

2011-2012

Student Handbook

Pleasant Hill Intermediate School
1204 E. 163rd Street
Pleasant Hill, MO 64080
(816) 540-3156
pleasanthillschools.com

Welcome to Pleasant Hill Intermediate School. We are glad that you are a part of our school family. At the Intermediate School you will find a positive staff that is dedicated to the education of each student. We know that parents and the school must work together to ensure the best possible experience for students. Please feel free to contact us at anytime throughout the school year.

We feel our school offers many opportunities for students to learn and grow. We encourage each student to get involved in the school activities that are available before and after the regular school day to further his or her educational experience. We anticipate that our year together will be enjoyable and rewarding.

Chandra Arbuckle, Principal

Dr. Wesley Townsend, Superintendent
Mr. John Griffith, Assistant Superintendent
Dr. Becky Gallagher, Assistant Superintendent

BOARD OF EDUCATION

Cliff Borgstadt, President
Ron Baker, Vice-President
David Burge, Treasurer
Ron Henley, Member
David Adamczyk, Member
David Hertzog, Member
Jamie King, Member

Other Important Phone Numbers

Superintendent's Office (816) 540-3161
Primary School (816) 540-2119
Elementary School (816) 540-2220
Middle School (816) 540-2149
High School (816) 540-3111

Pleasant Hill R-III School District 2011-2012 Calendar

1st Semester

AUGUST	8-9	New Teacher Orientation
AUGUST	10, 11 & 15	Teacher workday-Professional Development
AUGUST	16	School Begins
SEPTEMBER	2 & 5	No School-Labor Day
SEPTEMBER	16	3 hour early dismissal-Professional Development
OCTOBER	7	3 hour early dismissal-Homecoming
OCTOBER	14	End of First Quarter-3 hour early dismissal-Teacher Workday
OCTOBER	17-20	Parent Teacher Conferences
OCTOBER	21	No School
NOVEMBER	4	No School-Professional Development
NOVEMBER	23-25	No School-Thanksgiving Break
DECEMBER	21	End of Second Quarter-First Semester
DECEMBER	22	No School-Start of Winter Break

2nd Semester

JANUARY	3	No School-Teachers Workday-Professional Development
JANUARY	4	School Resumes
JANUARY	16	No School-Martin Luther King Jr. Day
FEBRUARY	20	No School-Presidents' Day
FEBRUARY	21	No School-Professional Development
MARCH	2	3 Hour Early Dismissal-Professional Development
MARCH	8	End of Third Quarter
MARCH	9	3 hour early dismissal-Teacher Workday
APRIL	6-10	No School-Spring Break
MAY	10	Graduation
MAY	15	3 hour early dismissal-Last Day of School

Dismissal for unexpected circumstances will be made up in the following order:

May 16, May 17, May 18, May 21, May 22, May 23

Days cancelled in excess of six will be added to the end

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 540-3156 or 1204 E. 163rd Street, Pleasant Hill, MO 64080.

ACTIVITIES

To be eligible to participate in school activities students must meet the following guidelines:

- **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.
- **Students that failed more than two classes at the semester will be ineligible for the next semester.**
- **Students must attend a minimum of four entire class periods on the day of a scheduled contest, field trip, or any other school-sponsored activity, 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 meetings, and contests.
- Since each activity is a little different in its scope, at the beginning of each season, each coach/sponsor will provide a list of specific rules & consequences for failure to attend practice, games/activities, or follow the established guidelines.
- Students receiving a suspension cannot participate in any school-sponsored activity until *after* the suspension has been served.
- Students receiving an after-school detention must serve the detention *before* attending any meeting, contest, or activity.
- 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/grandparents), etc. Only parents/grandparents may take their participants home from an away event, such as performances or contests, with approval from the coach/sponsor.

ANTI-HARASSMENT POLICY

It is the policy of the Pleasant Hill R-III School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, disability, sexual orientation, or perceived sexual orientation. The school district prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, but a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district.

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment/discrimination.

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

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Pleasant Hill R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

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

Director of Building and Grounds
Pleasant Hill R-III School District
318 Cedar Street
Pleasant Hill, MO 64080

ARRIVAL AND DEPARTURE

Students are not to be in any part of the building prior to 7:55 AM, unless involved in a supervised school activity. All students are expected to report directly to the gym upon arrival to school. Students who eat breakfast should report directly to the cafeteria. 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 will be two bells at the end of the day. The first bell at 3:20 PM is for first route bus riders only. Students who leave on first bell without permission will receive a Friday school. The second bell at 3:25 PM is for walkers, parent pick-up and student activities. At the end of the school day, all students need to leave school grounds by 3:35 PM unless they are involved in an after school activity.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

PLEASANT HILL R-III SCHOOL DISTRICT
Superintendent of Schools
318 Cedar Street
Pleasant Hill, MO 64080

Phone (816) 540-3161

FAX (816) 540-5135

August 1, 2010

Dear Parents:

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 2009.

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 John Griffith, Assistant Superintendent, at 816-540-3161.

Best regards,

Dr. Wesley Townsend, Superintendent

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.

ATTENDANCE

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

In the event of student absence:

1. A note 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) days or more of absences that are not "medically documented" in a school year is considered excessive. Beginning on day thirteen, students will be required to make up attendance hours through Friday & Saturday schools.
4. Any student who exceeds fifteen days of absences that are not "medically documented" will be referred to the Children's Division 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 9:00 am. In the event of a prearranged absence, the assignment will be due upon student's return. 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 Unverified Absences**

Step 1 (5 days of absences) = letter to parent

Step 2 (9 days of absences) = letter to parent

Step 3 (13 days of absences) = conference with parent & student makeup of attendance hours

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

BACKPACKS

Backpacks, book bags, and/or athletic bags must remain in a student's locker throughout the day. Cell phones must be turned off or on silent throughout the school day and must be kept inside student's backpack in his/her locker.

BICYCLES/SKATEBOARDS

Any student riding a bicycle to school must park it in a designated parking area. The school will not be responsible for damaged or stolen bicycles. Bicycles, skateboards, and roller blades are not to be used on school grounds.

BUILDING SAFETY

To ensure student safety only the doors by the office will be unlocked during the school day. All visitors must enter the building through the front door and must check in at the office to receive a visitor's badge.

CAFETERIA

The cafeteria serves daily hot lunches including one carton of milk. The lunch prices are set by the Board of Education.

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. Students will only be able to charge three meals. If students do not have money for their account after three charges, a cheese sandwich and milk will be provided. Students are expected to clean any mess they make before leaving the cafeteria (both on the floor and on the table). **Food and beverage items are not to leave the cafeteria.**

The school district also provides a breakfast program. Students may report to the cafeteria at the breakfast bell at 7:55 AM. Breakfast and lunch prices are subject to change and will be determined prior to the start of school.

CHANGING CLASS SCHEDULES

Extenuating circumstances may necessitate the changing of some schedules. If this occurs, Jane Bermel, counselor, is the point of contact. As a general rule, schedules will not be changed after the first day of each new semester.

CLASSROOM EXPECTATIONS

All Pleasant Hill Intermediate School teachers will consistently enforce the following expectations on a daily basis:

- Students will be in their seat and ready to learn when the tardy bell rings.
- Students will be prepared for class by having their planner, books, supplies, and completed homework.
- Students will be respectful of the teacher, other students, and school property.
- Students will refrain from talking during active instruction and independent study.
- Students will maintain a positive attitude toward learning.
- Students will follow all directions of staff members.

COMMUNICABLE DISEASES

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.

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

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as

HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

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.

CONDITIONS THAT REQUIRE A NOTE 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 ride regular bus.
8. To explain all absences so student may be eligible for make-up work.
9. To excuse child from eating lunch.
10. A signed note is required from parents upon the event that a student leaves school property for any reason such as field trips, etc. 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.

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 Policy (AUP)*. AUP violations shall result in the following consequences, however, the administration may waive certain consequences and steps depending upon the violation and the severity of the infraction: First Offense: Warning, documentation in student's discipline record; Second Offense: 5 days restriction from accessing school network, no computer make-up work will be allowed during this time and documentation in student's discipline record; Subsequent Offense: 10-180 days restriction from accessing school network, no computer make-up work will be allowed during this time and documentation in student's discipline record.

COUNSELING

The purpose of guidance and counseling at the Pleasant Hill Intermediate 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 540-3156 ext. 3109.

DAILY ANNOUNCEMENTS

Daily announcements are read each day in school. Students are responsible for the information presented in the announcements.

DIRECTORY INFORMATION AND PUBLICATIONS

Annual public notice is presented to parents or eligible students that "Directory Information and Publications" will be released as deemed necessary by school officials. District designated items include the following: student's name, parent's name, address, telephone number, e-mail address, participation in officially recognized activities, awards received, photographs in print or electronic forms. This includes yearbooks and postings to websites, blogs, electronic newsletters and other various forms of school communication. The district may disclose any of these items without prior written consent, unless notified to the contrary in writing by parent or eligible student.

DRESS CODE

It is generally accepted that cleanliness, good grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. **Extremes in dress, personal hygiene, and overall personal appearance will not be tolerated. Clothing and personal appearance shall not be disruptive to the overall educational climate of the school.** Any article of clothing or personal belonging that presents a health or safety risk will not be allowed. Common sense, a reasonable attitude, and parent support should eliminate the need to correct students in the areas of dress and personal appearance. **Final decisions regarding the appropriateness of apparel and/or personal appearance will be at the sole discretion of the school's administration.** The following regulations are designed to set *limits* on what is permissible:

- Clothing cannot, in any way, either directly or indirectly, advertise, support, or suggest the use of tobacco products, alcoholic beverages, or illegal drugs and/or substances.
- Clothing cannot, in anyway, either directly or indirectly, display or suggest graphics of a sexual nature, profane or disparaging language, obscene language, gang affiliation, illegal activity, racial discrimination **or anything else that is socially unacceptable or inappropriate for the intermediate school setting.**
- Other restrictions include, *but are not limited to*, **hats, house shoes/slippers, pajamas, sagging pants, chains of any kind except for jewelry designed for the neck and/or wrist, spaghetti-strap tops, bare backs, midriff garments, and tops revealing excessive skin on chest- armpit area.**

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. Any student serving a long-term suspension will have a re-entry conference scheduled with the building principal. Other staff members may be included in the re-entry conference if necessary to help insure the student's success upon re-entry.

EDUCATION FOR STUDENTS WITH DISABILITIES

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

ELECTRONIC DEVICES

Electronic devices (iPods, MP3/CD players, cameras, video games, etc.) are not allowed at school, unless special permission is given by teacher, principal or staff member.

Cell Phones

Unauthorized use of cell phones during the school day is prohibited.

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. An all-call will be sent out to notify parent of the dismissal as well.

EMERGENCY PROCEDURES

Emergency evacuation drills will be conducted routinely throughout the school year. Students who misbehave during drills will be referred to the principal for immediate disciplinary action. Any student acting upon or assisting others with a false alarm will be suspended for a minimum of ten days.

EXTRACURRICULAR ACTIVITIES/PUBLIC CONDUCT

Students are strongly encouraged to attend all home sporting events and fine arts productions of the district. **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.**

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

PPRA

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires the Pleasant Hill School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- 1) The Political affiliations or beliefs of the student or student's parent;
- 2) Mental or psychological problems of the student or student's family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7) Religious practices, affiliations, or beliefs of the student or parents; or
- 8) Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

1. CHART classes
2. Student surveys
3. Student Assemblies
4. Field Trips

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. All students are required to ride the school bus to the location of the field trip or school event. At the time of departure after the completion of the field trip, parents may sign their child out with the teacher/sponsor and have their child ride home with them.

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.

FRIDAY & SATURDAY SCHOOL

Friday schools are two hour detentions served after school from 3:30 to 5:30 PM. Saturday school is a four hour detention served from 8:00 a.m. until noon. These detentions are assigned by school administration as a consequence for student discipline referrals. Notification will be sent home to the parent by sending a discipline referral home with the student and also by mailing a copy from the school. Students will be given a reminder of the detentions each Friday as well.

GOOGLE APPS AND EMAIL

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. Parents should notify the school in writing to opt out of this program. Students that opt out will do an alternative assignment. Visit www.iste.org for information on the National Educational Technology Standards for Students.

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 5 and 6. Exceptional pupils are graded according to their Individual Education Plan or 504 Plan.

Grading is summarized on a mid-term report (4 ½ 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. Grade cards are emailed each cycle. Parents can expect to receive a grade card through email every fifth week of school (hardcopies of grade cards will be provided to families without email). Parents may request a progress report on their child at any point of the school year. This could be done by contacting the school counselor or your child's teacher(s).

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.

Fifth and sixth 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

Parents can keep abreast of homework assignments and their student's grade through the Intermediate school homework link and the Intermediate school parent link. To set up your account, please contact Dena Alexander at 540-3161 or by email: dalexander@pleasanthillschools.com

HALL CONDUCT

Students shall not run, jump, skip, jog, shout, sing, litter, or create any other disturbance in the school's hallways. Students should not congregate or block the flow of traffic between classes. Touching work displayed on walls is strictly prohibited.

HALL PASSES

If a student needs to leave a class during the regular hour, he/she must have his/her planner filled out and signed by a teacher, or a teacher-made pass. Teachers are encouraged not to let students leave class unless it is an emergency or is absolutely necessary.

HAZING AND BULLYING

In order to promote a safe learning environment for all students, the Pleasant Hill R-III School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the guidelines in the PHIS handbook. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

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 school-sponsored activity.

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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 the classroom and 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 student is examined and cleared through the school health room. Students will not be allowed back to school until all nits 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. The district employs five full-time nurses.

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Parents shall authorize school personnel to give all medication.
2. Authorization for **over-the-counter medication** shall be made by signature on a non-prescription need permit or in the form of a note to the school acknowledging the parent's approval, dosage, times, date prescribed, name of medicine, purpose, possible side effects and the termination date for administration of the medication. It is suggested that only enough dosage be sent to school for the week.
3. Prescription drugs administered on a regular basis need to be brought in the original bottle to the school by the parent/guardian. These drugs will be counted and signed for by the parent through the school nurse and/or nurse designee. First dose of any medication must be given at home 24 hours prior to school attendance. The nurse will be available during regular school hours.
4. If other arrangements are necessary, it is the parent's responsibility to contact the school nurse.
5. Students are not to carry medication at school except for inhalers.
6. All medication shall be transported and stored in the original container.
7. Students with chronic disease, such as asthma, may assume responsibility for their own bronchodilator. **Parents must still notify the school in writing for this arrangement. The school will not be responsible for this medication.**
8. 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.
9. 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.
10. Responsibility of all parents of students with diabetes to keep sufficient supplies (snacks, juice, insulin, needles, test strips) stocked for the student at all times.

HEALTH SCREENING

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

HOMEWORK

In keeping with the district's instructional goals, homework assignments for students in the intermediate grades (5-6) should stress academic studies.

Homework is assigned to help students learn. Copying someone else's homework or claiming someone else's work as your own is considered cheating. Teachers will confer with students who are seen copying, as well as with students who are permitting their work to be copied. A ZERO GRADE WILL BE ASSIGNED TO BOTH and further disciplinary consequences may occur.

HOMEWORK/MISSED

Students who have missed school will be allowed one day for each absence to make up the work. Work may be requested by 9:00 a.m. on the second consecutive day of absence and will be available for pick up at the end of the school day. 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.

If a test date was announced prior to the absence, a student must take the test the first day upon returning to school. 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 homework if requested. Tests missed due to out of school suspension may be made up for a grade. This applies to the student's first OSS of the school year. These tests shall also be made up outside of the regular school day. Students assigned subsequent out-of-school suspension may still request homework as above but will not receive a grade. Students will not be able to take exams after the first suspension as well.

HONOR ROLLS

- Honor Roll – students will have a GPA of 3.0 – 3.49
- Principal's Honor Roll – students will have a GPA of 3.5 – 3.79
- Superintendent's Honor Roll – students will have a GPA of 3.8 – 4.0

Honor Roll students will be recognized each quarter in the Pleasant Hill Times. Students will also receive a certificate at the end of each semester. Students will not be eligible for Honor Roll if they receive a D or F.

LATE ASSIGNMENTS

If an assignment is not turned in on the assigned due date, the following reduction in grade may occur:

One day late: reduction of 25%

Two days late: reduction of 50%

Three days late: reduction of 50%

Four days late: reduction of 75%

Five days late: zero credit received

LIBRARY MEDIA CENTER

1. Students are welcome in the Library Media Center at any time during the school day with a pass from their teacher.
2. All books, except reference, may be checked out for two weeks. Students will be notified in writing if they have overdue books. Once a book has been overdue for two weeks, a note will be sent home with the replacement cost of the book. Students with overdue books will not be allowed to check out other materials until the book is returned or the replacement cost has been paid.
3. If a student loses or damages a book, she or he is responsible to pay for its replacement. We do not accept new copies of the same title purchased at a bookstore or brought from home. If a student checks out a book, he/she is 100% responsible for replacing it even if it was lent to a friend. We discourage students from lending books checked out in their names to other students.
4. Most reference books are available for check out for the school day. Reference books are due at the end of the school day; failure to return them at the end of the day may result in the student losing the privilege of checking out these items.
5. Computers in the Library Media Center are available for individual use when a class is not scheduled to use them.
6. Materials should not leave the library without being checked out by the Library Media Center staff.

LOCKERS & LOCKS

Lockers are the property of the school district and are provided for students' convenience. **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 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. Tardiness due to locker visits is unacceptable and should be avoided.

NOTICE of NON-DISCRIMINATION:

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 non-discrimination policies:

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

For further information on notice of non-discrimination, visit <http://wdcrobcop01.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

Intermediate school office hours are 7:00 to 4:00 p.m. Monday through Friday. Except for before and after school, students are not to come to the office without a hall pass or emergency reason (sudden illness, injury, safety problem). The office is not a place to stop and visit; students are not to bring friends in with them. Students are to be quiet in the office and to wait patiently until someone can help them.

PARENT CONFERENCE

You may request a conference with your child's teacher at any time during the school year by calling the school office (540-3156). Parent/teacher conferences have been built into the district calendar as well. Please see the calendar at the front of this planner for dates and times.

PHYSICAL EDUCATION

Students are expected to participate in physical education each day unless otherwise noted. Students will be expected to have appropriate footwear. Students are not allowed to wear any jewelry or any other articles that may disrupt the activities while participating. Additional information will be covered with the students during the beginning of each semester at school.

PLAGIARISM

Plagiarism is the theft of intellectual property. It is the taking and using, as one's own the ideas or writings of others. This includes, but is not limited to, such sources as books, magazines, and the Internet.

It is not wrong to use another person's ideas or writings as a basis for one's own work, as long as such sources are given proper credit, even if the material used was very short. In no case should another's work be presented as the whole or major part of a student's research paper, essay, or project.

The first offense of plagiarism will result in the student being required to re-do the assignment. The penalty for further issues with plagiarism will result in a grade of zero for the assignment.

Plagiarism is an extremely serious offense. Colleges and universities often punish plagiarism with failure of the whole course and follow this up with severe disciplinary action. Students should also understand that plagiarism is a reflection on their character and would affect eligibility for student leadership positions.

PUBLIC DISPLAY OF AFFECTION

Students are not allowed to display affection on busses, 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

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:

- Students in grades three through five who fail more than six credits each year will be considered for retention and/or remediation. Core classes count as one credit per quarter.

- Students in grades sixth, seventh, and eighth grades who fail more than a total of three “credit” per year will be considered for retention and/or remediation. Core classes count as one credit per semester, while elective classes count one-half credit per semester.
- Students may attempt to remediate two credits during 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 administration.

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.

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. The Assistant Superintendent serves as the District’s Section 504 and Title IX Coordinator of the Pleasant Hill School District. The Assistant Superintendent can be contact at: Pleasant Hill R-III School District, 318 Cedar St., Pleasant Hill, MO 64080. 816-540-3161.

SCHOOL PICTURES

Individual pictures are taken in color each fall. All students should have photos taken, but no one is required to purchase them. Group pictures will be taken in the spring. Students may purchase intermediate school yearbooks in the fall.

SCHOOL SECURITY

School volunteers and visitors will be issued a visitor’s pass upon checking into the building. Visitors must enter the building through the front doors. Side doors will be locked during school hours.

SCHOOL SUPPLIES

In order to be prepared for school work, each student needs to obtain the appropriate supplies for the grade level work, as well as any elective classes that he/she will take.

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.

STAFF DIRECTORY

Adamczyk, Josh	6 th Grade Teacher
Arbuckle, Chandra	Principal
Barger, Kari	Secretary
Berends, Jim	6 th Grade Band Teacher
Benware, Gretchen	Library Media Specialist
Bermel, Jane	Counselor
Bornaman, Becky	5 th /6 th Computer Teacher
Bradley, Pamula	6 th Grade Teacher
Day, Lisa	Secretary
Faitz, Kristy	6 th Grade Teacher
Gibbins, Cheryl	Library Aide
Griffith, Jody	6 th Grade Teacher
Haight, Steve	5 th Grade Teacher
Harper, Matt	6 th Grade Teacher
Humphrey, Michelle	5 th /6 th PHYRE
Lally, Teresa	Library Media Specialist
Love, Veronica	5 th /6 th Grade SpEd Teacher
Lucht, Joy	5 th Grade Teacher
Maxey, Pam	6 th Grade SpEd Teacher

Meyer, Sharon	5 th Grade SpEd Teacher
Murray, Rebecca	5 th Grade Teacher
Neal, Lindsay	5 th /6 th Physical Education Teacher
Parson, Crystal	5 th Grade Teacher
Reynolds, Ellen	5 th /6 th Grade Art Teacher
Russell, Becky	6 th Grade Teacher
Smith, Megan	6 th Grade Teacher
Thompson, Tiffani	5 th /6 th Grade Vocal Music Teacher
Vaughn, Annie	Nurse
Williamson, Diane	5 th Grade Teacher
Wilmoth, Marti	5 th Grade Teacher

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.

- * In the case of children of separated or divorced parents, the district will release a student to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent or, if no court order concerning custody is on file, then to either parent.

- * If a court order is on file, and if it provides that a parent has joint legal custody, but that parent's address has not been designated as the child's address for educational purposes, that parent may collect the child from school during the school day. In such a case, when no verifiable notice of the early removal from school is received from the educational-purposes residential parent, the district will make a reasonable attempt to notify the other parent by telephone for informational purposes only, not for permission. The attempt need not be successful, nor must it be repeated if made to the phone number of record for the parent being contacted. This procedure will also apply where a court order indicates joint legal custody, but does not designate the child's address for educational purposes. The parents together may in writing waive these courtesy calls.

- * A parent without at least joint legal custody of a child, as demonstrated by a copy of a valid judgment or other order on file with the district, may not collect the child from school during the school day absent concurrence (written or oral) by the parent with sole legal custody.

The above policies notwithstanding, the district will respect whatever specific provisions regarding this issue are provided for by court order in any particular case, with ambiguity to be resolved in favor of the general policies.

Parents are encouraged to address these issues in the parenting plan and immediately to provide the district with any orders restricting or establishing parental rights.

The district does not arbitrate custody and visitation disputes, and interested persons are advised to consult counsel or the county clerk's office if such disputes arise.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders if any.

STUDENT DRUG/ALCOHOL ABUSE

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 EXPECTATIONS

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

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

STUDENT RECORDS

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

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except

- for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

TARDY NOTICES

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 class. *A parent must sign his/her student in or send a note to excuse the tardy.*

Teachers will track each tardy for each class period and record the tardy in SIS (computer system to track attendance). Excessive tardies will result in disciplinary consequences. The following consequences will result:

- 1st unexcused tardy: verbal warning by teacher
- 2nd unexcused tardy: verbal warning by teacher
- 3rd unexcused tardy: 30 minute detention with team and parent notification
- 4th unexcused tardy: office referral for an hour detention and parent notification
- 5th unexcused tardy or more: office referral for a Friday school and parent notification and/or loss of passing time, hallway escort, individualized tardy plan, parent conference.

Once a student has been late to the same class three times, the teacher will assign a 30 minute team detention to the student and notify parents. If a student receives a fourth tardy to the same class, the teacher will submit a referral to the office. For the fourth tardy, the office will assign an hour detention and notify parents. For the fifth or further tardies, the student will be referred to the office for Friday school.

Tardies will start over at the beginning of each quarter.

TELEPHONE PROCEDURES

Students are not to use the telephone or receive calls during the school day, 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.

TEXTBOOKS

Textbooks are the responsibility of the student until they are returned at the end of the course or when withdrawing from school. **If books or materials are lost or damaged (i.e. torn pages, writing in book, broken spines, etc.), you will be assessed a fine based upon the rating condition of the book.** At the time of issue, please bring to your teacher's attention any existing damage done to your books or materials. Fines and bills should be paid in the office. Final report cards, yearbooks, transcripts or diplomas may not be issued to any student with outstanding books or other debts. Principal may decide on additional consequences.

TRANSPORTATION

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 reason.

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 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's is being suspended from bus privileges for the balance of the year.
- Bus contact person: 816-540-4610*

VACCINATIONS AND COMMUNICABLE DISEASES

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).

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.

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

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as

HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

The school supply list will be omitted from the handbook to allow for the additional policies that needed to be included. This will keep the cost of the handbook about the same as last school year. The school supply list will be distributed separately to students.

VISITORS TO THE SCHOOL

Any person not enrolled at Pleasant Hill Intermediate School as a student or employed as a staff member must report immediately to the office upon entering the school. Visitors may only enter through the front entrance. **All visitors must register in the office and wear a visitor badge during their stay on campus.** Parents and patrons are always welcome in our school. Under most circumstances, however, **it is always best to notify the school prior to your visit if you will be visiting a teacher or classroom.**

WALKAWAY STUDENT REGULATIONS

When school faculty or staff become aware that students have independently left the building after their presence has been noted, without being cleared to leave the building through the principal's office, that staff member should immediately notify the principal's office. The office personnel will immediately begin a building search for unaccounted student(s) and attempt to contact the parents of the child or the emergency contact number. At their discretion the office personnel may contact the Pleasant Hill Police Department to enlist their help with the student search.

WITHDRAWING/EARLY DISMISSAL

Any student leaving school during the day must have their parent sign them out in the principal's office. **Parents must go to the office and escort their children out of the building. If a child returns to school during the day, their parent must sign them 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 receive a student during the school day, *written authorization must be on file in the principal's office.* Any student who is moving out of the Pleasant Hill School District must report to the counselor's 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. **All textbooks and school materials must be returned before withdrawing.** Transcripts and official school records will be mailed to the new school district upon enrollment.

WEBSITE ADDRESS

Visit the District's web page at www.pleasanthillschools.com. If you have trouble opening the website contact Dena Alexander at 540-3161. Email address: dalexander@pleasanthillschools.com

The district's webpage will include:

1. District and building information
2. Intermediate school homework link
3. Intermediate school parent link

WRITTEN CODE OF CONDUCT - TEAM EXPECTATIONS FOR 5TH AND 6TH GRADE

Classroom Rules:

1. Be in the classroom before the bell rings, or a tardy will be recorded
2. Be prepared for class (assignment book, writing utensils, books, assignment, paper, etc) once you enter the room. You will not be allowed to return to the locker after the bell unless you receive special permission from the teacher.
3. No candy or pop
4. Exhibit behaviors reflecting Character Traits of PHIS (i.e.: respect, responsibility, kindness, etc.)
5. Follow directions

Consequences: If rule number 3, 4 or 5 is broken, the consequences will be as follows*:

- 1st time: Verbal warning
- 2nd time: 30 minute detention
- 3rd time: 30 minute detention
- 4th time: Team meeting with student and/or parent
- 5th time: Principal referral

*Serious problems will result in immediate referral to the office

WRITTEN CODE OF CONDUCT

It is the objective of the Pleasant Hill Intermediate 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.

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 following the disciplinary consequences outlined below **OR may vary the consequences depending on the severity of the infraction and the attitude of the students.**

Specific Offenses

Fighting, causing a fight, or physically abusing another person (Assault and Battery)

1. Aggressor or all parties involved: three days In-School Suspension, parent conference with principal, and possible police contact
2. Three days of OSS and possible police contact
3. Five to ten days of OSS and recommended for long term suspension and/or expulsion and possible police contact

Student threatens/verbally assaults another student

1. three days Out-of-School Suspension, parent conference with principal, and possible police contact
2. Five days of OSS and possible police contact
3. Ten days of OSS and recommended for long term suspension and/or expulsion and possible police contact

Student threatens/verbally assaults teacher or staff member

1. Ten days of OSS, parent conference with principal, and possible police contact
2. Ten days of OSS, recommended for long term suspension and/or expulsion, and possible police contact

Student hits teacher or staff member (Battery)

1. Ten days of OSS, recommendation for long term suspension and/or expulsion, and possible police contact

Possession or use of dangerous or illegal weapons, explosive devices, menacing, extortion, or bomb threats

1. Ten days of OSS, recommendation for long term suspension and/or expulsion, confiscation of unauthorized items, notification of police and parents

Unauthorized use of fire alarm, science emergency shower, or fire extinguisher

1. Ten days of OSS and recommendation for long term suspension and/or expulsion and police contact

Willful destruction, damaging, or theft of student's property

1. Friday School, restitution, clean-up, parent conference, and possible police contact
2. One to three days of ISS, restitution, clean-up, parent conference, and possible police contact
3. Up to ten days of OSS and recommendation for long term suspension and/or expulsion, restitution, clean-up, and possible police contact

Willful destruction, damaging, or theft of teacher, staff, or school property

1. One to five days of OSS, depending on severity of act, restitution, clean-up, parent conference, possible police contact
2. Up to ten days of OSS and recommendation for long term suspension and/or expulsion, and possible police contact

Use, under the influence of, or possession of controlled substances, drugs, any substance represented by doctor prescription to be a medication, or alcohol on school grounds, buses, or at school activities

1. Up to ten days of OSS, notification of parents, and police contact
2. Up to ten days of OSS, recommendation for long term suspension and/or expulsion, and police contact

Transmission, distribution, or sale of controlled substances, drugs, any substance represented by doctor prescription to be a medication, or alcohol on school grounds, buses, or at school activities

1. Up to ten days of OSS, notification of parents and police, and referral to Superintendent of Schools for possible expulsion

Use, possession, transmission, or sale of any tobacco product on school grounds, buses or at activities

1. Friday School and confiscation of tobacco product
2. One to three days of ISS and confiscation of tobacco product
3. Up to five days of OSS and confiscation of tobacco product
4. Ten days of OSS and confiscation of tobacco product

Defiance of school personnel (Refusing to obey the request of the school personnel)

1. Friday School
2. Saturday School and parent notification
3. One to three days of ISS and parent conference
4. Three to five days of OSS and parent conference
5. Ten days of OSS and recommendation for long term suspension and/or expulsion by Superintendent

Disrespect to Students

1. Friday School
2. Saturday School
3. One day of ISS and parent conference
4. One to three days of OSS and parent conference

Cheating – taking or giving school work to another student

1. Zero on the assignment, notification of parent, conference with principal, replacement assignment or removal from extracurricular activities when appropriate
2. Zero on the assignment, notification of parent, Friday School, replacement assignment or removal from extracurricular activities when appropriate

Undesirable behavior – this includes throwing rocks, snowballs, food, paper or other objects, public display of affection, running or yelling in building, spitting, pushing, tripping, horseplay, dishonesty, gambling, etc.

1. Friday School
2. Saturday School (s)
3. One to three days ISS

Disrupting class

1. Friday School
2. Saturday School
3. One to three days ISS
4. One to three days of OSS

Profanity, obscenity, violent, abusive and/or inappropriate language, writing, materials, or gestures

1. Principal Conference
2. Friday School
3. Saturday School
4. One to three days of ISS and parent conference
5. One to three days of OSS and parent conference

Profanity, obscenity, violent, abusive and/or inappropriate language, writing, materials, or gestures directed to school staff

1. Friday School
2. One to three days of ISS and parent conference
3. Up to five days of OSS and parent conference
4. Up to ten days of OSS and parent conference

Truancy – skipping or leaving class without teacher permission or leaving school grounds without office permission during school day or just not coming to school without parent knowledge

1. 1-3 days of ISS, parent contact, possible police contact, Friday and/or Saturday school to make-up attendance hours
2. 3-5 days of ISS, parent contact, possible police contact, Friday and/or Saturday school to make-up attendance hours

Failure to attend after-school detention

1. Friday School
2. Saturday School
3. One to three days of ISS

Failure to attend Friday or Saturday School

1. Saturday School
2. One to three days of OSS

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.