I acknowledge that I have received a copy of the Elementary School student handbook.

____________________  __________  __________________  __________
Parent Signature      Date        Student Signature       Date

Please tear this sheet out and return to your student’s teacher.

Thank You

Pleasant Hill Elementary School

Parents, students and faculty members are responsible for reading and understanding the rules and regulations set forth in this handbook. The guidelines are taken from school policy and state law. Teachers have a responsibility to see that students understand the rules and regulations in this handbook and should review them as they apply to an individual student.
Elementary School Hours:
Daily Arrival: Students may enter the building at 8:10 am
Breakfast begins at 8:10 am
Students will be tardy after 8:30 am
Late-Start Days: Students may enter the building at 10:10 am

Daily Dismissal begins at 3:30 pm
Half-day Dismissal begins at 12:30 pm

PLEASANT HILL R-III DISTRICT MISSION STATEMENT

Every Student Every Day
We are pleased that you are a part of our school's community. At Pleasant Hill Elementary, you will find friendly, dedicated, and highly trained teachers who are willing to serve you and to help you educate your child.

We feel our school offers many learning opportunities that are designed to help the children of this community learn at the highest standard possible.

The staff of the Pleasant Hill Elementary School will work to see that the learning experiences of our students are engaging and relevant to real world experiences.

We welcome your input and help so the school year will be everything you desire for your child.

**ELEMENTARY SCHOOL VALUES**

- Professionalism
- Commitment
- Empathy
- Collaboration
- Appreciation

**ELEMENTARY SCHOOL PERSONNEL**

<table>
<thead>
<tr>
<th>Third Grade Teacher</th>
<th>Fourth Grade Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Cagle</td>
<td>Morgan Boley</td>
</tr>
<tr>
<td>Heather Castellano</td>
<td>Heather Camuso</td>
</tr>
<tr>
<td>Amanda Cook</td>
<td>Michelle Carey</td>
</tr>
<tr>
<td>James Evans</td>
<td>Aubrey Elder</td>
</tr>
<tr>
<td>Kristy Faitz</td>
<td>Nicole Hartman</td>
</tr>
<tr>
<td>Aly Mueller</td>
<td>Erica Hawks</td>
</tr>
<tr>
<td>Melissa Turney</td>
<td>Jacob VanSlyke</td>
</tr>
</tbody>
</table>

- Art: Nicole Albin
- Counselor: Terri Zimmerschied
- Gifted: Michelle Humphrey
- Librarian: Mindy Halfmann
- Music: Audrey Horn
- Nurse: Nancy Keilholz
- P.E.: Christy Reeves
- Interventionist/ Instructional Coach: Jessica Young
- Special Education: Michelle Lloyd, Codie Lubke, and Abbey Manning
- Speech: Emily Hathhorn

**ACCESSIBILITY NOTICE**

Although certain Pleasant Hill 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 (recipient) facilities are physically inaccessible to or unusable by handicapped persons. To obtain information about
the existence and location of service, activities and facilities that are accessible to and usable by
disabled persons, please contact the Elementary School building principal at 540-2220 or write at
327 N. McKissock, Pleasant Hill, MO 64080.

AMBULANCE ACCOMPANIMENT BY STAFF
If an emergency requires sending a student in an ambulance to a hospital and office staff is unable to
contact either the parents or the emergency number given to the office, the building principal or her
designee will follow the ambulance to the hospital of destination. That person will remain at the hospital
until telephone contact has been made with parents or until the parent arrives at the hospital. The
principal’s office staff will continue to try to contact the parents or the emergency number throughout the
remainder of the work day. If the staff is unable to make contact with the parents or emergency number
prior to leaving the office for the day, they will notify the principal or her designee at the hospital. The
building principal or her designee should take a copy of the student’s enrollment paperwork to the
hospital.

ASSEMBLIES
Assemblies are held to recognize student achievement, celebrate academic growth, recognize
demonstrated character traits, and provide student leadership opportunities.

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

In the event of student absence:
1. A phone call from the parent must notify the school of the child’s absence by 10:00 am the day of
the absence. **If the office does not receive a call by 10:00 a parent will be contacted to
confirm the student absence.**
2. Upon returning to school, **student/parent should turn in any verification of student absence (medical, dental, funeral documentation)** in order for the absence to be considered medically
excused and verified. Once documentation is turned in, these absences are considered
“medically documented”.
3. We realize that students are sometimes ill and not taken to the doctor. We consider this and allow
for this. However, **thirteen (13) total days or more of absences that are not “medically
documented” is considered excessive. Beginning on day thirteen, students will be
required to make up attendance hours through after school tutoring.**
4. Any student who exceeds fifteen total days of absences that are not “medically documented” will
be referred to the Missouri Children’s Division and/or other agencies for educational neglect,
retained, and/or required to attend summer school.
5. For each day absent, students will have one day to make up and turn in work, unless special
arrangements have been made with the teacher for an extension. On the **second day of a
student’s absence, parents may request the student’s assignments by 10:00 am. Homework will
be available to pick up after 3:00 pm.**
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 Children’s Division &/or other agencies for educational neglect,
student retention and/or summer school

BEHAVIOR EXPECTATIONS
At the Elementary School we have consistent behavior expectations that we ask our students to follow all
year. These expectations are used in common areas throughout the building and serve to enhance
classroom expectations as set by the teacher.

BICYCLE SAFETY
Parents are urged to review bicycle safety rules with their child. Parents are responsible for the safety of
their child who rides a bicycle and assume responsibility to see that the bicycle is in good condition. All
students riding bicycles to school are expected to provide locks during school hours.
BIRTHDAY PARTIES
Parents are welcome to celebrate with treats during school hours. 3:00 p.m. is the typical starting time for treats with classmates. Parents should pre-arrange treats with the teacher before planning an event. Teachers can also advise parents as to what is appropriate to bring to school. Children may distribute invitations at school for after-school parties in class if all classmates are invited.

BUILDING SAFETY
For the safety of all students and staff, you must enter the building at the northeast entrance at 327 N. McKissock.
All other outside doors will remain locked during the school day.
We regularly hold fire and severe weather drills. Plans are in place to cover other emergency situations.

BUS AND TRANSPORTATION CHANGES
When there are times that you need to change the way your child will be going home or where they will be going we ask that you send a note to school with your child in the morning or call the school before 2:30 pm. No changes will be accepted after 3:15 pm. The following information is required:
1. Child’s complete name.
2. Teacher’s name.
3. Information concerning the change to end of day procedure.
4. Parent’s name and phone number where they may be reached.
This is a school procedure and does not impact the procedures required by the bus company to request changes.

In the event that your child needs to ride a different bus than normal the bus company needs to be contacted. Please call their office at 540-4610 before noon. The buses are very full and the bus company needs to approve any additional riders.

BUS SAFETY RULES
All students who ride a school bus and their parents are expected to help promote bus safety by following these rules:
1. Be on time at your designated bus stop in the mornings. Stay back from curb until bus door opens. Load as quickly as possible in the afternoons. Your bus MUST leave on time.
2. The driver is in charge of the bus. His/her instructions MUST BE FOLLOWED.
3. Passengers must observe classroom conduct. Ordinary conversation is permitted; however, excessive noise will not be tolerated. The driver must be able to hear emergency vehicles and normal traffic sounds.
4. Follow the driver’s directions when loading the bus—usually passengers are seated from the rear. Sometimes individual seat assignments are necessary.
5. Keep everything inside the bus windows—this includes head, hands, books, voices, etc. Nothing is to be thrown from a bus window at any time. Throwing is NOT permitted.
6. Students may not stand up or change seats while the bus is in route. You must remain seated at all times!
7. Eating or drinking is not permitted on the bus.
8. No student may bring on the bus an item that is prohibited by the school. This specifically refers to alcohol, drugs or tobacco in any form, as well as all other things listed by the school the student attends.
9. Any conduct that, in the driver’s opinion, endangers the safety of the load will result in immediate suspension from transportation. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
10. Bus stops will be designated by the company in cooperation with school officials. Students will be picked up and returned only to the stop nearest their home. Exceptions will be made only with proper authorization from parents and school officials.
11. If you cross the street to board or unload, wait for the driver’s signal. Cross well in front of the bus.
12. The aisle of a school bus must be kept free from all objects. Do not stack books, musical instruments, etc., in the aisle.
13. Animals, pets, glass containers or weapons of any kind will not be permitted on a school bus.
14. No radios are to be played on the bus.
15. If you cause damage to the bus, you or your parents must pay for that damage.
Failure to follow these regulations may result in suspension from transportation.
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 parent 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. Parent must call before student resumes transportation. Signed notice must be returned to the driver.
4. A fourth notice results in suspension for a minimum of ten (10) days. A parent must contact the transportation office to resume transportation. Signed notice must be returned to the driver.
5. A fifth notice results in a student being suspended from bus privileges for the balance of the year.

CALL MESSAGE SYSTEM
The District has implemented a call system that can call each phone number in our database. The system will use the phone number listed as the home number for each student. If you would like a different number used for these calls, please send a note to the office. This system will be used by the Elementary School to send reminders about field trips, due dates, schedule changes, inclement weather cancellations and other information that needs to be delivered to the entire school.

CLASSROOM AND SCHOOL VISITATION
Pleasant Hill teachers and staff encourage you to visit your child’s classroom at any time you desire. Visitors should sign in at the office and should not interfere with the instructional process. Non-enrolled students may not attend school. If you would like to visit the school to discuss a concern about your child, please call 540-2220 to arrange a meeting.

COMMUNICABLE DISEASES – BOARD POLICY EBB
This policy can also be accessed electronically at https://goo.gl/EYnXyE
The Pleasant Hill R-III School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical conditions and treat students and employees in a nondiscriminatory manner.

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

DIRECTORY INFORMATION AND PUBLICATIONS (added as per policy)
General Directory Information—The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

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

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

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

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

**DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS**

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

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

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

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

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

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

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

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office to verify that the lack of response is not due to an inability to locate the
If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

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

III. Time, Place and Manner of Distribution
The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

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

A. "Obscene to minors" is defined as:
   1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
   2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
   3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

B. "Minor" means any person under the age of 18.

C. "Material and substantial disruption" of a normal school activity is defined as follows:
   1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
   2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

D. "School activities" means any activity of students sponsored by the school and includes – by way of example, and not by way of limitation – classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

E. "Unofficial material" includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to others.

F. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

G. "Distribution" means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

V. Disciplinary Action
Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.
VI. Notice of Policy to Students
A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

DRESS CODE

ACCEPTABLE
1. For health reasons shoes must always be worn.
2. Hats must be removed in the building between 7 am and 4 pm.
3. Tank tops (not undershirts), T-shirts and sweatshirts are acceptable as long as they are neat and clean. All shirts must be buttoned.
4. The length of skirts, dresses or shorts (boys and girls) must extend below the fingertips of the wearer when the students is standing with his/her hands fully extended at his/her side.

UNACCEPTABLE
1. Short or cut-off tops, bare backs and midriffs.
2. Unusual writings that might be offensive.
3. Any display of alcohol, tobacco or other drugs.
4. Mesh or see-through clothing unless worn as an over-garment to an acceptable item.
5. Holes or tears in clothing above the level of the fingertips
6. Chains of any kind except for jewelry designed for the neck or arm.
7. Tops with spaghetti straps.
(Students may be asked to cover up, call for a change of clothes or use those provided by the school.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT NOTICE
Pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the district shall provide age-appropriate, developmentally-based drug and alcohol education prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy. The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

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 requirements 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. District Section 504 Coordinator: Mrs. Tammy Vogler.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT
Notification of Rights under FERPA for Elementary and Secondary Schools
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) 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 an amendment of the student's education records that the parent or eligible student believes is inaccurate.

3. The right to consent to disclosure 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.

Law Enforcement Access – The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement’s or juvenile justice authorities’ ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b) (1) (E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student’s education records will be disclosed.

Children’s Division Access – The district may disclose education records to representatives of the Children’s Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations as allowed by law.

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. (Optional) 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
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605


FIELD TRIPS
Field trips are planned with an educational purpose and relate to a unit of study that is part of the board approved curriculum. Field trips require thoughtful selection, advanced preparation of the class and opportunities to assimilate the experience during and at the conclusion of the trip. Students are required to accompany the class to the site of the field trip on district approved transportation. Parents may sign their students out for the day with the classroom teacher at the end of the field trip. Students will only be allowed to leave the field trip with a parent or guardian. When attending a field trip as a chaperone you will be responsible for supervising a group of students. Because of this responsibility younger children are not allowed to attend field trips when a parent is acting as a chaperone.

FINES/FEES
Any outstanding balances owed the school district at the end of the school year may result in loss of privileges as determined by the building principal, such as issuing final progress reports. Outstanding balances may include, but are not limited to, lost or damaged books, school equipment, food service or childcare.

FOOD ALLERGIES
Students with food allergies will be seated in areas away from other students that have foods they are allergic to in their lunches. Pleasant Hill Elementary has no restrictions on food brought from home for lunch in the cafeteria. Please notify the school nurse if your child has food allergies that we need to be aware to ensure safety in the cafeteria.

GUIDANCE PROGRAM
A full-time guidance counselor is on staff at the Elementary School to assist students, parents and teachers. The counselor’s duties consist of both small group and individual counseling with students, special testing, consultation with parents and teachers on student difficulties and classroom presentations of guidance curriculum. Following objective outlines in the Missouri Comprehensive Guidance Program, the classes meet on a regular basis throughout the school year. Topics covered include understanding self and others, study skills, career development, conflict resolution, decision making, body safety, and drug prevention education (with an emphasis on keeping our bodies healthy). In addition to curriculum material provided through the Comprehensive Guidance Program, a variety of outside resources are used when additional information is needed for a more in-depth study. An effort is made to tailor classes to needs expressed by teachers, parents and students. A needs assessment is done every three years to update our program. Specific concerns (such as tattling, honesty, teasing, etc.) are addressed when necessary.

HAZING (Board Policy JFCG) AND BULLYING (Board Policy JFCF) - These policies can also be accessed electronically at https://goo.gl/Q3eF45 and https://goo.gl/JKY8HE
In order to promote a safe learning environment for all students, the Pleasant Hill R-III School District prohibits all forms of hazing. For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored
activity.
Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.
Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.
District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.
Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1, JG-R2, JG-R3 or JG-R4. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.
The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.
The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

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

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

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

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

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

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

The district shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal or retaliation against any person who reports an act of bullying. The district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

HEALTH ROOM
The school district shall be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. A full-time nurse or certified nurse assistant is on duty at the Elementary School during school hours. Parents/guardians are to provide up-to-date home, work or alternative emergency telephone numbers to the school office. They are to notify the health room of any change that affects the health of their child while at school, i.e. allergies, chronic or infectious diseases, need for medication, etc.
1. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student’s health or change in medication.
2. Any student who vomits or has diarrhea the night or morning before school should be kept at home. Any student with a fever of 100 degrees or higher, should remain home until the temperature has been normal for 24 hours without fever-reducing medication.

HEALTH SCREENING - BOARD POLICY JHC - This policy can also be accessed electronically at https://goo.gl/eO2iX2
Vision and hearing screening programs will be conducted yearly as time permits. Head lice screening will be conducted as needed. Should you not wish your child to participate in screenings, please contact the school nurse in writing.

ADMINISTRATION OF MEDICATIONS TO STUDENTS - BOARD POLICY JHCD - This policy can also be accessed electronically at https://goo.gl/uBVYz5
Definitions
Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.
Diabetes Medical Management Plan – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.
Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

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

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

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

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

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

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

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

The Pleasant Hill R-III School District’s registered professional school nurse shall not administer prescription medications to any student without written permission from the student’s parent/guardian or designee in the manufacturer’s original packaging, and will only be administered in accordance with the manufacturer’s label.

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

Prescription Medications
Unless otherwise authorized in this policy, the parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.
Possession and Self-Administration of Medications
The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student’s actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

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

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

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:
   - The medication was prescribed or ordered by the student's physician.
   - The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
   - The student has demonstrated proper self-administration technique to the school nurse.
   - The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medications
All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation. Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

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

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

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

Consequences
Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees
HEALTH SCREENING
Vision, hearing and dental screening programs will be conducted yearly as time permits. Head lice screening will be conducted as needed.
Immunization Requirements:

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<tr>
<th>Vaccines Required for School Attendance</th>
<th>Doses Required by Grade</th>
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For more detailed immunization information please go to our the district website at www.pleasanthillschools.com and look at the health link under parent resources.

HOMELESS STUDENTS
The Pleasant Hill R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for the education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. The Board designates the following individual to act as the district's homeless coordinator:
Lauren Goddard
318 Cedar Street
Pleasant Hill, MO 64080
Phone: 540-4700
Fax: 540-6035
The entire Board Policy IGBCA can be accessed at the following web address: https://goo.gl/jGgzRp

HOT LUNCHES/BREAKFASTS
The cafeteria serves daily hot lunches including one carton of milk. Breakfasts will be served from 8:10 – 8:25 a.m. Students may charge no more than $5.00. Students may not charge extra milk or juice.

LATE ARRIVALS/EARLY DISMISSALS
Students who arrive late for school or who are dismissed early from school will be counted absent for the time missed. Parents should come into school and sign their child in. When a student is dismissed early, a parent needs to enter the office to sign him/her out.

LATE STARTS
Late Starts designated on the school calendar for professional development AND any inclement weather will result in schools starting 2 hours minutes late. This will be 10:30 a.m. for the Elementary School.

NON DISCRIMINATION POLICY
The Pleasant Hill R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis
NOTES REQUIRED FROM PARENTS
These conditions require a note of permission or information from parent/guardian:
1. Need to restrict physical activities for a short period of time (limited P.E. participation or remaining inside for play).
2. Need for extra restroom privileges.
3. Need for medication administered through the nurse’s office.
4. Any special problems concerning your child.
5. Change in address, telephone number, place of employment or child’s babysitter.
6. Have doctor or dental appointment during school hours.
7. Need to go somewhere after school other than normal routine.

PARENT CONFERENCES
Parent-teacher conferences will be held in the fall to discuss student progress. The teacher will arrange a time for the conference with you. If you are unable to attend, please call your child’s teacher and make arrangements for a suitable time. Our expectation is that every parent will attend a conference in person with their child’s teacher. We will be flexible. You may request a conference with your child’s teacher at any time during the school year. Call the school office (816-540-2220).

PARENT-TEACHER COMMUNICATION
Teachers will communicate electronically with families each week through a newsletter and/or class webpage.

PROGRESS REPORTS
Progress reports for the second, third and fourth quarters will be sent by email to the student’s home unless there is no email address provided in the student’s data. In this case, a printed copy of the report will be sent home with the student. (See more information under Standards-Based Reporting)

PROTECTION OF PUPIL RIGHTS
PPRA Notice and Consent/Opt-Out for Specific Activities
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. @1232h, requires Pleasant Hill Elementary School 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. 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
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.

PUBLIC COMPLAINTS
The Pleasant Hill R-III School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee...
is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

**Complaint Process**

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

**Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures

1. Concerns or complaints should first be addressed to the teacher or employee directly involved

2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.

3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.

4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

**PUBLIC CONDUCT ON SCHOOL PROPERTY**

The Pleasant Hill R-III Board of Education, believing that an atmosphere of order and freedom from physical threat is necessary for its employees and students to function to their maximum potential, established the following policy:

Any individual who creates a disturbance of the peace on school grounds during the school day, a school activity, or during non-school hours shall be reported to law enforcement officials and the filing of appropriate charges shall be considered by the superintendent after a meeting with the administrative staff and witnesses, and/or by the Board of Education at its next regular meeting. Disturbance of the peace within the meaning of this policy shall include, but not be limited to:

- Public drunkenness
- Loitering or trespassing
- Verbal threat of physical harm to any employee, student or other person
- Physical attack on any employee, student or other person

If the disturbance or attack occurs at an extracurricular activity, the individual charged with the disturbance or attack shall be directed to appear before the Pleasant Hill R-III Board of Education at its next regular meeting to show just cause as to why the individual should not be banned from attending further extracurricular activities of the school.

- Adequate law enforcement officials shall be employed to enforce this policy at extracurricular activities where the administration feels the situation may warrant such action.

**RECESS GUIDELINES**

Recess is supervised by certified teachers and paraprofessionals. All children are expected to participate in outside recess when weather allows, for the benefits of fresh air and exercise. If children have medical reasons not to participate, parents/guardians must furnish appropriate medical excuses from a physician
or other health care provider. Children should come to school dressed appropriately for outside recess. Flip-flops and shoes with heels are discouraged. Students will not be allowed on playground equipment without appropriate shoes, such as athletic shoes or sandals with straps around the heels. During extreme weather conditions, students will not be taken outside if the outside temperature is 100 degrees or more with the calculated heat index, or if the outside temperature is 15 degrees or lower with the calculated wind chill. When temperatures are above 95 degrees or below 25 degrees, teachers will use professional judgment concerning students' appropriate attire for outside play, parental requests, and length of time spent outside. Students will not be taken outside when raining, snowing, or when lightning is in the vicinity.

RETENTION LAW
Missouri approved Senate Bill 319 which states that districts must assess the reading ability of every third through sixth grader. This bill mandates that the reading levels of all students in grades three through six be tested. The purpose of the legislation is to identify struggling readers and provide the extra help they need to succeed. Students at the end of the fourth grade year who are reading more than one year below grade level must attend Summer School and have their reading level tested before school starts. Any student who is still with a reading level more than one year below grade level will be retained in the fourth grade. The law states: “No student shall be denied promotion more than once solely for inability to meet the reading standards set out in this law.”

The Elementary School Office has information available regarding Senate Bill 319. In addition, the principal is available to talk with parents who have questions or concerns.

RETENTION PHILOSOPHY AND PROCEDURES
The basic philosophy of the 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. A staffing of teachers, counselors, administrators and the child’s parents may recommend retention of that child under the following circumstances:

- Primary, elementary or 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.)
- Earning three or more F’s in a semester or five or more F’s in one school year.
- Any student missing ten or more days per semester of fifteen or more days during the school year shall automatically be considered for retention by a retention panel. This panel, consisting of the student’s core curriculum teacher, the building principal and the counselor, shall make a recommendation regarding retention.
- Parents or guardians shall be notified of the panel meeting at least one week in advance and offered the opportunity to present any information relevant to the excessive absences of the student.
- An appeal of the retention panel’s decision must be made in writing to the superintendent of schools. The superintendent shall make the decision regarding the student’s retention and respond to the parents or guardian within one week.

It is impossible to set a definite standard in marks that the child should attain in order to be promoted or retained. Other considerations such as individual differences, student motivation, student physical, social and mental maturity and handicapping conditions will be made. It is the responsibility of the teacher to use every means possible before retention is recommended to the parent. When a teacher feels that retention may be an alternative, the teacher (with concrete evidence), the counselor and the principal will hold a staffing and meet as a retention panel. If the child has a handicapping condition, the special service coordinator will be included as a panel member. Parents will be informed in an honest straightforward manner when, in the best judgments of the school personnel, the child would benefit by spending another year in the same grade. No definite decision concerning retention will be made until late in the fourth quarter of the school year. However, if there is a possibility that a child may be retained, the parents will be informed of this concern no later than the end of the third quarter. If attendance could cause the student to be retained, the building principal will notify parents according to policy. The final decision to promote or to retain rests with the building principal.

SAFETY
The safety and security of our Pleasant Hill students is of utmost importance. In order to achieve this, each building will be conducting safety drills during the school day throughout the year. During these unannounced events, student pick-up or drop-off may be delayed and access to the building may be briefly denied.
In the event of an actual emergency, student pick-up and drop-off and access to the building will be denied to ensure the safety of students for the duration of the emergency situation. Once the district deems the safety of all is ensured, family reunification procedures will be implemented. Evacuation drills will be conducted throughout the school year to practice procedures for tornadoes, fire, earthquakes, and intruders. Evacuation plans and emergency procedures are posted in classrooms and available in the elementary school office.

SCHOOL AGE CHILD CARE/ENRICHMENT PROGRAM

PROGRAM PURPOSE
- To surround the children with a safe, warm and inviting atmosphere;
- To provide the children with opportunities to relax and enjoy themselves while developing lasting friendships;
- To encourage the children to continue to expand their minds, talents and abilities through fun and challenging programs.

The program, available for ages Kindergarten to 6th grade, is available year-round. (816-540-2292)

SCHOOL DISMISSAL FOR EMERGENCIES

When a decision for irregular dismissal of school is made necessary due to bad weather or for other reasons, 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, KISF-FM 107.3, KCUR-FM 89.3, KFKF-FM 94.1, KYY5-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. Parents need only listen to the above named stations for repeated announcements concerning the closing of school. The District Call and Email System will be launched with information concerning the cancellation also.

SCHOOL PICTURES

Individual pictures are taken in color each fall. All children should have pictures taken, but no one is required to purchase pictures. Group pictures will be taken in the spring. To order pictures, you must pay for them on the day they are being taken.

STANDARDS-BASED REPORTING

The purpose of the standards-based progress report is to communicate what students know and are able to do based upon grade level learning expectations. Elementary teachers will not report proficiency via percentages at any grade level. Students’ progress in the core subjects is reported quarterly. Teachers are frequently reviewing student learning through the use of formative assessments and observation. The final score will be determined by a final demonstration of learning. When we are prepared to summatively assess students on a reporting standard, they will complete a final demonstration of learning. In addition, teachers provide information through the comment section about your children’s social development, work habits, and participation. When the assessment results come home, it will report an assigned academic indicator. The Academic Indicators being used by Pleasant Hill R-3 to communicate a child’s level of proficiency of a standard are defined below.

Academic Performance Skills Indicators:

4 - Exceeds Expectations
In addition to score 3.0 performance, the student demonstrates in-depth inferences and applications or is performing beyond grade level.

3 - Consistently Meets Expectation
Student consistently demonstrates an understanding of concepts, skills, and processes of the grade level standards. (Independently/Without Support)

2 - Approaching Expectation
Student demonstrates understanding of vocabulary and basic skills of the standard, but is not yet consistent in all of the concepts, skills, and processes at the grade level standard.

1 - Not Yet Meeting Expectations
Student does not demonstrate understanding or has partial understanding of concepts, skills and processes of the grade level standard.

To learn more information, please see the section titled “Standards-Based Reporting” under the Parent Resources tab on the Pleasant Hill R-III website:
https://www.pleasanthillschools.com/

STUDENT ARRIVAL
No student is to arrive at the Elementary School building before 8:00 a.m. Supervision in the gym is provided beginning at 8:10 a.m. Students may be dropped off at Olive and McKissock or Armstrong and McKissock.

STUDENT DISMISSAL PRECAUTIONS
The Pleasant Hill R-III 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 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 written and signed request for early dismissal by the student’s parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent or guardian.

STUDENT RECORDS-BOARD POLICY JO-This policy can also be accessed electronically at https://goo.gl/cOkV55

SURROGATE PARENT PROGRAM
Pursuant to the requirements of state law 162.997.000 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by Secondary Education and the district. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district’s surrogate parent contact person, Director of Special Services, 816-540-4700.

SURVEYING, ANALYZING OR EVALUATING STUDENTS-Board Policy JHDA This policy can also be accessed electronically at https://goo.gl/6b56Tn

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

ELECTRONIC DEVICES Unauthorized and/or inappropriate use of electronic devices during the school day is prohibited.

INTERNET ACCESS
The National Educational Technology Standards call for students to communicate and collaborate through the use of technology. In order to help meet the needs of the 21st Century learners, students will use Google Apps and email. As required by the Children’s Internet Protection Act, the district content filter blocks categories of subjects that are potentially harmful to students such as criminal skills, nudity, profanity, gambling, hacking, hate speech, etc. Students may be able to get to personal accounts such as social media accounts. We encourage parents to be actively involved in monitoring internet use by their child at home. Parents should report to the school inappropriate use of internet and social media by their child involving their account that may be accessible at school. Visit www.iste.org for information on the National Educational Technology Standards for Students.

**TELEPHONE PROCEDURES**

Every classroom in the elementary school is equipped with a telephone. Students are only allowed to use these phones with the teacher’s permission. You may leave emergency messages with the office. Office personnel will contact the student. Students will not be allowed to leave the classroom to receive a phone call. Student cell phones should be kept on silent and in their backpacks during the school day. No electronics/phones should be out at dismissal. Violations to this expectations will be 1) a reminder to the student, 2) the electronic will be held by the principal and returned at the end of the day 3) parents will be contacted to retrieve the electronic and 4) loss of privileges to carry the electronic during school hours.

**TESTING:**

Tests tell us where our school is compared to other schools in the state and what subject areas need work. The district not only uses the results of these tests to make sure our students are learning and teachers are teaching, but also to identify students for special services, reading programs, special education, gifted education, STAR, etc.

- **MAP** – Third and fourth grade elementary students take the MAP test in the spring. Our teachers prepare for this test all year because of its importance for our students and our district. MAP results are made available to parents in September of the following year.

- **COMMON ASSESSMENTS** – Will be administered periodically to every student throughout the year.

- **ILLUMINATE AND FASTBRIDGE** - Will be given several times a year to monitor skill need and growth. Benchmark assessments will be used to measure mastery of grade level standards.

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. (as per policy)

**TOBACCO-FREE CAMPUS**

Effective July 1, 2002 the R-III District became a tobacco-free campus. This policy bans the use of all tobacco products by employees, students, and patrons in all school buildings and anywhere on any school property, including in school vehicles or vehicles contracted for school use. The restriction extends to all meetings and school-sponsored athletic events and to all school facilities. The Pleasant Hill Board of Education approved the policy to protect the health and safety of all students and staff and to promote the cleanliness of all facilities.

**TOYS, TRADING CARDS, AND LARGE AMOUNTS OF CASH**

Unless permission is granted by the principal, these items are not to be brought to school.

**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 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 non-bloodborne 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.

VISITORS
All visitors and parents must report to the school office upon entering the building. If you wish to go to your child's classroom, you must sign in and wear a visitor badge. Upon leaving, please sign out. Any person not enrolled at Pleasant Hill Elementary 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. Visitors that are wanting to volunteer or work with students will need to complete the appropriate paperwork and background check. Please see our building secretaries for more information. Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order.

WEBSITE ADDRESS
Visit the District’s web page at [www.pleasanthillschools.com](http://www.pleasanthillschools.com)

WALKAWAY STUDENT REGULATIONS
When school faculty or staff become aware that a student(s) 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 the unaccounted student(s) and the Pleasant Hill Police Department will be notified to help with the student search.

YEARBOOKS
The orders for Elementary School yearbooks will be taken during enrollment and the month of February. There will be no extra books ordered.

WRITTEN CODE OF CONDUCT
It is the objective of the Pleasant Hill Elementary 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 the following disciplinary consequences outlined in policy JG-R2 and JG-R5 or may vary consequences
depending on the severity of the infraction and the attitude of the student. Additional Information can be found at: www.pleasanthillschools.com.
All student on student abuse or intentional physical injury will require notification to the Children’s Division.

<table>
<thead>
<tr>
<th>Acts That Result in Disciplinary Action</th>
<th>Principal Conference</th>
<th>Detention</th>
<th>In-school Suspension</th>
<th>1-10 days of Out of School Suspension</th>
<th>11-180 days of Out of School Suspension***</th>
<th>Expulsion</th>
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<tbody>
<tr>
<td>Academic Dishonesty</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Arson</td>
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<tr>
<td>Assault</td>
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<td>Bullying</td>
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<tr>
<td>Bus Misconduct (see policy JFCC)</td>
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<td>Classroom Disruption</td>
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<td>Dishonesty</td>
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<td>Disrespect of Authority</td>
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<td>Failure to Attend Detention</td>
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<td>Failure to Care for or Return District Property**</td>
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<td>Failure to Follow Dress Code</td>
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<td>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences</td>
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<tr>
<td>False Alarms/ Bomb Threats</td>
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<tr>
<td>Fighting</td>
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<td>Gambling</td>
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<td>Harassment - Physical</td>
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<td>Harassment - Verbal</td>
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<td>Hazing</td>
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<td>Incendiary Devices</td>
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<td>Nuisance items</td>
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<td>Possession/Use of Fireworks</td>
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<td>Possession/ Use of Weapon – # 1</td>
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<td>Possession/ use of Weapon – #2</td>
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<td>Possession/use of Weapon – #3</td>
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<td>Possession/Use/ Sale of Drugs/Alcohol/Drug Paraphernalia or Imitation Drugs</td>
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<td>Profanity/Demeaning Language</td>
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<td>Public Display of Affection</td>
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<td>Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material</td>
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<td>Technology Misconduct</td>
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<tr>
<td>Threats or Verbal Assault</td>
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<td>Tobacco Possession</td>
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<td>Tobacco Use</td>
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<tr>
<td>Truancy or Tardiness</td>
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<td>Unauthorized Entry</td>
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<td>Vandalism**</td>
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<td>Violation of Medication Policy</td>
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</table>
August 1, 2019
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 February of 2016.

We continue to monitor the condition of the asbestos-containing materials within the District in our constant efforts to provide a safe and healthy environment for our students, staff, and visitors.

A copy of the Asbestos Management Plan is available in the office of each building and in the office of the Superintendent for your inspection. If you have any questions, please call David Taylor at 816-540-3161.

Best regards,

Dr. Steven Meyers
Superintendent