

# Pleasant Hill High School Student Handbook



**2025-2026**

## 2025-2026 Tone Schedules

### Monday / Late Start Schedule

1st	9:30-10:00
2nd	10:04-10:34
3rd	10:38-11:08
5th	11:12 - 12:24
	A 11:12 - 11:34
	B 11:37 - 11:59
	C 12:02-12:24
4th	12:28 - 12:58
6th	1:02-1:30 (Connections/RCT)
7th	1:34-2:04
8th	2:08-2:38

### Full Day Schedule

1st	7:30 - 8:20
2nd	8:24 - 9:14
3rd	9:18 - 10:08
4th	10:12 - 11:02
5th	11:06 - 12:18
	A - 11:06 - 11:28
	B - 11:31 - 11:53
	C - 11:56 - 12:18
6th	12:22 - 12:50 (Connections/RCT)
7th	12:54 - 1:44
8th	1:48 - 2:38

### (AM) Assembly Schedule

Assembly	7:30 - 7:51
1st	7:55 - 8:40
2nd	8:44 - 9:29
3rd	9:33 - 10:18
4th	10:22 - 11:07
5th	11:11 - 12:23
	A - 11:11 - 11:33
	B - 11:36 - 11:58
	C - 12:01 - 12:23
6th	12:27 - 1:00 (Connections/RCT)
7th	1:04 - 1:49
8th	1:53 - 2:38

### (PM) Assembly Schedule

1st	7:30 - 8:15
2nd	8:19 - 9:04
3rd	9:08 - 9:53
4th	9:57 - 10:42
5th	10:46 - 11:58
	A - 10:46 - 11:08
	B - 11:11 - 11:33
	C - 11:36 - 11:58
6th	12:02 - 12:35 (Connections/RCT)
7th	12:39 - 1:24
8th	1:28 - 2:13
Assembly	2:17 - 2:38

### Early Dismissal

1st	7:30 - 8:02
2nd	8:06 - 8:38
3rd	8:42 - 9:14
4th	9:18 - 9:50
5th	9:54 - 10:26
7th	10:30 - 11:02
8th	11:06 - 11:38

### First Day Tone Schedule

Conn.	7:30 - 8:00	5th	11:06 - 12:18
1st	8:04 - 8:46	A	11:06 - 11:28
2nd	8:50 - 9:32	B	11:31 - 11:53
3rd	9:36 - 10:17	C	11:56 - 12:18
4th	10:21 - 11:02	6th	12:22 - 12:50
		7th	12:54 - 1:44
		8th	1:48 - 2:38

## **Academic Dishonesty**

The definition of academic dishonesty includes plagiarism, cheating, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Some examples of academic dishonesty include but are not limited to:

1. Using or attempting to use unauthorized materials, information or study aids in any academic exercise.
2. Submitting work previously submitted in another course without the consent of the instructor.
3. Representing the words, ideas, or work of another as one's own in any academic exercise (including works obtained from internet sources).
4. Conducting any act that defrauds the academic process.
5. Academic dishonesty in any form is a grave offense and will not be tolerated.

Actions by students found to fall under this definition will be considered as a conduct violation under the school's code of conduct and consequences will be assigned accordingly. In order to properly assess the student's knowledge of the content students may be provided an alternative assessment or the opportunity to redo the assignment on which the academic dishonesty took place.

## **Academic Letter**

Academic letters will be awarded to students who meet the following guidelines:

1. Must be enrolled in a minimum of six credit hours of graded classes.
2. Must maintain a 3.5 G.P.A. (weighted classes included) for the entire year (two semesters).
3. Letters will be presented to each student during the fall of the following school year with the exception of seniors who will receive their letter at graduation. In order for a senior to receive a letter at graduation, he/she must earn a letter during his/her senior year and ***be in attendance the entire year.***

## **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 High School Principal, at 540-3111 or One Rooster Way, Pleasant Hill, MO 64080.

## **Activities**

A handbook has been written to inform students and parents what will be expected of them as representatives of Pleasant Hill High School. This handbook includes the philosophy, objectives, eligibility standards and general rules of activity participation. Each participant is required to read these regulations thoroughly and to abide by them at all times. The administration is charged by the MSHSAA not to allow poor sportsmanship, and they will enforce guidelines for appropriate behavior.

## **Activities Eligibility**

This information is referenced in the Activities Handbook.

### **Activities, General Regulations**

1. No club shall hold any type of meeting without the presence of its sponsor.
2. No student shall be president of two clubs.
3. Because of the amount of class time missed, students running for student council representative, class president or a student council office must have and maintain a 2.50 cumulative G.P.A.
4. No posters or advertisements shall be placed in the building without prior approval by the administration. The organization should remove all advertisements as soon as the event is over.
5. No student will be allowed to participate in an extracurricular activity or organizational function on the day they are not in attendance, unless they provide a verified medical excuse or have obtained prior approval by the administration. This same rule applies to a weekend activity when students are absent on the last day of school preceding the activity.

### **Activities: Dances**

The following regulations have been established by the Student Council for all school dances and will be strictly adhered to and enforced:

1. Students may be requested to show proper identification to enter dances and/or activities.
2. If a student leaves the activity, he/she cannot return to the dance or activity.
3. Students may bring non-student dates to dances according to the following procedures:
  - a. Dates must be registered in the office prior to the dance. Any out of school date may be denied entrance to a school dance.
  - b. Dates must be 9th grade level or above.
  - c. All guests are expected to follow the rules and regulations set forth in this handbook regarding proper conduct.
  - d. Out of school dates must show proper identification and meet one of the following criteria: be a high school student in good standing, a high school graduate, have completed their GED, or be actively enlisted in the military.
  - e. Out of school dates that are 21 years of age or older will not be permitted to attend any school sponsored dance including prom.
4. School rules and discipline apply to all dances and activities.
5. Students will be expected to dress properly for activities.
6. Admission to dances (excluding Prom) is \$5.00 for each individual.

### **Activities: Homecoming, Winterwarming, Annual Show, and Prom Procedures**

#### **Floatbuilding**

The student council will develop a theme for Homecoming. The school provides \$150.00 of supplies for each class (10th - 12th) and \$300.00 of supplies (9th) which comes from the class treasury.

#### **Student Royalty Selection Process**

1. A student can be selected for only one royalty event per school year ( Homecoming, Wlnterwarming, Annual Show, and Prom). If nominated as an attendant or candidate, the student is not eligible for another royalty event until the next school year.

2. For Homecoming and Winterwarming, underclass students are selected as attendants and seniors are selected as candidates. Homecoming attendants and candidates are nominated by the faculty. The student body will participate in ballot voting for the candidates.
3. Students from each grade level will be nominated by the faculty. Voting takes place at the Annual Show event.
4. Only seniors are selected as Prom King and Queen Candidates. The students are selected by the junior and senior class advisors. PHS juniors and seniors will vote at prom.
5. Barnwarming King and Queen, Mr. Rooster and Project Grad King and Queen are competitions. Students may be in one of these AND be a part of a royalty event.

### **Address Changes**

If a student moves during the summer or while school is in session, it is the student's responsibility to report the change immediately to the guidance office.

### **Assemblies**

It is extremely important that our student body show respect for whoever may be presenting the assembly (student, faculty member or a guest speaker who has been invited to our school). Improper conduct at assemblies may result in the student's being:

1. Banned from further participation in assemblies. Length of banning will be dependent upon severity and previous discipline problems.
2. Disciplined in accordance to the severity of the incident.
3. Any student who objects to the assembly may be excused by the principal and assigned elsewhere during the program.

Pep assemblies are planned under the direction of the Activities Director and Student Council Sponsor. We feel that Pep Assemblies should help promote SCHOOL SPIRIT and not just TEAM SPIRIT; therefore they should inspire not only the participants of the games but the entire student body. This is your school. If you don't get involved, we lose power and pride. You are a key person in our quest to reach our potential. Come on and get involved. It's fun!

### **Assessment Program**

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

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>

### **Attendance**

Students who have good attendance generally achieve higher grades, enjoy school more and are considered more desirable employees after leaving high school. Therefore, the following guidelines will be used to encourage good attendance and discourage chronic absenteeism:

1. Students will be allowed to be absent nine (9) schools days or (72) hours per semester with a parental excuse. Students who habitually miss one class within a day, but not the whole day, will be allowed to be absent nine (9) class hours per semester with a parental excuse. If a student exceeds the nine-day or nine hour limit, he/she will have credit withheld. Full credit can be issued after:
  - a. The student attends one semester of summer school or credit recovery for the hours during the semester in which the student missed more than the allotted time.
  - b. The student fulfills the obligations of an attendance contract.
2. Days that do not count toward the nine-day limit are as follows:
  - a. school-sponsored or sanctioned activities;
  - b. **Verified medical excuses presented to the attendance office within five school days of the actual visit;**
  - c. an unusual hardship as approved by the principal.

NOTIFICATION PROCEDURES:

\*Upon reaching the sixth (6th) absence in a semester, the principal shall notify parents with a letter stating that the student has missed six (6) days. A summary of the attendance policy shall be included.

\*After exceeding the ninth (9th) absence, the principal will send a letter to the parents notifying them that credit will be withheld.

\* Students/parents may appeal loss of credit to the PHHS attendance committee.

\* Incentives for perfect attendance\* may be awarded 1st Semester, and 2nd Semester and full year. Incentives may also be given for good attendance, grades and behavior.

**\* Perfect attendance is defined as being in attendance eight (8) class periods per day for the entire academic year or as excused by the principal. Students will be allowed a total of three hours to secure a driver's license without being counted absent.**

\* An appeals procedure for this policy can be found in Board Policy.

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

**Attendance and Tardy Clarifications**

Anytime a student needs to be absent from school, the parents need to notify the school that their son/daughter will not be in attendance. If this is not possible, the attendance office will notify a parent of the absence.

1. ADMITTANCE PROCEDURE
  - a. Parents must call or send a note for admittance of their child to school as a result of an absence. If a note is sent, it should be submitted to the office on the day of the student's return.
  - b. Unexcused - If a student was absent without his/her parents' knowledge, the student will be considered truant and be considered unexcused for the time missed. A telephone call or note will still be expected prior to admittance the following day.
2. JUSTIFIED ABSENCES are those that fall into one of these areas:
  - a. Illness of the student.
  - b. Serious illness or death in the family.
  - c. Emergencies calling for the student to be needed at home.

- d. Unusual hardship situations (requires approval by the principal)
  - e. Doctor, dental or other professional appointments that cannot be made outside of school time.
3. TARDINESS\*: to all classes will be handled initially by the teacher. One of the key areas we stress in our school, besides having good attendance and bringing materials to class, is punctuality. Learning to be on time for all appointments is a very important part of education. No matter what facet of life in which people are involved, they must be on time to succeed. In order to discourage tardiness, the following policy is in effect:
- a. The teacher handles the first tardy with a detention.
  - b. The second tardy and all other tardies thereafter will be referred to the office.
  - c. **\* Tardiness is defined as not being in your assigned place in the classroom and ready to begin work when the tardy tone sounds.**
4. TARDINESS-FIRST PERIOD: Any student who is late to school first period must report directly to the office. An administrator will then issue a pass so that the student can report to first hour class. Repeated first hour tardies will result in disciplinary action.
5. LATE TO SCHOOL: Students missing more than half of the first period will be considered absent.
6. CLASS SKIP: A student who is not in attendance or is missing for an excessive amount of time without permission will be considered as a class skip.
7. TRUANCY: A student who is absent from school without a justifiable reason, usually without parent knowledge and without school approval shall be considered truant.

The policy regarding Student Absences and Excuses can be accessed electronically at: <https://goo.gl/tJXhc4>

### **Bullying and Hazing**

**BULLYING (Board Policy JFCF) AND HAZING (Board Policy JFCG)** - 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.

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

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

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

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

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

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

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

## **Cafeteria**

Applications for free and reduced meals can be obtained from the school office at any time. The school cafeteria will be open the first day of school. Breakfast and lunches will be paid for at the scramble area door. Breakfast ala carte items will be served each school day. Refunds will be made at the close of the school year. The lunch prices are set by the Board of Education and posted on the school website.

The school operates a closed lunch period and the following rules apply:

1. Students are encouraged to use their student ID to purchase lunch.
2. A student needing a pass must secure it from the lunch monitor.
3. Lunch tardies will be handled the same as class tardies.
4. Please allow teachers to move to the front of the line so they may return to their duties quickly.
5. Good manners are a must in our cafeteria because it shows the pride students have in themselves and their school. Students should clean their area of refuse and belongings at the end of the lunch shift.
6. Visitors wanting to eat with a student during lunch must receive administrative permission. Visitors are limited to parents and family members.
7. In order to shorten "wait time" in cashier lines, students are encouraged to pre-pay for their lunches using the deposit box located at the entrance to the scramble area.
8. Deliveries from mobile food services will not be accepted.

### **Career and Technical Schools: Cass Career Center / LEAD Center / Summit Technology Academy**

Students accepted into the Cass Career Center, LEAD Center, or Summit Technology Academy programs may not drop from the program after June 1. Students in these programs are prevented from graduating prior to eight semesters of high school. Because of the liability placed on the administration and the school district, the following guidelines must be followed:

1. Students are expected to ride district transportation to and from off-site campuses, unless administrative approval has been granted.
2. Any student driving or riding to the vocational/technical school without prior administrative approval may be subject to discipline.
3. Upon returning to Pleasant Hill High School, students must refrain from disrupting any school activity.

### **Checking In or Out of School**

Any student arriving late to school must check in through the office with necessary parent excuse notice. A student who needs to leave school for doctor, dental or other necessary appointments or reasons should have their parent notify the office by phone or note prior to the request to leave. If we do not have prior notification, it will be necessary for the student to contact his parents by phone so proper permission may be obtained to leave the building. Any student needing to leave school property during the school day must check out appropriately through the high school office.

### **Class Ranking**

All students will be ranked according to the grades they earn in regular, accelerated classes or honors classes (weighted).

**The following formula will be used to calculate the Grade point average for the:**

*Cumulative GPA = w/o weight GPA + (# of semesters of weighted classes x .017).* Regular classes and all other classes offered for credit carry the following schedule: A=4.00, A-= 3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33 C=2.00, C-=1.67, D+=1.33, D=1.00, D-= 0.67, F=0.00.

For purposes of use by college and university personnel, class rank will be figured at the completion of the seventh semester. Final class rank will be figured at the end of the eighth semester of attendance with the exception of early graduates who will have G.P.A. figured at the end of the seventh semester. Seniors who fail to graduate

on time and later complete enough credits to earn a high school diploma will not be included in the final class rank. This will be noted on the transcript and an approximate class rank will be given.

### **Classroom Expectations**

The following basic expectations for the classroom:

1. Prior to the sound of the tone, students should make the necessary preparations so that class may begin on time.
2. Always bring your books, Chromebook, and other necessary materials to class.
3. Students should conduct themselves in a courteous and considerate manner.
4. Students who need to leave the classroom must request a pass from the teacher or office.
5. Teachers are responsible for dismissing class at the end of the period.
6. The teacher may set additional expectations to be followed as deemed necessary.

### **College Day Visits**

Students are encouraged to utilize their summer vacation time, holidays, breaks and weekends to contact and visit colleges. When a student feels it necessary to miss a school day for such visits and would like the absence not to count against perfect attendance and/or the nine-day limit, the following guidelines should be followed:

1. Senior students are allowed two college day visits.
2. Junior students are allowed one college day visit.
3. All visits must be made prior to April 15<sup>th</sup> of the school year or with principal approval.
4. Requests for a college visit must be made prior to the scheduled visit.
5. All college visits must be approved through the high school counseling office. As with all absences, parent verification is required.
6. Documentation from the university/college Admissions Office stating the student's name, university name and appointment date and time, is required for the absence to be excused.
7. Students may request additional college visits through the principal's office. However, additional days missed may count against the student's attendance.

### **Common Sense Statement**

No handbook can contain policies for every possible eventuality. Any action deemed to create an environment contrary to the District's and School's missions by the administration will not be acceptable. If the action creates an environment which inhibits learning, disciplinary action will result. Students are expected to use common sense in making decisions about their behavior choices.

### **Communicable Diseases Board Policy EBB**

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.

This policy can also be accessed electronically at <https://goo.gl/EYnXyE>

## **Conduct of Students on Campus**

We expect our students to be respectful toward their own fellow students and toward all staff, during the school day or at any school activity. It is our philosophy that any conduct of a student that disrupts or interferes with the normal class procedure will not be condoned. Our purpose at school is to promote the educational, social and emotional well being of the individual and his/her rights will be preserved by this administration and faculty.

### **GENERAL PROCEDURES**

1. Students will be permitted to enter and exit the commons area doors and the west doors by the drama and instrumental music rooms both before and after school. During the school day, these doors will be locked and no one will be permitted to use them. For safety reasons, students are not permitted to travel to their car during the school day without administrative approval.
2. As a measure of safety and supervision, students will not be allowed past the stair area prior to the 7:15 a.m. tone without permission from a teacher or administrator.
3. Students who are not in attendance at school or have checked out of school with parental permission are not permitted on Pleasant Hill R-III school property (Primary, Elementary, Intermediate, Middle or High School) without checking in at the office of the respective building. This includes students enrolled in work release, Summit Tech Academy, or Cass Career Center.
4. Any behavior deemed to be disruptive to the normal operations of the school, may be disciplined.
5. When students arrive on the high school campus in the morning, they are to enter the school building. Students are not permitted to loiter in the parking lot or leave campus after arriving.
6. Students not under the direct supervision of a staff or faculty member must leave the high school campus no later than 30 minutes after the school day has concluded.

## **Counseling/Guidance Services**

Counselors are available to meet with students and parents before school, after school, and throughout the school day as needed. Counseling services include assistance with educational and career planning, interpretation of test scores, and any other personal concerns. Students wanting to meet with a counselor should check in with the secretary in the counseling center.

## **Course Change Procedures**

Students may change schedules at designated times before the start of the semester or through the **third day** of each semester.

- Students may change schedules to get a desired elective, but not to obtain a specific hour or teacher.
- Parent permission is required to drop any class.

\*The exception to this policy is Band: Band enrollment cannot be changed for first semester after July 1st\*

## **Directory Information**

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

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

**Limited Directory Information**-In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: 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 association and vendors the District deems necessary for education related reasons:

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

### **Law Enforcement Access**

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

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

### **Children's Division Access**

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

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

The entire Board Policy JO can be accessed electronically at: <https://goo.gl/xNzhJr>

**Education for Students with Disabilities**

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

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

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

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

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

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

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

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

**District 504 Coordinator**  
1 Rooster Way  
Pleasant Hill, MO 64080  
Phone: (816)540-3111  
Fax: (816)987-6084

## **Electronic Devices**

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

### **District Owned Electronic Devices**

See the Pleasant Hill High School 1:1 Handbook

### **Student Owned Electronic Devices**

Students are allowed to bring their own electronic devices to school for personal use. The use of such equipment in a classroom must be approved by the classroom teacher. Students using their own devices are to follow the same rules and procedures that apply to district owned equipment. Access to the district network is only granted to students with district owned devices. Students are not guaranteed access to printers or electrical outlets to use their own device. Students in possession of a device at school are responsible for the care and maintenance of their equipment. The school and the district are not responsible for the loss of, damage to, or theft of a student's electronic device at, or in transportation to school.

## **Emergency School Closing**

When a decision for irregular dismissal of school is made necessary due to weather conditions, you will receive notification from the school district. You may also check area radio/TV stations for school dismissal information. Please do not call the High School Office as our lines must be kept open to handle bus emergencies.

## **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 receiving 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 is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], 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. *[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks*

or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward 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

### Final Exams

Written and comprehensive final examinations may be used as a major evaluation of student achievement. Therefore teachers may use those means of measurement or appraisal which directly relate to the goals and objectives of the curriculum.

### Grade Placement *(Based on cohort)*

Freshmen - Must have been promoted from the Middle School.

Sophomore - Second year high school student.

Junior - Third year high school student.

Senior - Fourth year or more high school student that has not met all graduation requirements.

### Grade Information

Because we believe that parents, teachers, and students should work together to improve student grades, we will ensure grade notifications are made every four to five weeks to inform parents of student progress. Only semester grades are official and will be placed on a student's permanent record. Therefore, class rank and G.P.A. are figured on a semester basis only.

An "I" on a progress report signifies that class work was not completed in that particular class, and credit was withheld. Students are required to take final exams. A student who fails to do so, will receive an incomplete "I", until the final has been taken. A determined timeframe to complete the course requirements will be communicated to the student and parent.

### Grading Scale

Grade	Point Percentage	Regular Course Grade Point	Weighted Course Grade Point
A	95-100	4.00	5.00
A-	90-94	3.67	4.67

B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	0.67	1.67
F	0-59	0.00	0.00

### Graduation Requirements

A student must meet the following requirements in order to graduate from the Pleasant Hill R-III School District, unless otherwise exempted. The student must be in good standing and:

1. Complete a minimum of 25 credits.
2. Pass proficiency exams concerning American history, American institutions, American civics, and the Missouri and U.S. Constitutions.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
4. Have earned credit in the Pleasant Hill R-III School District's education program between ninth and twelfth grades.
5. Complete eight semesters of high school unless eligible for early graduation.
6. Successfully complete all state-mandated exams.
7. Have taken all required end-of-course (EOC) exams.
8. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.

The following credits must be earned for a student to receive a diploma from Pleasant Hill High School:

- 3 units - Social Studies (American History, Geography or World History, Comparative Government) \*All students must pass exams over the Missouri and U.S. Constitutions.
- 3 units - Mathematics

- 4 units - Language Arts (Language Arts I, Language Arts II, Language Arts III and Language Arts IV or Advanced Composition and Advanced Literature)
- 3 units - Science ( Biology I or Principles of Biomedical Sciences)
- 1 unit - Fine Arts
- 1 unit - Practical Arts
- 1 unit - World Language Course **OR** Core Elective (Social Studies, Mathematics, Language Arts, or Science) **OR** 1 additional Practical Art in a career and technical education sequence.
- 1 unit - Physical Education
- ½ unit - Health
- ½ unit - Personal Finance
- 7 units - Electives
- 25 Total Units of Credit

In the interest of encouraging and recognizing outstanding academic achievement, summa cum laude, magna cum laude and cum laude graduates will be selected for each high school graduating class.

Graduates will be selected according to the following procedure:

Summa Cum Laude	Highest Honors	4.0 GPA or higher
Magna Cum Laude	High Honors	3.8–3.99 GPA
Cum Laude	Honors	3.7–3.79 GPA

### Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a pass from an authorized staff member.

### Head Lice

Students with a confirmed case of head lice or viable nits would be allowed to return to school within 24 hours after treatment and evaluation by the school nurse

### Health Services

#### Health Room

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

Students needing to see the nurse shall be granted a pass from the classroom teacher to the office. Students may also visit the nurse during passing periods.

## Health Screening

Vision, hearing, and dental screening are conducted on an as needed basis. Parents may opt out of health screenings in writing by emailing the school nurse. Head lice screening will be conducted as needed.

## Immunizations

*Students will be required to show proof of proper immunization prior to enrollment and immunizations must be up-to-date before a student is permitted to attend classes.* Satisfactory evidence of immunization means a statement certificate or record from a physician or other recognized health facility or personnel stating that the required immunizations have been given to the person verifying the type of vaccine, month and year of administration. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions will be allowed.

Use this link to view the Missouri School Year Immunization Requirements: <https://health.mo.gov/living/wellness/immunizations/pdf/2026-school-requirements.pdf>

## Medications

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

- A parent permission form is needed for both prescription and over the counter (OTC) medications. This form is available on the District website under the Health Services tab, and linked here. [Permission to Administer Medication at School](#)
  - i. Parent permission forms expire at the end of each school year.
  - ii. Please consult with the school nurse to determine if an Emergency Action Plan is needed.
- The following OTC medications are stocked in all Health Rooms; Ibuprofen, Acetaminophen, Tums, and Benadryl. Parental consent for these medications is given during the online enrollment process.
- All medications must be personally delivered to the school by a parent or guardian.
- All medications must be brought and remain in a properly labeled container from the pharmacy (including inhalers), or in the manufacturer's original unopened packaging.
  - i. Your pharmacy can provide a second empty container that is properly labeled for school use.
  - ii. Medications will be given as directed by the prescribing label, or manufacturer's label.
  - iii. Large quantities of medications will not be accepted.
  - iv. All medications must be picked up on or before the last day of school. Any remaining medications will be properly disposed of as directed by School Board procedures.
- Students are not to carry medication at school.
- Students with chronic disease, ex. asthma, may assume responsibility for their own medications if the following requirements have been met.
  - i. The physician prescribing the medication has instructed the student in the proper use and/or storage.
  - ii. The Student demonstrated the skills necessary to use the medication to the physician and the school nurse.
  - iii. The Student's physician has provided a written treatment plan for managing the chronic condition.
  - iv. The Student's parent/guardian and physician completes the "Permission for Student to Self-Carry and/or Self-administer Prescribed Medication" form. This form is available on the district website under the Health Services tab, and linked here [Permission to Self-Carry Medication](#)
- 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.

**Administration of Medications to Students - Board Policy JHCD**

This policy can also be accessed electronically at [Board Policy JHCD](#)

**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.

**Homeless**

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:

Special Services Director  
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/Missed Tests**

Students who have missed school will be allowed one day for each absence to make up the work. 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.

**Honor Roll**

Students with high academic achievement will be rewarded with placement of their names on one of three honor rolls. Grade point averages are figured on a 4.00 system and include weighted classes.

The honor rolls and qualifications are as follows:

1. Regular Honor Roll - students receiving a grade point average from 3.0 to 3.49.
2. Principal's Honor - students receiving a grade point average from 3.5 to 3.99.
3. Superintendent's Honor Roll - students receiving a grade point average of 4.00 or above.

## **Library Services:**

The high school library media center (LMC) offers students and staff access to a wide variety of information formats. The library webpage offers several databases for remote access so that students can use these resources at home as well as at school. Students and staff are encouraged to use the library as much as possible. The web address can be accessed on [pnr3.org](http://pnr3.org).

## **Procedures:**

The LMC hours are 7:00-3:00 daily. Hours may be extended when classroom projects require extra time for research. Students are welcome to the LMC before and after school, between classes, and anytime during the day when they have a pass from a teacher.

Students can check out a maximum of 3 items at one time for up to 2 weeks. Items may be renewed one time for another 2 weeks. Students will not be charged late fees as long as the item is returned in good condition. However, if an item is overdue, students will not be able to check out any other items until the overdue item is turned in. If the item has been lost or damaged, students will be fined the replacement cost of the book and will be unable to check out other items until the fine is paid. Books or other items purchased by individuals to replace lost materials may be accepted if they are in new condition..

Students are notified periodically if they have overdue books or fines, but it is the responsibility of the student to manage the materials they have checked out in a responsible way.

Students can print to the copier in the library from their chromebooks using webprint. The printing of inappropriate material or an excess number of pages may result in the loss of printing privileges.

Student behavior in the library should reflect the guidelines set forth in the Student Handbook. Students that damage any items while in the library may be fined for replacement costs of the items. This includes furniture, artwork, technology, shelving, library materials, etc.

## **Lockers**

Student lockers may be requested by students by contacting the counseling office. Students should not change lockers without first gaining approval from the office. Only temporary marking, stickers, or decorations may be used on the inside of the locker. The only decorations for the outside of a locker will be those approved by the administration.

***\* Consistent with the community's expectations that school officials maintain a safe environment, lockers may be searched periodically by school administrators in cooperation with law enforcement agencies including canine searches.***

## **Lost and Found**

When lost or misplaced articles are found, they should be taken to the office. Students should report lost articles immediately and make inquiries at the principal's office:

## **National Honor Society**

To qualify for the National Honor Society the following requirements must be met:

1. Students must be a member of the junior or senior class.
2. Students must have a cumulative weighted grade point average of 3.5 or higher during their high school career and a 3.4 G.P.A. the previous semester prior to consideration for N.H.S.
3. Students must also excel in leadership, service and character.
4. Students must have attended at least one semester at Pleasant Hill High School.
5. Students must meet any and all other requirements as set by the national and local organization.

### **Notice of Non-Discrimination**

The Pleasant Hill R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person serves as the Title IX Officer and 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://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **Notice of Compliance**

The school district is committed to providing appropriate educational services for children with disabilities in compliance with the Individuals with Disabilities 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 Americans With Disabilities Act.

### **Office Hours**

Office hours will be 7:00 a.m. to 3:00 p.m.

### **Positive Behavior Interventions and Support**

Pleasant Hill High School utilizes Positive Behavior Interventions and Support. These practices reinforce the importance of building and reinforcing positive behaviors and relationships between students and staff. PBIS honors the greatness in all who enter Pleasant Hill High School.

[\*\*PHHS PBIS Matrix\*\*](#)

## **Posters**

Any posters placed in the building must have the approval of the administration. The posters must be of suitable materials, appropriate size and be placed on the walls. Posters are to be removed by the same people who put them up and in a reasonable period of time. ***(See Activities, General Regulations) All posters displayed on lockers or on wood must be attached with the tape provided by the office.***

## **Prohibition Against Discrimination, Harassment, and Retaliation**

### **General Rule**

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 Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a. Make complaints of prohibited discrimination or harassment.
  - b. Report prohibited discrimination or harassment.
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

**Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

**School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

**Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

**Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

**Definitions**

*Compliance Officer* – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

*Working Days* – Days on which the district's business offices are open.

#### **Compliance Officer**

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

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

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Pleasant Hill R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

**Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Pleasant Hill R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

**Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

**Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

## **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

## **Grievance Process**

Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person

filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any

other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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

### **Property Defacement**

The heritage of our school is that of a proud community and student body. When a student marks or defaces the property of this school, he/she is, in a way, defacing the many outstanding and proud alumni that this school has produced. Attempt to leave the building in as good a condition as you found it so that after you have graduated, other students will want to carry on the great traditions.

### **Public Concerns and Complaints**

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

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

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

## **Complaint Process**

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

### **Process for Resolving a Concern or Complaint**

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

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

### **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

### **Public Concerns and Complaints Regarding Federal Programs**

The Pleasant Hill R-III School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process:

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.
2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.
3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

#### **Documentation and Release of Information**

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

#### **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

#### **Public Information Program**

The district is required to inform the public on policies and certain records. This information can be accessed electronically at: <https://goo.gl/q44yE7>

#### **Returned Checks**

A \$15.00 fee will be assessed for processing returned checks

#### **Staff Accompaniment with Ambulance**

If under an emergency situation it becomes necessary to send a student in an ambulance to a hospital, and office staff is unable to contact either the parents or the emergency number given to the office, the building principal or his designee will follow the ambulance to the hospital of destination. That person will remain at the hospital until telephone contact has been made with parents or until the parent arrives at the hospital.

The principal's office staff will continue to try to contact the parents or the emergency number throughout the remainder of the work day. If the staff is unable to make contact with the parents or emergency number prior to leaving the office for the day, they will notify the principal or his designee at the hospital. The building principal or his designee should take a copy of the student's enrollment card to the hospital.

### **Student Alcohol/Drug Abuse**

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

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

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

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

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

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

### **Student Council**

A form of student government that operates in the high school so students will have an opportunity to practice some of the fundamentals of the democratic process. Elected officials assist in carrying out many student-centered programs and activities such as dances, assemblies and election supervision, to name a few. To ensure student leadership opportunities are shared amongst the student body. Student Council Executive Officers and Class Officers are encouraged NOT to hold an officer position in another club or organization. Student Council (STUCO) is an advisory group and suggests methods and means for student involvement and betterment. The STUCO operates under the direction of the sponsor and gives many hours of planning and thought to activities, events, and procedures that promote student participation and school spirit. This group becomes a sounding board for the student body, and through its involvement with other schools, it can reflect the positive efforts of the school to others.

### **Student Discipline**

It is the objective of the Pleasant Hill High 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-R3 and JG-R5 or may vary consequences depending on the severity of the infraction and the attitude of the student. Additional Information can be found at:

[www.pleasanthillschools.com](http://www.pleasanthillschools.com).

### **Suspension**

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

The entire Board Policy JF can be accessed at the following web address: <https://eboard.eboardsolutions.com/ePolicy/listing.aspx?S=83&Sch=83&C=J&F=>

Students experiencing In School Suspension or Out of School Suspension will not be allowed to participate in assemblies, field trips, or any other school activities before or after school while under the suspension.

### **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.

\* Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

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

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

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

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

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

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

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

### **Student Dress**

Students should be dressed in a manner that will not create either a safety or health hazard or cause a disruptive influence on other students in and around the school. The administration reserves the right to deem clothing inappropriate that may distract from the educational purpose of the school or that could contribute to a hostile environment.

**Examples of school dress that are *NOT PERMISSIBLE* include, but not limited to:**

- Clothing that displays writing or images that may be offensive, such as profanity, obscenity, sexual references, racial epithets, double entendre and the like.
- Clothing that displays direct or indirect reference to alcohol, tobacco, or other drugs.
- Outer clothing showing undergarments.
- Shirts/tops, skirts, dresses, pants, and shorts worn in a manner that creates inappropriate exposure.
- Shoes that create a safety issue for students.
- Items that obscure the eyes or face, like sunglasses, or masks.
- Hats and hoods will be allowed in hallways, cafeteria, and classrooms. Individual teacher/classroom rules will be enforced.
- Costumes, unless approved on designated spirit days

The school may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems. All dress code violations will be dealt with on a case by case basis and may involve a parent and/or school counselor.

### **Student Identification Card**

The school issues a picture ID card to each student for security, identification, library checkout, cafeteria checkout, and activity purposes. Students will be expected to be able to produce their ID card for a staff member when asked. If a student loses their ID card, they should report this to the office, a replacement fee may be required.

### **Student Insurance**

Each student will have the opportunity to purchase a catastrophic insurance policy at a discounted rate. The rates and details along with applications will be available in the school office. **ALL ATHLETIC TEAM MEMBERS MUST CARRY OR SHOW PROOF OF INSURANCE BEFORE THEY CAN PRACTICE.** Students interested in purchasing insurance through a third party carrier should contact the Activities Director.

### **Student Permission to Leave the Building**

Students are not permitted to leave the building or school area without permission from the attendance office. Students are not to be sent on errands or dismissed from classes to leave the building without permission from the office.

## **Student Parking**

Parking at Pleasant Hill High school is a privilege. To park in the high school parking lot, students must adhere to the following regulations:

1. Vehicles must have a current parking tag (available in the school office for \$10.00 annually or \$5.00 for the second semester).
2. Vehicles must not be double parked or impede the free movement of other vehicles.
3. Vehicles must be parked in areas reserved for students.
4. Vehicles must be driven at an acceptable speed and in an appropriate manner.
5. Violations of any of these rules may result in the driver receiving a warning, the suspension of their parking privilege, or towed at the owner's expense.
6. Drug dogs may be used to search student cars in the parking lot.
7. Cars parked in school designated parking areas at home or at away activities may be searched if there is reason to believe they hold unauthorized material.

## **Student Publication Non-Curricular Materials (Board Policy IGDBA)**

### **I. Guidelines**

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

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's
- F. race, religion or ethnic origin).
- G. 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
- H. 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 the request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.

- D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.
- E. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.
- F. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.
- G. If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.
- H. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- I. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.
- J. At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

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

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

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

### IV. **Definitions**

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

- A. "*Obscene to minors*" is defined as:
  - a. 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
  - b. 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
  - c. 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:
  - a. 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.

b. 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.

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

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

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

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

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

#### V. **Disciplinary Action**

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

#### VI. **Notice of Policy to Students**

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

### **Student Resources**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court. <https://goo.gl/xToDCL>

## **Student Safety**

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

In the event of an actual emergency, student pick-up and drop-off and access to the building will be denied to ensure the safety of students for the duration of the emergency situation. Once the district deems the safety of all is ensured, family reunification procedures will be implemented.

Evacuation drills will be conducted throughout the school year to practice procedures for tornadoes, fire, earthquakes, and intruders. Evacuation plans and emergency procedures are posted in classrooms.

## **Student Transportation**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.

12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

### **Conduct Notice Policy and Procedure**

The procedures for misconduct on busses are as follows:

1. The first infraction will result in a written warning that needs to be signed by a parent and returned to the driver. When the first notice is given, if the conduct is severe or dangerous enough the misconduct notice must be signed by a parent and returned prior to the resumption of bus transportation. In addition, the parent must contact the transportation office at 816-540-4610 before transportation is resumed.
2. Second notice results in an automatic 5 day suspension from transportation. The parent must contact the transportation office at 816-540-4610 before transportation is resumed.
3. The third notice results in a 10 day suspension from transportation. The parent must contact the transportation office at 816-540-4610 before transportation is resumed.
4. A fourth notice will result in suspension from transportation for the remainder of the school year.

**Severe Clause:** The severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers. Examples of severe behavior could include fighting, weapons, alcohol, smoking, drugs, physical or sexual harassment or abuse. Such infractions will result in immediate suspension from the bus.

### **Student Welfare**

Students will find in their registration packet which they receive in early August a form to fill out if they qualify for "Free or Reduced Lunches." Any questions should be directed to the principal. All discussions are confidential.

### **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.

## **Surveying, Analyzing, or Evaluating Students**

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

## **Technology**

### **COMPUTER USE**

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

### **ELECTRONIC DEVICES**

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

### **INTERNET ACCESS**

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

## **Telephone Use**

Students are allowed to make calls from the office phone during non-instructional times.

## **Trips under School Jurisdiction**

Students are required to ride school-sponsored transportation both to and from Pleasant Hill High School sponsored activities in which they are involved. Sponsors **may** make an exception for the return trip home but will release a student **only** to a parent/guardian/grandparent, unless previous arrangements have been approved by the administration. Pleasant Hill High School officials realize that this policy sometimes causes an inconvenience to parents, but liability and safety reasons demand that we strictly enforce it.

## **Virtual Classes**

Students wishing to enroll in the Missouri Course Access and Virtual School Program (MOCAP) must schedule a meeting with a counselor or school administrator. Pleasant Hill High School's preferred provider of online high school courses is Launch. The online course guidelines can be found at [https://docs.google.com/document/d/1qPLHbv4JHpaNo0tbDE1Y\\_50Ozyz8VgR60ev-wg3UNU/edit](https://docs.google.com/document/d/1qPLHbv4JHpaNo0tbDE1Y_50Ozyz8VgR60ev-wg3UNU/edit)

## **Visitors to School**

Parents/Guardians and patrons of the Pleasant Hill R-III School District are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose. The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy. 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.

## **Withdrawals and Transfers**

Students withdrawing or transferring must have written parental permission and must pick up a transfer slip in the office. This slip must be signed by all teachers as well as the librarian and the principal. All books and materials must be returned and all fees paid before the slip is signed by the teacher. Pleasant Hill Administration is not authorized to send any permanent records to another school until all obligations are met in Pleasant Hill.

## **Written Code of Conduct**

It is the objective of the Pleasant Hill High 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](http://www.pleasanthillschools.com).

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

### High School Student Code of Conduct

This document is not intended to be all inclusive. The principal does have the discretion and authority to go outside the listed guidelines. Subsequent infractions of similar actions may result in additional consequences.

HIGH SCHOOL								
Please see JG-R5 for first and subsequent offense information								
Acts that Result in Disciplinary Action	Principal Conference	Detention	In-School Suspension	1-10 Days Out of School Suspension	11-180 Days Out of School Suspension	Expulsion	Notification of Law Enforcement	
Academic Dishonesty	X	X	X					
Arson				X	X	X	X	
Assault (third or fourth degree)	X	X	X	X	X			
Assault (first or second degree)				X	X	X	X	
Auto/Vehicle Misuse	X	Revocation of Parking Privileges						
Bullying/Cyberbullying	X	X	X	X	X			
Bus Misconduct	X	X	X	X	1-10 Day Bus Suspension or Restriction of Bus Privileges			
Dishonesty		X	X	X	X	X		
Disrespectful/Disruptive Conduct	X	X	X	X	X	X		
Drugs/Alcohol Possession/Use/Sale OTC/Imitation JG-R5 under Drugs/Alcohol #1				X	X		X	
Drugs/Alcohol Possession/Use/Under Influence JG-R5 under Drugs/Alcohol #2				X	X	X	X	

Drugs/Alcohol Sale/Purchase/Transfer JG-R5 under Drugs/Alcohol #3				X	X	X	X
Extortion (Restitution when appropriate)		X	X	X	X	X	X
Failure to Care/Return District Property (Restitution Required)	X	X	X				
Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences				X	X	X	X
False Alarms				X	X	X	X
Fighting (Mutual)			X	X	X	X	X
Fighting (Inciting)			X	X	X	X	X
Gambling	X	X	X	X			
Harassment, including Sexual Harassment (verbal)		X	X	X	X	X	
Harassment, including Sexual Harassment (physical)		X	X	X	X	X	X
Harassment, Sexual Harassment				X	X	X	X
Hazing	X	X	X	X	X	X	
Incendiary Device or Fireworks	X	X	X	X	X	X	X
Nuisance Items	X	X	X	X			
Public Display of Affection	X	X	X	X			
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material		X	X	X	X	X	X
Sexual Activity				X	X	X	X

Technology Misconduct #1 (Restitution)	X	X	X	X	X	X	X
Technology Misconduct #2	X	X	X	Or Confiscation of device			
Technology Misconduct #3 (Restitution)	X	X	X	X	or Restricted school network access, or loss of user privileges		
Technology Misconduct #4	X	X	X	X	Or Confiscation, restricted school network access		X
Theft (Restitution)		X	X	X	X	X	X
Threats or Verbal Assault		X	X	X	X	X	X
Tobacco Possession (Confiscation)		X	X	X			
Tobacco Use (Confiscation)			X	X	X		
Truancy or Tardiness	X	X	X	X			
Unauthorized Entry		X	X	X	X	X	X

\* This action is possible but is not required by law to occur.

\*\* Restitution is required at a value of damage.

\*\*\* Any suspension above 180 days must occur by Board action.

**NOTES:**

- 1) All punishment is dependent on severity of action.
- 2) Students suspended will forfeit attending or participating in any school activity.
- 3) Some punishments are required by law but may be modified by the superintendent.
- 4) All student on student abuse or intentional physical injury will require notification to the Children's Division.

**Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

## **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, 2025

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 the District Office, at 816-540-3161.

Best regards,

*Dr. Wayne Burke*  
Superintendent