be accompanied by a parent/guardian or relative and must be examined by the school nurse. Transportation will not be provided by bus until the student is examined and cleared through the school health room. Students will not be allowed back to school until all viable nits (within ¼ inch of the scalp) have been removed.

### **HEALTH ROOM**

The school district shall be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury.

1. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.
2. Any student who vomits or has diarrhea the night or morning before school should be kept at home. Any student with fever of 100 degrees or higher, should remain home until the temperature has been normal for 24 hours without fever-reducing medications.

### **HEALTH SCREENING (see policy JHC <https://goo.gl/eO2iX2>)**

Vision and hearing screening programs will be conducted yearly as time permits. Head lice screening will be conducted as needed.

### **HOMELESS (see policy IGBCA <https://goo.gl/jGgzRp>)**

The Pleasant Hill R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. The Board designates the following individual to act as the district's homeless coordinator:

Dr. Lauren Goddard  
318 Cedar Street  
Pleasant Hill, MO 64080  
Phone: 540-4700  
Fax: 540-6035

### **HOMEWORK/CLASSWORK**

In keeping with the district's instructional goals, homework/classwork assignments for students in the middle grades (7-8) should stress academic studies. Homework/classwork is assigned to help students practice and learn.

### **KETCHUP CLUB**

This group meets one hour a week from 2:50-3:50 on Wednesdays. Students are assigned to this club by their team. Teachers will determine which students have three or more missing assignments combined amongst their classes. Core classes will be used but electives can also be considered. The teachers involved will then contact the student and parent to let them know the student has been referred for Ketchup Club.

Once students have been identified on Monday or Tuesday, they could possibly complete and submit the assignments before Wednesday afternoon. However, they stay on the list and will attend until all assignments on the list have been completed. Thus, some students might attend with only one or two assignments overdue.

While in the Club time, students will work on the assignments on their list. Once they have completed one, they show the teacher that it's completed satisfactorily either on paper or on the screen. The teacher will then check the document to show he has seen the completed assignment. If a student completes every assignment on the list, he or she can be dismissed early from the Club.

If the hour ends and the student has not completed all his work, he has until the following week to complete it, or he will be invited back.

### **LIBRARY MEDIA CENTER**

1. The Library welcomes students from 7:00 - 3:00 daily. Other arrangements can be made with the librarian as needed.
2. Library materials are checked out for two weeks.
3. A fine of \$.05 a day is charged for each overdue item. Students are encouraged to pay fines promptly. During 4th quarter their library privileges may be modified until fines are paid.
4. Students who have lost or damaged books may have modified library privileges if the book has not been paid for by 4th quarter.
5. Students need to have teacher permission to visit the library during class time.
6. Students need to sign in and out of the library when they visit without their class.

### **LOCKERS & LOCKS**

Lockers are the property of the school district and are provided for students' convenience. **Students are encouraged to put their backpacks or coats in their lockers at the beginning of the day and just move from class to class with their Chromebook and binder.** Lockers will be assigned by team and will be in relatively close proximity to core classrooms. Once a locker has been assigned, students may not change locations without office approval. It is the responsibility of each student to keep his/her locker clean and neatly organized. All lockers, both in the hallways and other areas, are subject to periodic searches without warning. Students should **NOT** share their lockers with other students. The school district will not be held responsible or liable for any personal items that are lost, stolen, or damaged while in a school locker. Students who damage their lockers will be assessed a reasonable fee.

### **MOVIES**

All movies shown at the Pleasant Hill Middle School will meet the PG or G rating standard. Movies will be shown for educational purposes only, in accordance with school board policy and federal law.

### **NOTICE OF NON DISCRIMINATION (see policy AC <https://goo.gl/MnFkbc>)**

The Pleasant Hill R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent  
318 Cedar Street  
Pleasant Hill, MO 64080  
(816) 540-3161

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **OFFICE ROUTINE**

The middle school office is a place of business for staff and students as well as a place to welcome guests to the building. Students will behave accordingly when called or sent to the office. The teacher workroom is for teachers and staff only. The office is normally open from 7:00 to 3:15 each day that school is in session, but may adjust hours depending on the district's schedule.

### **PARENT CONFERENCE**

Parents may request a conference with your child's teacher at any time during the school year by calling the school office (540-2149). Parent/teacher conferences have been built into the district calendar as well.

### **PHYSICAL EDUCATION**

All students are required to take one semester of PE each year, unless waived by administration. Light weightlifting will count as a PE course. Students may not be enrolled in two PE courses simultaneously. **Students are required to wear appropriate clothing and shoes for PE.** Students are expected to participate in PE each day unless otherwise noted. Failure to participate will result in a grade reduction and/or disciplinary consequences for not following directions.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION (see policy AC**

<https://goo.gl/MnFkbc>)

The Pleasant Hill R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Pleasant Hill R-III School District is an equal opportunity employer.

## **PUBLIC CONCERNS and COMPLAINTS (see policy KL <https://goo.gl/Njr5u9>)**

Public concerns or complaints can be handled through the district process outlined in board policy.

## **PUBLIC DISPLAY OF AFFECTION**

Students are not allowed to display affection on buses, school property, or at any school-sponsored activity. This includes, *but is not limited to*, kissing, hugging, holding hands, inappropriate touching, grabbing, or groping.

## **RETENTION PHILOSOPHY AND PROCEDURES (see policy IKE <https://goo.gl/K8XUsJ>)**

The basic philosophy of the Pleasant Hill R-III School District is to do what we feel is best for the child. We believe that retention is most effective in the primary grades but may not be limited to those grades. If it is felt that another year in the same grade would help the child, the following procedure and philosophy will be followed:

Under the following circumstances, a staffing to involve teachers, counselors, administrators and the child's parents may recommend retention of that child:

- A special services student who does not make appropriate progress toward IEP objectives as developed by the special services staff (Summer School or summer tutoring may be required).
- Seventh and eighth grade students who fail three or more semester classes will be required to attend summer school.

Poor attendance could cause a student to be retained. See Attendance, Item 6. The building principal will notify parents according to policy. The final decision to promote or retain rests with the building principal.

## **RISE AND SHINE**

Rise and Shine are periods that students are expected to attend each day. Rise occurs during the first fifteen minutes of the school day and attempts to establish an advisory relationship. Students will be involved in weekly activities established by the positive school climate committee. Shine is a response-to-intervention period after lunch that lasts for thirty-seven minutes. Students will be assigned to a teacher based on Fastbridge scores and other relevant data. These assignments may change as data is collected during the school year. Classroom expectations remain the same for both periods. These are key times for students to enhance school climate and to grow in their language and math skills.

## **SAFE SCHOOL ACT**

Please be advised that provisions of Missouri's Safe School Act require the Pleasant Hill School District and other school districts in the state of Missouri to share discipline records when a student transfers from one school district to another. The superintendent is authorized to honor suspensions or expulsions from other school districts. When required, pertinent information may be made available to local law enforcement agencies.

## **SAFETY**

The safety and security of our Pleasant Hill students is of utmost importance. In order to achieve this, each building will be conducting safety drills during the school day throughout the year. During these unannounced events, student pick-up or drop-off may be delayed and access to the building may be briefly denied. In the event of an actual emergency, student pick-up and drop-off and access to the building will be denied to ensure the safety of students for the duration of the emergency situation.

Once the district deems the safety of all is ensured, family reunification procedures will be implemented.

## **SEXUAL HARASSMENT**

The school district is committed to providing an environment that is totally free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal, physical conduct

or communication constituting sexual harassment. Sexual harassment by an employee, student, or any other person in the district against any person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action will be taken, up to and including suspension and/or expulsion of a student and suspension and/or termination of the employee.

### **SCHOOL PICTURES**

Individual pictures are taken each fall. All students should have photos taken, but no one is required to purchase them. Individual pictures are taken again in the spring for students who are interested.

### **SCHOOL SECURITY**

School volunteers and visitors will be welcomed and issued a visitor's pass upon checking into the building. Visitors should enter the building through the front doors. All side doors will be locked during school hours. **See Visitors to the School**

### **SCHOOL SUPPLIES**

With textbooks seldom used and Chromebooks in cases, students are expected to leave backpacks, book bags, and athletic bags in lockers throughout the day. Students are expected to bring a charged Chromebook and a zipper binder to core classes.

#### **All students**

- Backpack or school bag to transport supplies to and from school.
- A large zipper binder to take supplies from class to class.
- A pencil pouch within the binder
- 2 two-pocket folders within the binder
- Headphones or earbuds for school
- 24 pack of pencils
- 1 package of loose leaf notebook paper
- 2 composition notebooks for ELA (college rule preferred)
- Scientific Calculator w/multi-view screen
- 1 box of tissues for Rise

#### **White Team Supplies**

- 1 ½-inch 3-ring binder for math
- Colored pencils - 12 count
- 2 highlighters

#### **Gold Team Supplies**

- 2 ½-inch 3-ring binders
- Erasers (pencil top or hand held)
- Pens
- **7th graders:**
- 2 two-pocket folder w/prongs
- 12 ct colored pencils
- 1 Highlighter
- **8th graders:**
- 1 two-pocket folder w/prongs
- 2 different colored Highlighters

#### **Purple Team Supplies**

- 1 - 1" or 2" three-ring binder
- 1 pack of graph paper

## **Electives**

### **Art**

- 1 sketch book with mixed media paper
- 1 college-ruled notebook
- 2 Black gel pens or Uniball brand
- 1 Eraser
- 2 Fine tip black Sharpies
- 1 Extra fine tip black Sharpie
- 1 24-pack of colored pencils
- 1 pair of scissors
- 1-2 sets of markers of your choice
- 1 set of watercolors- Crayola or Prang brand
- 1 ruler

### **PE**

- Athletic shoes
- Shirt
- shorts

## **SNACK AND SODA MACHINES**

Snacks and soda machines may be used before or after school. These items are not allowed in classrooms unless approved by the teacher. Staff members may also allow students to use the machines during the school day with special permission.

## **STUDENT ALCOHOL / DRUG ABUSE (see policy JFCH <https://goo.gl/nu9TsX>)**

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

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

Students may only be in possession of medication as detailed in Board policy JHCD.

Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

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

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



## **STUDENT DISMISSAL PRECAUTIONS**

The Pleasant Hill R-III School District is legally responsible for the safety of its students during the school day. Therefore, each building principal will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or his/her designee. In keeping with these precautions, the following procedures will be adhered to:

\* The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.

\* Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order.

## **STUDENT EXPECTATIONS**

In order for our school to maximize the learning potential of all students, we expect the following:

### **Vision**

- Students will strive to attend school every day.
- Students will put forth their best effort.
- Students will produce quality work.
- Students will be respectful and courteous.
- Students will be self-disciplined.
- Students will help the school reach its vision.

### **Action**

- Students will be in their assigned seats on time and prepared for class with their charged Chromebooks, supplies, and completed assignments.
- Students will be respectful of the teacher, of other students, and of school's and other's property.
- Students will respect the learning of others by refraining from behaviors that disrupt class.
- Students will follow all directions of staff members.

## **STUDENT PUBLICATION NON-CURRICULAR MATERIALS (see policy IGDBA)**

### **I. Guidelines**

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

### **II. Procedures**

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.

D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

E. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

F. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

G. If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

H. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

I. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

J. At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

### III. Time, Place and Manner of Distribution

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

### IV. Definitions

The following definitions apply to the following terms as used in this policy:

- A. "*Obscene to minors*" is defined as:
  1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
  2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
  3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. "*Minor*" means any person under the age of 18.
- C. "*Material and substantial disruption*" of a normal school activity is defined as follows:
  1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.  
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

- D. *"School activities"* means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- E. *"Unofficial material"* includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and emails, whether created by students or others.
- F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. *"Distribution"* means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

#### V. Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

#### VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

#### STUDENT RECORDS (see policy JO <https://goo.gl/CoKv55>)

All student school records are kept in the school office. Parents who are withdrawing their child from school must give prior notification to the school office in order to have all paperwork completed at the time of checkout. These students should report to the office before school on their last day. School records will be sent to the next school once we receive the release of records form.

#### SURVEYING, ANALYZING, or EVALUATING STUDENTS (see policy JHDA <https://goo.gl/6b56Tn>)

The Pleasant Hill R-III School District has a policy regarding surveying, analyzing, or evaluating students.

#### TARDY NOTICES

##### Tardy to School

**Any student who is late to school must report directly to the office.** The office will then issue a pass so the student can report to Rise or a later class. A parent must call his/her student in and send documentation if medical appointments are the reason for the tardy. Otherwise, middle school students are expected to be in Rise on time. Parents are encouraged to call and discuss habitual tardiness to school with the principal. The goal is to make the student accountable for punctuality to school.

Tardies will start over at the beginning of each quarter.

**Tardy #1** = verbal warning

**Tardy #2** = verbal warning

**Tardy #3** = fifteen-minute detention before school with parent notification

**Tardy #4** = fifteen-minute detention before school with parent notification

**Tardy #5** = thirty-minute detention before school with parent notification

Excessive tardies will result in escalating consequences.

##### Tardy to Class

With four minutes between classes and a full building of students, PHMS encourages students to only use lockers at the beginning and end of the day rather than every hour. This will allow for better flow in hallways and get students to classrooms on time. Each teacher will give two warning tardies per class and on the third, students will serve a fifteen-minute detention with a teacher on the team. If tardies persist beyond this, students will be referred to the office. These will reset each quarter. This is not intended to be punitive for students who have band, PE, or other classrooms in remote locations. It is intended to make students accountable who are lingering in the halls after class has started.

#### TEACHER'S AIDE

Students who are selected as teacher's aides are the direct responsibility of their assigned teacher. The teacher must know where the teacher's aide is at all times. Teacher's aides should use the copier at the end of the hall near the cafeteria to make copies for their assigned teacher and should not enter the teacher workroom.

## **TECHNOLOGY**

### **CHROMEBOOKS**

- Complete usage information can be found in the 1-to-1 handbook
- In general, students are expected to have a charged Chromebook each day
- Students are to always keep the Chromebook in the district-provided case.
- Student Chromebooks are school property and therefore under the discretion of school staff
- Students need to use their own Chromebooks and keep passwords private from other students
- Any damage to the Chromebook or case falls under the provisions in the 1-to-1 handbook

### **CELL PHONES and ELECTRONIC DEVICES**

Phones should be out of sight in classrooms.

1. If a phone is seen, the teacher will remind the student to put it away in his or her pocket, binder, backpack, etc, and that we do not use those in class.
2. If the student gets the phone out again, the teacher will offer the student the choice of putting the phone on the teacher's desk or in the student's locker. The time left in class may factor into the teacher's discretion. Parent contact will be made within 24 hours from the incident.
3. If the student has a second incident of phone usage after being reminded, the teacher will assign a 15-minute detention to discuss phone usage. Parent contact will be made within 24 hours from the incident.
4. If a student has a third instance within the semester, the teacher sends a documented referral to the office to set up a phone plan for the student. Administration will work with the parents or guardians. This will take into account the other classes where the phone is being used as well.

The intent is to keep the student in class but if the student:

- Refuses to put the phone away or ignores the teacher's instruction,
- Goes to the locker to put the phone there but returns with the phone,
- Disrupts class by using the phone inappropriately,

Then the student can be sent to the office at that time.

### **HALLWAY TELEPHONE PROCEDURES**

- A courtesy telephone is available for student use outside the office for before school, during passing time, or after school.
- Students sent to the office are not to use the phone.
- Students cannot use the telephone as an excuse to be tardy to class.
- Students are not to use the telephone or receive calls during class time, unless special permission is given by the teacher.
- Students will not be called out of class to answer telephone calls.
- Parents are not to depend on the office staff to remind students of appointments or make arrangements for after school activities/rides.

### **COMPUTER USE**

Access to the school district's computers, the network, the Internet, and any district software is a privilege, not a right. This privilege will be revoked immediately when policies and procedures are abused or violated. Students using the Internet accept full responsibility for keeping inappropriate files, or files that could damage the reputation or the integrity of the school district, from entering the school via the Internet. Before a student can use any district technology, he/she, along with a parent, must sign an Acceptable Use Agreement (AUA). Improper use of technology resources may result in behavioral consequences according to the student handbook as well as possible suspension of your privilege to use the district's technology resources.

### **INTERNET ACCESS**

The National Educational Technology Standards call for students to communicate and collaborate through the use of technology. In order to help meet the needs of the 21st Century learners, students will use Google Apps and email. As required by the Children's Internet Protection Act, the district content filter blocks categories of subjects that are potentially harmful to students such as criminal skills, nudity, profanity, gambling, hacking, hate speech, etc. Students may be able to get to personal accounts such as social media accounts. We encourage parents to be actively

involved in monitoring internet use by their child at home. Parents should report to the school inappropriate use of the internet and social media by their child involving their account that may be accessible at school. Visit [www.iste.org](http://www.iste.org) for information on the National Educational Technology Standards for Students.

### **TEXTBOOKS**

Textbooks are rarely distributed to students at PHMS. If they are used in class or sent home, then the student is responsible for what was issued. The principal may decide on additional consequences.

### **TRANSPORTATION (see policy JFCC <https://goo.gl/9cEplz>)**

District-provided transportation is a privilege, not a right. Students who ride the school bus have certain responsibilities for the comfort and safety of other students as well as themselves. It is important that students conduct themselves in an orderly manner at the bus stop and on the bus. Students may ride only on their assigned bus unless they have proper authorization through the school office. Students need to turn in parent permission note to ride an alternative bus to the office before noon.

The bus driver has complete authority over any circumstances arising on the bus. Students who damage bus seats will be required to pay for repair. District rules prohibit students from bringing candy, gum, snacks or radios of any variety onto the bus (including field trips). Flowers, balloons, glass containers and gift deliveries will not be allowed on the buses for safety reasons.

When a student is involved in misconduct on the school bus, the following policy and procedure will be used:

1. A first notice requires the parent's signature. Notice is returned to the driver to resume transportation.
2. A second notice requires the parent's signature and a phone call from the parents to the transportation office before transportation is resumed. Signed notice must be returned to the driver upon boarding the bus.
3. When a third notice is issued, the student is suspended from transportation for a minimum of three (3) days. Parents must call before the student resumes transportation.
4. Signed notice must be returned to the driver.
5. A fourth notice results in suspension for a minimum of ten (10) days. Parents must contact the transportation office to resume transportation. Signed notice must be returned to the driver.
6. A fifth notice results in a student being suspended from bus privileges for the balance of the year.

*Bus contact person: 816-540-4610*

### **TRUANCY**

Students who are not on campus without permission to be gone are truant. When the school becomes aware that students have not arrived when school starts or have independently left the building after being present, the office will attempt to locate them and contact parents. At their discretion the office personnel may contact the Student Resource Officer or Pleasant Hill Police Department to enlist their help with the student search.

### **VACCINATIONS**

All public school students **must have required vaccinations** before enrollment or before a class schedule can be issued. Students will not be allowed to attend classes without proper proof of all state-required vaccinations. If you have any questions pertaining to immunizations, please contact the school nurse (Missouri Law Section 167.181).

### **VISITORS TO THE SCHOOL**

Any person not enrolled at Pleasant Hill Middle School as a student or employed as a staff member would be considered a visitor. Parents and patrons are always welcome in our school, but the school must follow security measures to ensure a safe environment for students and staff. Visitors should enter through the front entrance near the office to be welcomed to the school. Office staff will issue all visitors a badge to wear during their stay on campus. Visitors should notify the school prior to the visit if they will be meeting with a teacher or visiting a classroom. Student visitors from other school districts must have administrative approval prior to their visit.

### **WITHDRAWING**

Any student who is moving out of the Pleasant Hill School District must report to the office with his/her parent. The parent, each teacher on the child's schedule, the counselor, the librarian, the school nurse, and the administration, must sign an official withdrawal slip. **The student Chromebook, case, and charger must be returned before withdrawing.** Transcripts and official school records will be sent to the new school district upon enrollment.