

# **2010-2011 Student Handbook**

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

Welcome to Pleasant Hill Middle School. We are pleased that you are a part of our excellent school. Here you will find friendly, dedicated, and highly trained teachers to guide and help you.

We feel our school offers unlimited opportunities in learning for students in the Pleasant Hill School District. We sincerely hope your school days here will be enjoyable and expect you to take advantage of every opportunity to improve yourself and your school.

Jenny Bell, Principal

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

#### **BOARD OF EDUCATION**

David Adamczyk  
Ron Baker  
Cliff Borgstadt  
David Burge  
Ron Henley  
David Hertzog  
Chris Livingston

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

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

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## 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/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" for specifics.)
- **Students that 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.
- **Students must attend a minimum of four entire class periods on the day of a scheduled contest, field trip, dance, 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 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/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 (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/grandparents), etc. Only parents/grandparents may take their participants home from an away event 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 7:00 AM. All students are expected to report directly to the gym upon arrival to 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 3:00 P.M.

## **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 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.

## 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 middle 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) 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 Friday & Saturday schools.
4. Any student who exceeds fifteen total days of absences that are not "medically documented" will be referred to the Division of Family Services 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 plan to make up attendance hours

**Step 4** (15 days of absence) = referral to DFS for educational neglect, student retention and/or summer school

## BACKPACKS

Backpacks, book bags, and athletic bags must remain in a student's locker throughout the day. Do not store backpacks or book bags above the lockers.

## 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 roller blades are not to be used on school grounds.

## 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. Charges will not be allowed. If students do not have money in their account, a cheese sandwich and milk will be provided. Free and reduced lunch students cannot eat from the ala carte line unless they have money in their account. 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 for breakfast at 7:00 a.m.

## **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.

## **CLASSROOM EXPECTATIONS**

All Pleasant Hill Middle 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.

## **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, 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.

## **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 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.

## DAILY BULLETIN

A student bulletin is read each day in school. Students are responsible for the information given them in the daily bulletin. Parents may view the bulletin on the building's webpage.

## DIRECTORY INFORMATION

Annual public notice is presented to parents or eligible students that "Directory Information" 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 and sports, weight and height of members of athletic teams, awards received, photographs in print or electronic forms. The district may disclose any of these items without prior written consent, unless notified to the contrary in writing by parent or eligible student.

## DISCIPLINE

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.

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 their 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 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 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 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 of dangerous or illegal weapons, explosive devices, menacing, extortion, or bomb threats**
  1. Notification of police and parents, recommendation for long Ten days of OSS, confiscation of unauthorized items, term suspension and/or expulsion
- **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. Saturday School, restitution, clean-up, parent conference, and possible police contact
  2. One to three days of OSS, 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, and possible police contact
- ❑ **Willful destruction, damaging, or theft of teacher, staff, or school property**
  1. Up to ten days of OSS, notification of parents and police, and referral to Superintendent of Schools for possible long term suspension/expulsion
- ❑ **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, 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. Saturday School and confiscation of tobacco product
  2. One day of OSS and confiscation of tobacco product
  3. Three 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 conference
  3. One day of OSS 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 OSS 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, and Saturday School
  2. Zero on the assignment, notification of parent, and 2 Saturday Schools
- ❑ **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, etc.**
  1. Friday School
  2. Saturday School (s)
- ❑ **Disrupting class**
  1. Friday School
  2. Saturday School
  3. Two Saturday Schools
  4. One to three days of OSS
- ❑ **Profanity, obscenity, abusive and/or inappropriate language, writing or gestures**
  1. Principal Conference
  2. Friday School
  3. Saturday School
  4. One to three days of OSS and parent conference
  5. Three to five days of OSS and parent conference
- ❑ **Profanity, obscenity, abusive and/or inappropriate language, writing or gestures directed to school staff**
  1. Saturday School

2. One to three days of OSS and parent conference
  3. 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. Friday School
    2. Saturday School
  - ❑ **Failure to attend after-school detention**
    1. Friday School
    2. Saturday School
    3. One to three days of OSS
  - ❑ **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

## 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 middle school setting.**
- Other restrictions include, *but are not limited to*, **hats, house shoes/slippers, spaghetti-strap tops, bare backs, midriff garments, and tops revealing excessive skin on chest-arms 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.

## 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 such as MP3/CD players, Ipods, cell phones, cameras, and video games may be brought to school but are to be kept put away and turned off during the normal school day, unless special permission is granted by a

staff member directly supervising the usage. We realize that cell phones and other electronic devices can be a primary form of communication in many families and wish to make this technology available during the school day while working to prevent it from becoming a distraction to the business of learning. It is important to maintain a formal atmosphere to maintain the learning environment. In order to teach students appropriate use of electronic devices in a professional and learning environment, the middle school requires that students ask permission of a staff member to use their electronic devices during the school day. Usage is allowed **before school** in the gym and **after school** in the halls without prior authorization. The following procedures will be used for students who deviate from the electronic device expectation:

1<sup>st</sup> offense- warning and documentation in student discipline file

2<sup>nd</sup> offense – 30 minute teacher assigned detention

3<sup>rd</sup> + offense- referral to office for further disciplinary consequences (i.e. Friday/Saturday schools)

## **ELIGIBILITY FOR CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES**

**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

\*Grade checks for the above activities:

1. Sponsors will check the latest mid-term or end of quarter/semester grading cycle.

2. Any student who has an F will not be eligible to participate in a performance/competition. The student is still eligible to practice at the sponsor's discretion.

3. If the F grade comes up, it is the student's responsibility to show the sponsor a current progress report. Once the grade is passing, the student is eligible to participate, unless the F was a result from a semester grade. In that event, the student is automatically ineligible for 4 ½ weeks into the following semester.

5. In the event that a student's grade drops to failing after the mid-term and/or quarter grade check, the student will become ineligible at that point until the grade is passing.

## **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.

## **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**

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. Students will be ineligible to participate in an extracurricular activity unless they have been in attendance at least **four entire class periods** during the day in which an activity has been scheduled, unless the absence has been approved by the administration.

## **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.

## **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 2:45 pm to 4:45 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.

## **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 (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 mailed home each at each cycle. Parents can expect to receive a grade card in the mail every fifth week of school. 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. Parents may also view his/her own child's grades online on that parent link of the school website ([www.pleasanthillschools.com](http://www.pleasanthillschools.com)) . Grades are updated weekly on the site.

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 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.

**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.

**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 middle grades (7-8) should stress academic studies. Homework is assigned to help students learn. Copying someone else's homework 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. 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
- Principals 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.

## **LIBRARY**

1. The library hours are posted.
2. Students must have their planners signed by the classroom teacher, before entering the library media center.
3. Students are also required to fill out the check-in sheet upon entering the library media center with all pertinent information.
4. Books in the regular collection are checked out for 2 weeks at a time. There is a 5-cent per day charge for overdue books, but we do not include holidays, weekends, or snow days. If a student has been sick when a library book comes due, she or he needs to tell the librarian when the book is returned to avoid paying fines for days missed. The book should be returned the same day the student comes back to school.
5. Students are notified in writing of overdue materials. They are personally responsible for the return of borrowed materials.
6. Magazines and reference books can be checked out with the approval of the teacher. These books can be checked out overnight. They must be returned

by the first hour the following school day.

7. 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
8. Magazines can be checked out during the day. A fine of 20 cents is charged for overdue magazines, and students who do not return them on time will lose the privilege of checking them out for 30 days.
9. **NO** materials should leave the library without being checked out at the desk.
10. A quiet learning environment will be maintained in the library so that all students can read and concentrate on learning. Low voices are tolerated when students are participating in a group project and need to communicate about the subject they are studying.
11. Computers are available for student use when classes are not using them for research. Priority is given to students using computers to complete school assignments.
12. Students who willfully deface or remove barcode labels will be charged \$1.00.
13. In 4<sup>th</sup> quarter, students with remaining fines or overdue books will lose their library privilege until their accounts are cleared.

## **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, both in the school and in the field house, 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.

## 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.

## OFFICE ROUTINE

Middle school office hours are 7:00 a.m. to 3:30 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 (540-2149). 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 UNIFORMS AND EQUIPMENT

Students are expected to participate in physical education each day unless otherwise noted. **Students are required to dress out for PE classes.** Students will be expected to have appropriate footwear and athletic apparel. Students are not allowed to wear any jewelry or any other articles that may disrupt the activities while participating. Failure to dress out will result in a grade reduction and/or disciplinary consequences for not following directions.

## 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.

The penalty for plagiarism is a grade of zero for that assignment and additional consequences under "cheating" as listed under disciplinary actions.

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:

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

- Middle school pupils who display below normal social adjustment.
- A special services student who does not make appropriate progress toward I.E.P. objectives as developed by the special services staff (Summer School or summer tutoring may be required).
- Seventh and eighth grade students cannot fail more than three credits per year. The core classes count one (1) credit each semester and elective

classes count one-half (1/2) credit each semester.

*Note: A student can earn up to 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 building principal.

## **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.

## **SCHEDULES**

### **Regular Bell Schedule\***

Breakfast/Entrance Bell.... 7:00  
Dismissal from Gym..... 7:27  
Warning Bell ..... 7:36  
1<sup>st</sup> Hour ..... 7:37-8:23  
2<sup>nd</sup> Hour ..... 8:27-9:13  
3<sup>rd</sup> Hour..... 9:17-10:03  
4<sup>th</sup> Hour..... 10:07-10:53  
5<sup>th</sup> Hour\* ..... 10:57-12:03  
    \*Lunch A..... 10:57-11:19  
    \*Lunch B ..... 11:19-11:41  
    \*Lunch C ..... 11:41-12:03  
6<sup>th</sup> Hour..... 12:07-12:53  
7<sup>th</sup> Hour..... 12:57-1:43  
8<sup>th</sup> Hour..... 1:47-2:33

### **Activities**

*For a current schedule, go to our school website and click on the TRUMBA calendar link.*

## **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 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.

## **SCHOOL SECURITY**

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

## **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**

Alford, Melody	Band Teacher
Beatty, Jason	Social Studies
Beerends, Jim	Band Teacher
Bell, Jenny	Principal
Blair, Cindy	Math/Social Studies
Cohen, Andrea	Special Services
Cole, Penny	Para-Professional
Davis, Angela	Science/English
Dowdy, Lisa	Physical Education
Fender, Mary Jo	Math
Gasper, Thomas	Social Studies
Gilman, Georgia	English
Gilmore, Tiffany	English
Glass, Cindy	Para-Professional
Hamilton, John	English/Science
Hancock, Julie	Special Services
Humphrey, Michelle	Gifted
Kelts, Maureen	Theatre Arts
Lally, Teresa	Librarian
Martin, Janice	English
Mayfield, Dana	Secretary
McManis, Cindy	Art

Montgomery, Deborah	Math
Mosier, Victoria	FACS
North, Rita	Vocal Music
Pate, Beth	Counselor IT
Pierce, Jane	Science
Sappington, Susan	Special Services
Tarpenning, Karen	Secretary

## **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 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.

## **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.* However, any student who is habitually late to school, whether or not excused by a parent note, will receive disciplinary consequences for excessive tardiness to school.

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:

**Tardy #1** = verbal warning by teacher

**Tardy #2** = 30 minute detention with teacher & parent notification by letter

**Tardy #3** = office referral to principal for a Friday School & parent notification by letter

**Tardy #4** = office referral to principal for a Saturday School & parent notification by letter

**Tardy #5** = office referral to principal for loss of passing time, hallway escort and/or individualized tardy plan; parent conference

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. A courtesy telephone is available for student use outside the office for before and after school. 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**

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 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. Student visitors from other school districts must have administrative approval prior to their visit

### **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.

### **SCHOOL SUPPLIES**

In order to be prepared for school work, each student needs to obtain the appropriate supplies listed.

- Student Planner (purchase in office for \$5)
- Filler Paper
- 8 Pocket Folders with Brads (assorted colors)
- 2 binders (1 inch)
- Pencil pouch
- 2 single subject spiral notebooks (7<sup>th</sup> grade only)
- Pencils
- Pens (a few black and 1-2 red)
- Colored Pencils
- Calculator (scientific preferred with "Natural Display" or "Multi View" feature)
- 2-3 Boxes of Tissues
- (art class students only):* Container with the following art supplies: 24+ colored pencils, glue, scissors, markers, 1 sharpie, watercolor paints (Crayola or Prange work best), fine tip black pen (like Uniball), 24+ crayons, eraser, 8 ½x11 or 9x12 spiral sketchbook
- (optional): Trapper Keeper