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

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

Chandra Arbuckle, Principal

Dr. Stephen Meyers, Superintendent
Dr. Becky Gallagher, Assistant Superintendent

BOARD OF EDUCATION
John Edenburn, President
Lori Redwine, Vice-President
David Adamczyk, Treasurer
Deenia Hocker, Member
Ryan Vescovi, Member
Travis Ross, Member
Todd Wilson, Member

Other Important Phone Numbers
Superintendent’s Office (816) 540-3161
Primary School (816) 540-2119
Elementary School (816) 540-2220
Middle School (816) 540-2149
High School (816) 540-3111
ACCESSIBILITY NOTICE
Although certain Pleasant Hill school facilities are not fully physically accessible to handicapped persons, the district will take such means as are necessary to ensure that no qualified handicapped person is denied the benefits of, excluded from participation in or otherwise subjected to discrimination because Pleasant Hill facilities are physically inaccessible to or unusable by handicapped persons.

If you wish to obtain information about the existence and location of service, activities and facilities that are accessible to and usable by handicapped persons, contact the building principal at 540-3156 or 1204 E. 163rd Street, Pleasant Hill, MO 64080.

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

- **Students cannot have a failing grade in any class while participating in a school activity.** All sponsors will verify academic eligibility on a regular basis during each quarter.
- **Students that failed more than two classes at the semester will be ineligible for the next semester.**
- **Students must attend a minimum of four entire class periods on the day of a scheduled contest, field trip, or any other school-sponsored activity, unless pre-approved by the principal.**
- **Students must adhere to all school rules and district policies while participating in school-sponsored activities, both on campus and away from campus.**
- **Students must display a positive attitude, excellent citizenship, and appropriate sportsmanship at all times, including meetings, and contests.**
- **Since each activity is a little different in its scope, at the beginning of each season, each coach/sponsor will provide a list of specific rules & consequences for failure to attend practice, games/activities, or follow the established guidelines.**
- **Students receiving a suspension cannot participate in any school-sponsored activity until after the suspension has been served.**
- **Students receiving an after-school detention must serve the detention before attending any meeting, contest, or activity.**
- **All participants will ride school-sponsored transportation provided to and from each event. At no time will participants be allowed to ride with friends, relatives (other than parents/grandparents), etc. Only parents/grandparents may take their participants home from an away event, such as performances or contests, with approval from the coach/sponsor.**

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.

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

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

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

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

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

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

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

   ► The medication was prescribed or ordered by the student's physician.

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

   ► The student has demonstrated proper self-administration technique to the school nurse.

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

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

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

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

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

**Consequences**

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

**ARRIVAL AND DEPARTURE**

Students are not to be in any part of the building prior to 7:55 AM, unless involved in a supervised school activity. All students are expected to report directly to the gym upon arrival to school. Students who eat breakfast should report directly to the cafeteria. According to school policy, once students have arrived at school (by bus, their own transportation, or walking) they are not to leave the school grounds without permission from the school office.

There will be two bells at the end of the day. The first bell at 3:22 PM is for first route bus riders only. Students who leave on first bell without permission will receive a Friday school. The second bell at 3:27 PM is for walkers, parent pick-up, and student activities. At the end of the school day, all students need to leave school grounds by 3:35 PM unless they are involved in an after school activity.

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

PLEASANT HILL R-III SCHOOL DISTRICT
Superintendent of Schools
318 Cedar Street
Pleasant Hill, MO 64080
Phone (816) 540-3156 FAX (816) 540-5135

August 1, 2018

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 District Office, at 816-540-3161.

Best regards,

Dr. Steven Meyers
Superintendent

**ASSEMBLIES**

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

**ASSESSMENT PROGRAM**

In order to achieve the purposes of the student assessment program and comply with state and federal law, the
The district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. The policy IL can be located at: https://goo.gl/P7umhx.

ATTENDANCE (this Policy, JED, can be accessed electronically from the Pleasant Hill School District Website.) Good attendance is important and directly related to academic achievement. The following regulations are established to encourage good school attendance by intermediate school students:

In the event of student absence:
1. Students who arrive late for school or who are dismissed early from school will be counted absent for the time missed.
2. A note or phone call from the parent must notify the school of the child's absence and the reason.
3. 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.”
4. We realize that students are sometimes ill and not taken to the doctor. We consider this and allow for this. However, thirteen (13) days or more of absences that are not “medically documented” in a school year is considered excessive. Beginning on day thirteen, students will be required to make up attendance hours through Friday & Saturday schools.
5. Any student who exceeds fifteen days of absences that are not “medically documented” will be referred to the Children’s Division and/or other agencies for educational neglect, retained, and/or required to attend summer school.
6. For each day absent, students will have one day to make up and turn in work, unless special arrangements have been made with the teacher for an extension. On the second day of a student's absence, parents may request the student's assignments by 9:00 am. In the event of a prearranged absence, the assignment will be due upon student's return. Parents may also check students’ assignments from the school's website.
7. Parents or guardians shall be notified of the number of absences on a regular basis.

*Parent Attendance Notification Process for Unverified Absences
Step 1 (5 days of absences) = letter to parent
Step 2 (9 days of absences) = letter to parent
Step 3 (13 days of absences) = conference with parent & student makeup of attendance hours
Step 4 (15 days of absences) = referral to Children’s Division and/or other agencies for educational neglect, student retention and/or summer school

BACKPACKS
Backpacks, book bags, and/or athletic bags must remain in a student's locker throughout the day.

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

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

CAFETERIA
The cafeteria serves daily hot lunches including one carton of milk. The lunch prices are set by the Board of Education and posted on the school website.

Students have a debit account for purchasing all types of lunches. Money can be placed in their accounts each morning before school starts in the office. Students will only be able to charge three meals. If students do not have money for their account after three charges, a cheese sandwich and milk will be provided. Students are expected to clean any mess they make before leaving the cafeteria (both on the floor and on the table). Food and beverage items are not to leave the cafeteria.

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

Applications for free and reduced meals can be obtained from the school office at any time.

CHANGING CLASS SCHEDULES
Extenuating circumstances may necessitate the changing of some schedules. If this occurs, please contact the school counselor. As a general rule, schedules will not be changed after the first day of each new semester.

**CHROMEBOOKS**
Students will be participating in a 1:1 Chromebook program. Each student will be issued a Chromebook to be used at school. For details regarding this program, please refer to the 1:1 Chromebook Handbook.

**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 condition and treat students and employees in a nondiscriminatory manner.

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

**CONDITIONS THAT REQUIRE A NOTE FROM PARENT/GUARDIAN**
1. Physical activities that are to be restricted for a short period of time (limited P.E. participation or play and remaining inside).
2. Need for extra restroom privileges due to medical conditions.
3. Need for medication administered through the nurse's office.
4. Any special problems concerning your child.
5. Change in address, telephone number, and place of employment or child's babysitter (change in address must be completed at Central Office).
6. Have a doctor or dental appointment during school hours.
7. Need to go somewhere after school other than ride regular bus.
8. To explain all absences so student may be eligible for make-up work.
9. To excuse child from eating lunch.
10. A signed note is required from parents upon the event that a student leaves school property for any reason such as field trips, etc. If a student forgets his/her signed permission slip the day of an event, the ONLY way that student can leave school property is upon verbal permission from a parent to a staff member of the school.

**COUNSELING**
The purpose of guidance and counseling at the Pleasant Hill Intermediate School is to assist students in personal adjustments, assessing abilities, aptitudes, interests and educational needs; and in understanding their educational and career opportunities through the formulation and achievement of realistic goals. Parents wishing to make an appointment with the counselor should call 540-3156 ext. 3109.

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

**DIRECTORY INFORMATION AND PUBLICATIONS**
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.

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

DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS - BOARD POLICY IGDBA

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 noncurricular 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 of the superintendent to verify that the lack of response is not due to an inability to locate the person.

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 websites, and e-mails, whether created by students or others.

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

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

V. **Disciplinary Action**

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

VI. **Notice of Policy to Students**

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

**DRESS CODE**

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

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

DUE PROCESS
All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state and federal laws, as well as provisions outlined in the Board of Education policies and regulations on student suspension and expulsion. Any student serving a long-term suspension will have a re-entry conference scheduled with the building principal. Other staff members may be included in the re-entry conference if necessary to help insure the student’s success upon re-entry.

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

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

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

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

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

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

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

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

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

1) The right to inspect and review the student’s education records within 45 days of the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

FIELD TRIPS
Educational field trips are taken throughout the year. Some code of conduct violations may cause students to lose their privilege to attend certain field trips. All students are required to ride the school bus to the location of the field trip or school event. At the time of departure after the completion of the field trip, parents may sign their child out with the teacher/sponsor and have their child ride home with them.

FINES and 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 of final report cards. Outstanding balances may include, but are not limited to, lost or damaged books, school equipment, food service, or childcare.
FLOWER & GIFT DELIVERIES
Flowers, balloons, glass containers and gift deliveries will not be allowed on the buses for safety reasons. The office staff will notify a student of a delivery at the end of the day. Due to the excessive delivery problems around Valentine’s Day, we will not accept deliveries during that week.

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

GRADES
Students’ progress is reported quarterly. The progress reports for grades 5-6 contain keys to explain the particular markings recorded by the teachers. The specific marking systems will be explained at the individual grade level parent events and at parent-teacher conferences.

Traditional grades will be reported in all classes except ELA and Math, which will be reported on proficiency of standards.

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

HALL PASSES
If a student needs to leave a class during the regular hour, he/she must have a pass issued by a staff member. Teachers are encouraged not to let students leave class unless it is an emergency or is absolutely 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 try out 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.

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

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

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

The district shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the district’s website (as a Board policy) and a copy shall be placed in the district administrative office.
The district shall provide information and appropriate training to district staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

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

**HEAD LICE**
If the school nurse or teacher should discover head lice/eggs on a student in the classroom, the parent of that student will be notified, and the student will be removed from the classroom and from school. To be readmitted to school, a student must be accompanied by a parent/guardian or relative and must be examined by the school nurse. Transportation will not be provided by bus until student is examined and cleared through the school health room. Students will not be allowed back to school until all nits have been removed.

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

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

**HEALTH SCREENING - 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.

**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 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:

**Director of Special Education**
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

**HOMEWORK**
In keeping with the district's instructional goals, homework assignments for students in the intermediate grades (5-6) should stress academic studies. Homework is assigned to help students learn.

**HOMEWORK/MISSED**
Students who have missed school will be allowed one day for each absence to make up the work. Work may be requested by 9:00 a.m. on the second consecutive day of absence and will be available for pick up at the end of the
school day. Any student knowing of a pre-planned absence must have all assignments completed upon return. In cases of absences due to school-related activities, teachers may request assignments prior to the student's attending the activity.

If a test date was announced prior to the absence, a student must take the test the first day upon returning to school. So further class time will not be missed, a teacher may require a student to take a missed test before or after school.

Students serving out of school suspension will be provided homework. Tests missed due to out of school suspension may be made up for a grade. It may be necessary for tests to be made up outside of the regular school day.

LATE STARTS
Late Starts designated on the school calendar for professional development will result in schools starting 2 hours late. This will be 10:25 a.m. for the Intermediate School.

Late Starts called due to inclement weather will result in a 2 hour late start. This will be 10:25 a.m. for the Intermediate School.

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

LOCKERS & LOCKS
Lockers are the property of the school district and are provided for students’ convenience. Once a locker has been assigned, students may not change locations without office approval. It is the responsibility of each student to keep his/her locker clean and neatly organized. All lockers are subject to periodic searches without warning. Students should NOT share their lockers with other students! The school district will not be held responsible or liable for any personal items that are lost, stolen, or damaged while in a school locker. Students who damage their lockers will be assessed a reasonable fee. Tardiness due to locker visits is unacceptable and should be avoided.

NOTICE of NON-DISCRIMINATION - BOARD POLICY AC - This policy can also be accessed electronically https://goo.gl/MnFkbc
The Pleasant Hill R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Assistant Superintendent
318 Cedar Street
Pleasant Hill, MO 64080
(816) 540-3161

For further information on notice of non-discrimination, visit http://wdcrobpcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

OFFICE ROUTINE
Intermediate school office hours are 7:00 to 4:00 p.m. Monday through Friday. Except for before and after school, students are not to come to the office without a hall pass or emergency reason (sudden illness, injury, safety problem). The office is not a place to stop and visit; students are not to bring friends in with them. Students are to be quiet in the office and to wait patiently until someone can help them.
PARENT CONFERENCE
You may request a conference with your child’s teacher at any time during the school year by calling the school office (540-3156). Parent/teacher conferences have been built into the district calendar as well. Please see the calendar at the front of this planner for dates and times.

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

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

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

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

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

The entire Board Policy AC can be accessed at the following web address: https://goo.gl/gP7eZg.

PUBLIC CONCERNS AND COMPLAINTS
The Board Policy KL outlines the process for concerns and complaints and can be found at the following link: https://goo.gl/6SbK2F.

The Board Policy KLA outlines the process for concerns and complaints regarding Federal Programs and can be found at the following link: https://goo.gl/dxSfeo.

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

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

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

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

● Students may attempt to remediate two credits during summer school.

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

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

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 tornados, fire, earthquakes, and intruders. Evacuation plans and emergency procedures are posted in classrooms and available in the primary school office.

SEXUAL HARASSMENT
The school district is committed to providing an environment that is totally free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal, physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or any other person in the district against any person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action will be taken, up to and including suspension and/or expulsion of a student and suspension and/or termination of the employee. The Assistant Superintendent serves as the District’s Section 504 and Title IX Coordinator of the Pleasant Hill School District. The Assistant Superintendent can be contact at: Pleasant Hill R-III School District, 318 Cedar St., Pleasant Hill, MO 64080. 816-540-3161.

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

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

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

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

STAFF DIRECTORY
Arbuckle, Chandra                      Principal
Barger, Kari                           Secretary
Brixy, Melissa                         Instructional Coach/Interventionist
Bruns, Tyler                           Special Education Teacher
Cole, Rachel                           Counselor
Day, Lisa                              Secretary
DeVore, Kathleen                       Special Education Teacher
DeMoure-Umscheid, D.                   5th Grade Teacher
Evans, Jessica                         5th Grade Teacher
Faulk, Theresa                         6th Grade Teacher
Franklin, Melissa                      Admin. Intern
Greve, Linda                           5th/6th Computer Teacher
Humphrey, Michelle                     5th/6th PHYRE
Keith, Jennifer                        6th Grade Teacher
McNealy, Amanda                        5th/6th Grade Art Teacher
STUDENT DISMISSAL PRECAUTIONS
The Pleasant Hill R-III School District is legally responsible for the safety of its students during the school day. Therefore, each building principal will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

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

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

STUDENT DRUG/ALCOHOL ABUSE - BOARD POLICY JFCH - This policy can also be accessed electronically at https://goo.gl/nu9TsX.

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

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

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

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

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

STUDENT RECORDS - BOARD POLICY JO - This policy can also be accessed electronically at https://goo.gl/CoKv55.

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

SURVEYING, ANALYZING, OR EVALUATING STUDENTS - BOARD POLICY JHDA- This policy can also be accessed electronically at https://goo.gl/6b56Tn.
The Pleasant Hill R-III School District has a policy regarding surveying, analyzing, or evaluating students. See policy JHDA for more details.

TARDY NOTICES
Any student who is late to school must report directly to the office. The office will then issue a pass so the student can report to class. A parent must sign his/her student in or send a note to excuse the tardy. However, any student who is habitually late to school, whether or not excused by a parent, will receive disciplinary consequences for excessive tardies.

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
Students are not to use the telephone or receive calls during the school day, unless special permission is given by the teacher. Students will not be called out of class to answer telephone calls. Parents are not to depend on the office staff to remind students of appointments or make arrangements for after school activities/rides.

TEXTBOOKS AND OTHER RESOURCES AND MATERIALS
Textbooks and other resources and materials such as band instruments are the responsibility of the student until they are returned at the end of the course or when withdrawing from school. If books or materials are lost or damaged (i.e. torn pages, writing in book, broken spines, etc.), you will be assessed a fine based upon the rating condition of the book. At the time of issue, please bring to your teacher’s attention any existing damage done to your books or materials. Fines and bills should be paid in the office.

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 nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

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

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

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

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

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.
Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

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

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.

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

WITHDRAWING/EARLY DISMISSAL
Any student leaving school during the day must have their parent sign them out in the principal’s office. Parents must go to the office and escort their children out of the building. If a child returns to school during the day, their parent must sign them in. Students are not allowed to leave the building or leave the campus for any reason without parent and administrative approval. If a party other than a parent or guardian is to receive a student during the school day, written authorization must be on file in the principal’s office. Any student who is moving out of the Pleasant Hill School District must report to the counselor’s office with his/her parent. The parent, each teacher on the child’s schedule, the counselor, the librarian, the school nurse, and the administration, must sign an official withdrawal slip. All textbooks and school materials must be returned before withdrawing. Transcripts and official school records will be mailed to the new school district upon enrollment.

WEBSITE ADDRESS
The district website can be viewed at: www.pleasanthillschools.com.
The district’s webpage will include:
1. District and building information
2. Intermediate school parent link

WRITTEN CODE OF CONDUCT
All Pleasant Hill Intermediate School teachers will consistently enforce the following expectations on a daily basis to help students achieve the school vision:
● Students will be in their seat and ready to learn when the tardy bell rings.
● Students will be prepared and self-disciplined for class by having their planner, books, supplies, and completed assignments.
● Students will be respectful and courteous of the teacher, other students, and school property.
● Students will refrain from talking during active instruction and independent study.
● Students will maintain a positive attitude toward learning and produce quality work with their best effort.
● Students will follow all directions of staff members.

Consequences*:
1st time: Warning
2nd time: Warning with parent notification
3rd time: Detention
4th time: Detention
5th time: Meeting with student and parent
6th time: Principal referral

Additional strategies may also be utilized to help students understand expectations, self-regulate, and be successful such as students participating in sessions that reteach procedures (Recess Academy), completing think sheets, writing notes of apology, going to safe spots, buddy rooms, and/or alternate locations within the building.
Serious problems will result in immediate referral to the office.

WRITTEN CODE OF CONDUCT
It is the objective of the Pleasant Hill Intermediate School to recognize, preserve and protect the individual rights of each student. This can only be accomplished within a necessary framework of an orderly efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of a learning atmosphere.

Students are expected to exercise self-discipline, refraining from any behavior that causes discomfort to any student, verbal or physical action that stigmatize or victimize an individual on the basis of race, ethnic background, religion, gender, sex, sexual orientation, creed, political affiliation, national origin, ancestry, age, marital status, or disability.

When a student has difficulty controlling his/her behavior, the administration has the option of 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 Discipline Action</th>
<th>Principal Conference</th>
<th>Friday School</th>
<th>Saturday School</th>
<th>In-school Suspension</th>
<th>1-10 days of Suspension*</th>
<th>11-180 days of Suspension**</th>
<th>Expulsion</th>
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