

Pierce City High School



Student Handbook 2016-2017

**PIERCE CITY R-VI SCHOOL DISTRICT
EDUCATIONAL PHILOSOPHY**

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. We believe that education plays a vital role in a global community. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that the role of the community in education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart the confidence to the students. The parents/guardians may do this by cooperating to the fullest with the school, be encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these are attitude and self-discipline. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill his or her responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

MISSION STATEMENT

EDUCATING YOUTH FOR A BETTER TOMORROW

The mission of the Pierce City R-VI School District is to provide quality educational experiences that enable all students to acquire the knowledge, skills, and attitudes necessary to become healthy responsible and productive adults. We believe all students should be able to manage change, become life-long learners, and participate in the democratic process. By recognizing each student's unique potential, the Pierce City R-VI School District shall be cooperative partnership of parents, students, staff and community in the educational process.

FORWARD

This handbook has been prepared for your convenience by the administration of Pierce City. The rules, regulations, procedures and articles outlined in this handbook have been established to create the best possible atmosphere for the education of all students. They are based on respect for the rights of others and the individual responsibility of each student to perform his/her job in the best way possible. Your good use of the information provided herein will be to your own best advantage and will also help your school continue to maintain the standards we have all come to expect. It should be pointed out that although this book attempts to be all-inclusive, not all rules, regulations, and policies necessary for the effective operation of any school system could be included in any handbook.

WELCOME

The Board of Education and staff welcome you as a student at Pierce City School. We urge you to take advantage of the many educational opportunities offered, and we hope that you enjoy your school year.

The knowledge, skills, and attitudes that you acquire while attending Pierce City School will help you throughout the rest of your life. We encourage you to strive for intellectual, physical, social and career development. You will have the freedom to call on any member of school staff for any help you may need.

It is our hope that this handbook will be helpful in acquainting you with the different areas of school life. Parents and students should study the handbook carefully and then work closely with the schools staff as the school program is planned from year to year. After parents or guardians have gone over the handbook with their students, please sign the form on the last page and return to school. Your signature will indicate that you have read and understand the rules of the PCHS.

SCHOOL HISTORY

Construction of the first school building in Pierce City was started in 1871 and completed in 1872. This fine red brick edifice was located at the top of Walnut Street and was called Central School. It housed the elementary grades in the four large ground level rooms and the high school in the top two “tower” rooms. In 1905 Pierce City High School moved out of “Old Central” and into the building, which had just been vacated by Pierce City Baptist College. The building had been erected in 1879 and stood approximately where the original main part of our campus stands now. On the snowy evening of January 18, 1918, this original building burned and was replaced by the building our students now refer to as the “old building”. The first high schools students moved into this building in December 1921. Time and progress have enlarged our facilities to their current occupation of more than two city blocks. The future will surely hold more growth and progress.

SCHOOL INFORMATION

School Song-

Here’s to our Pierce City High School
School of the green and white
Here’s to our Eagles so stalwart
Loyal and ready to fight
We pledge to you our love sincere
And, too, our thought so bright
Here’s to our Pierce City High School
The school of the green and white

School Emblem – American Eagle

School Colors – Green and White

- Our school song was written in 1933 by a former music teacher at Pierce City- Margret Dunton, from Arcadia, Kansas

NON-DISCRIMINATION POLICY

The Pierce City 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 Pierce City R-VI School District is an equal opportunity employer. (Board Policy AC)

ASBESTOS INSPECTION

See file in superintendent’s office for asbestos inspection.

SCHOOL DAY

Students are not to be in any school building before 7:50 a.m. or after 4:00 p.m. unless involved in a supervised school activity.

For students riding the bus, the school day starts when the student boards the bus and ends when the student returns home on the bus. Students will not be let off at unauthorized stops either to or from school. When students arrive at school on the bus, they will not be allowed to leave campus prior to school starting.

For students who drive, the school day starts when the student drives on campus. Once they arrive at school, students may not leave until school is out for the day and the buses have left.

For students who walk, the school day begins when the student leaves home with the intent of coming to school. Their day ends when they arrive back at home or are turned over to the care of their legal guardian or parent.

SCHOOL CLOSINGS

In case of inclement weather or other emergencies, parents and students should listen to local media for notification or school closings. If the closing of school becomes necessary, all area radio and TV stations will be notified early in the morning.

Local media will also be notified if school is forced to dismiss early because of inclement weather or other emergency situations.

CREDIT AND PROMOTION INFORMATION

General Graduation Requirements

1. Four years attendance.
 - Class of 2017 and 2018 27 credits required
 - Class of 2019 and beyond 26 credits required
 - Student attending the Monett Career Center will be required to have one less credit per year in which they attend the Career Center.

SPECEFIC GRADUATION REQUIREMENTS

26 Units required for graduation. (See Credit And Promotion info above)

| | |
|--------------------|---------|
| Language Arts | 4 Units |
| Social Studies | 3 Units |
| Science | 3 Units |
| Math | 3 Units |
| Fine Arts | 1 Unit |
| Practical Arts | 1 Unit |
| Physical Education | 1 Unit |
| Personal Finance | 1 Unit |

Health .5 Units
Electives 8.5

* Students may earn one science credit by taking 3 vocational agricultural classes
(**does not include Ag Construction**)

* All students must pass Government and pass the Missouri and U.S.
Constitution tests in order to graduate.

A maximum of two (2) units of credit may be transferred into PCHS from
sources other than another high school or college. (Students taking college
courses totaling over 2 units must receive permission for transfer credit.) See the
counselor for details.

Semester credit must be earned by completing a semester class. Quarter grades
will not be given to students who do not complete an entire semester.

GRADE LEVEL DESIGNATION

Students are designated in graduating class by number of credits they have earned
by the beginning of the fall semester. The following system will be used to
identify student's class level:

0-6.5 credits: 9th
7-13 credits: 10th
13.5-19.5 credits: 11th
20 + credits: 12th

- Transfer students credits will be adjusted based upon number of
credits offered per year at their previous school or schools.

VOCATIONAL EDUCATION

We have established an excellent department of vocational education:
Agriculture and Business. These courses of study are also excellent preparation
for students panning to attend college; we urge them to work one or more
vocational subjects into their curriculum.

More concentrated vocational-technical training is also available to juniors and
seniors at the Scott Regional Technical Center in Monett, Mo.

A+ SCHOOLS PROGRAM

The Pierce City R-VI school system is proud to be an A+ school. For more
information about participating in this program contact the High School office or
the A+ coordinator for more information.

SCHEDULE CHANGES

Students should make their schedules in the spring with serious consideration so that few changes have to be made when school starts in the fall. Any student who desires a change of schedule before school opens in the fall should contact the office during registration.

During the first two days each semester, the office will change schedules only if it is absolutely necessary. Students are not to miss class to change schedule unless sent for by the office.

TRANSFER OF STUDENT

Students transferring from PCHS to another school should notify the office as soon as possible, turn in all school-owned books and equipment to the teachers involved, and on the last day in attendance here, obtain a clearance form from the office. This form must be properly completed for grades and credits to be sent to the new school. The district will transfer student records, including discipline records, to another school district where the student is seeking to enroll upon receiving a transfer request from the district in which the student is transferring.

GUIDANCE SERVICES

The Guidance department is designed to assist students with their educational, vocational, and personal needs. The counselor will be available to see students individually at the student's or teacher's request.

COLLEGE VISITS

Due to the four day school week all college visits should be scheduled on a Monday. If a student chooses to visit a school on another day of the week it will be counted as an absence.

ACT TESTING

The ACT College Entrance Examination is administered five times during each year at several area locations. **PCHS will administer the test on the following dates: October 22, 2015; December 10, 2015; February 11, 2016; April 8, 2016; and June 10, 2016.**

Students wishing to take the ACT exam should see the counselor at least one month in advance of these dates to prepare the required forms. See the counselor for additional details.

LOCKERS

Lockers will be assigned when students enroll. Students are to use only their assigned lockers throughout the year. **Do not write in your locker or paste pictures or stickers on lockers.** Please keep your locker doors closed and neat at all times. Locks are not provided; however, students may bring their own lock if they wish. School lockers and other school property may periodically be searched and drug-sniffing dogs may be used. The school may also search bags,

purses, coats, electronic devices, and other personal possessions and cars in accordance with law.

TEXTBOOK DISTRIBUTION PROCEDURES

Textbooks are owned by the school and are used until they are either in poor physical condition or the material has become obsolete. Students are to write their names in the textbooks immediately upon receiving them. No assignments, comments, or diagrams are to be written in the books by the students. The following regulations apply to the distribution of textbooks.

1. Books are to be issued only to students whose schedules have been approved in the office.
2. Teachers are to number all new and bound texts and stamp PCHS on the inside of the front cover.
3. Teachers are requested to label the condition of the text as it is issued- new, good, fair.
4. Students will be charged as follows for lost books:
 - a. New booksschool purchase price
 - b. 2nd year books2/3 purchase price
 - c. 3rd year books.....1/2 purchase price
 - d. Over 3 years.....\$6.00
5. Students who allow the bindings on books to become ruined will be charged for rebinding of the books.

HUMAN SEXUALITY CURRICULUM

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV),

acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.

4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.

5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.

6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

GRADING SYSTEM

Grading system at PCHS is as follows:

A – Excellent
B - Superior
C - Average

D – Inferior
F - Failure
INC – Incomplete

Students who have been irregular in attendance due to medical reasons may receive an “Inc” (incomplete) grade with approval from administration. An “Inc” given must be removed within two (2) weeks after the quarter ends or the grade automatically becomes an “F” unless other arrangements are made with administration. Parents are invited to discuss their child’s progress with classroom teachers, principal, and the counselor. Please contact the office to set up an appointment.

PCHS is on a semester grading cycle. Grades will be determined by dividing the total points earned for the semester by the total points possible. Homework points will not be calculated in the final grade. Grades will be determined by formative assessments, summative assessments, and student projects. Reassessment opportunities will be provided in eight week intervals. Summative assessments may be reassessed but relearning strategies are required in advance. Below are the letter grades for the percentage earned.

| | | |
|------------|------------|------------|
| 100-94 = A | 93-90 = A- | 89-87 = B+ |
| 86-84 = B | 83-80 = B- | 79-77 = C+ |
| 76-74 = C | 73-70 = C- | 69-67 = D+ |
| 66-64 = D | 63-60 = D- | 59-0 |

WEIGHTED GRADE POINT SYSTEM

In order to reward a student who enrolls in designated upper level courses, Pierce City High School uses a weighted grading system, which awards bonus points that are applied when calculating the student’s GPA. The following is a list of weighted classes offered at PCHS.

| | |
|---------------------|------------------------------|
| College Algebra | College Biology |
| College Composition | College Western Civilization |

The point system for figuring class rank and GPA in weighted courses is as follows:

| <u>Grade</u> | <u>Points</u> | <u>Bonus Points</u> | <u>Grade</u> | <u>Points</u> | <u>Bonus</u> |
|--------------|---------------|---------------------|--------------|---------------|--------------|
| A | 11 | 3 | C | 5 | 1 |
| A- | 10 | 3 | C- | 4 | 0 |
| B+ | 9 | 2 | D+ | 3 | 0 |
| B | 8 | 2 | D | 2 | 0 |
| B- | 7 | 2 | D- | 1 | 0 |
| C+ | 6 | 1 | F | 0 | 0 |

PROGRESS REPORTS

Progress reports will be sent to parents at Weeks 5, 10 and 15 of the grading periods. These notices are to advise parent’s throughout the

grading period. Parents may also view student information using the Student/Parent portal on the internet. For more information on the portal please contact the high school office at 476-2515.

REPORT CARDS

A student at PCHS will receive a grade on their report card at the end of each semester to indicate proficiency in each subject taken.

School marks are affected particularly by attendance, preparation of assigned work, quizzes, and tests.

HONOR ROLL

An Honor Roll is compiled at the end of each semester on the basis of grades earned during the preceding quarter. The Honor Roll lists are distributed to local newspapers of publication.

Students with a grade point average of 10.75 and above will qualify for the "Principal's List". Students with a grade point average of 10.74-10.00 will qualify for the "Excellence Honor Roll".

ACADEMIC LETTER REQUIREMENTS

An academic letter will be awarded to those students meeting the following standards:

STANDARDS

1. Students who earn a 10 point grade point average on an eleven point scale for both semesters of one school year.
2. Students must be enrolled for credit in at least six courses.
3. Students must be enrolled for credit in at least four core-courses OR three core-courses and one weighted class.
4. No grades lower than a B- for any semester in the school year.

STATE ASSESSMENTS

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EARLY GRADUATION POLICY

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Pierce City R-VI School District's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumni for all other activities.

VALEDICTORIAN AND SALUTATORIAN

Each school year two members of the graduating class will be named as valedictorian and salutatorian. The person with the highest grade point average after seven semesters will be designated as valedictorian. The second ranked student after seven semesters will be salutatorian.

Students must be enrolled at Pierce City High School for the last 4 consecutive semesters of high school to be eligible to be valedictorian or salutatorian.

EXTRA CURRICULAR ACTIVITIES

When students represent our school at athletic events, band contests, or other activities, the same rules, regulations, and behavior guidelines apply as if the students at school bind them. Misconduct on a trip is magnified because our school suffers for it and, therefore, such behaviors will be considered more serious when reported. Attendance at school is a pre-requisite for participation in any extra-curricular activity, including practice, play, or any type of participation in any activity that day or evening, unless the student has been excused by the principal.

ELIGIBILITY

In order to emphasize student achievement, the Pierce City R-VI School District requires the following conditions for students to be eligible to participate in any extra curricular event. This also includes school-sponsored dances. (Jr. Sr. Prom is excluded from this policy.)

Progress will be checked at weeks 5, 10, and 15 of the semester. Students with 1 F will remain eligible. Students with 2 F's will be ineligible until next grade

check. They will regain eligibility if they have less than 2 F's. Students with one F at the end of the semester will remain eligible. Students with 2 F's at the end of the semester will be ineligible the entire next semester per MSHSAA guidelines.

SCHOOL RULES FOR ACTIVITIES

1. All organizations within the school are required to take their funds to the high school principal's office. Money must be counted and prepared for bank deposit when presented to the office. All funds must be disbursed by the school superintendent's office.
2. Each organization must be sponsored by a member of the faculty, who shall be approved by the principal.
3. All meetings of organizations must be attended by the sponsor or by the approved substitute.
4. All meetings will be held in the school building unless permission is given by the principal to meet elsewhere.
5. Students who leave before an activity is over may not return to the activity once they leave the building or event.
6. All organizations are responsible for cleaning up after the activity.
7. Each club or organization must have an up-to-date constitution on file in the principal's office. All rules and regulations of that club or organization are to be listed in this document. Only clubs and organizations meeting this standard will be allowed to meet and function.
8. All students are to behave with respect at any school sponsored activity. Failure to do this will result in that student not being allowed to attend further activities. (Example: "Booing" at sporting events or any assembly is not permitted) Students and fans who fail to show proper respect for teams, opponents, or officials may be removed from the event.
9. Practice sessions for most activities must be scheduled outside school time. When an exception is made, it must be cleared through the sponsor and then through the office.
10. Meetings must be planned at least one week in advance and must be presented by the sponsor involved to the principal to be placed on the calendar.
11. Driving to and from school sponsored activities is strictly prohibited. Students may ride from activities with parents or legal guardian. The sponsor must give permission. Students who do not ride the bus to activities will not be allowed to participate.
12. Student must attend school at least one half of the school day in order to practice or participate in a school activity unless approval is made by the principal.
13. Lack of good citizenship will be sufficient cause to be removed from any club or organization. This applies to citizenship standards in the community and in school.
14. **School work that will be missed because of a school activity should be made up prior to the activity.**

STUDENT COUNCIL

The student council is the highest ranking student organization in high school. It serves as a medium of student participation in school administration. Membership on the council is a distinct honor for those wishing to assume its responsibilities. The Student Council is an advisory group of student representatives elected by the student body. Its purposes are fostering opportunities for student participation in the betterment of the school, expressing of individual ideas, encouraging the proper attitude of the students within the school and away from school, improving the care of the building and its contents, and acting as a connecting link between students and administration. For specific details, refer to the constitution provided on request from the office.

LETTERING POLICY

Each organization on campus desiring to recognize its members with a school letter or symbol that can be publicly displayed must establish standards for the award. Each organization will have a different symbol, and no student is to wear the symbol of any organization unless he/she has met the standards. To avoid conflict between organizations, the Student Council will approve and pass on all symbols to be used and then present them to the principal for approval.

FUND RAISING

All school organizations must have all fund-raising projects individually approved by the principal. All money collected from fund raising projects must be receipted through the school accounts.

SCHOOL DANCES

PCHS will have four (4) approved, regularly scheduled dances during the school year:

1. Football homecoming – sponsored by the Student Council
2. Barn warming – sponsored by FFA, FBLA, and FHA
3. Basketball homecoming – sponsored by the Cheerleaders
4. Junior/Senior Prom – sponsored by the Junior Class

All dances will last no more than two (2) hours or until midnight, whichever comes first.

The following rules will apply:

1. Any student bringing an out-of-school date must sign up the date's name, identified as your guest, in the office prior to the dance. Prom dates must be signed up one week before prom.
2. The principal will approve the guest list. Guests are the responsibility of the student who signs the guest into the dance.

3. Alumni will be allowed at homecoming dances without prior approval.
4. **Students leaving a dance early will sign out, placing the time beside their names.**
5. All other school rules of behavior and conduct apply to PCHS sponsored dances.
6. All dates must be enrolled in grades 9-12 or be a High School graduate, and be under the age of 21. (Exceptions may be made for PROM)

PEP ASSEMBLIES

PCHS PEP assemblies are designed to promote school spirit and unity. Behavior at assemblies should be respectful to those assisting with the assembly. Assemblies will be scheduled through the office and activities should be approved by the principal.

ELECTION OF BASKETBALL AND FOOTBALL QUEENS

Procedures for the election of football and basketball royalty are as follows:

1. Queen must be a member of the senior class.
2. Senior class will nominate three (3) girl candidates.
3. Freshman, sophomore, and junior classes will each one (1) attendant to the queen.
4. Queen candidates and attendants must be a member of an athletic team or belong to an approved organization (FFA, NHS, etc.)
5. Underclassmen may be selected to be a queen attendant in only one sport in any one school term.

ATHLETICS

The major sports at PCHS are volleyball, football, basketball, golf, cheerleading, baseball, softball and track. There are several primary objectives for these sports: recreation, social contact, good sportsmanship, permanent interest in sports, and development of school spirit and team morale, physical and mental fitness.

To represent PCHS on an athletic team, students must meet the following eligibility rules set up by the Missouri State High School Activities Association. An athlete is eligible when the following requirements are met:

1. Students must be creditable school citizens. Conduct should be satisfactory in accordance with the standards of good discipline.
2. Students must pass a minimum six (6) courses the preceding semester of attendance.
3. Students must be promoted to the next grade or next higher level at the close of the preceding school year.
4. A student may not participate in more than four (4) seasons in grades 9-12 in any activity.
5. A student breaking a community law may be declared ineligible.

- Further guidelines to participate in the athletic program at Pierce City may be obtained from the Athletic Department and the eligibility section of the handbook.

SCHOOL INSURANCE

School insurance for each student is optional. If a student is involved in any extracurricular activity and elects not to purchase this insurance, the parent or guardian must complete and sign a waiver indicating they have insurance coverage for the student.

The school offers this insurance only as a service to its students and receives no income from the sale of these policies. It should be understood that the school is not liable for the balance of any expenses that this type of policy will not cover. Parents should read carefully the description of benefits they are purchasing and deal directly with the company. THE SCHOOL IS NOT INVOLVED.

FIRE AND STORM DRILLS

Fire drills will be held to acquaint students and teachers with an orderly evacuation of the building. The fire signal is that of a continuous beep. After a series of tones, voice instructions will follow. When you hear this signal, stop what you are doing and leave the room in single file, walking rapidly to the exit directed by the teacher. Generally speaking you should follow adjacent walls to avoid cross traffic. Proceed to a point about seventy-five (75) feet from the building, where the class will assemble as a group. Return to the building ONLY when the all-clear signal is given.

Storm drills will also be held to acquaint personnel with “take cover” procedures. The British siren is the signal for students to evacuate to the storm shelter. In case time does not permit students will be instructed to take cover (on knees) near lockers or other areas designated by a school authority. This signal will be followed by voice instructions. Avoid locations near windows and doors. Stay out of the gymnasium and auditorium! Students will remain in “take cover” position until the regular school bell signals their return to classes.

Lock-down is a continuous bell. When this is heard all students are to remain in the classroom and the classroom teacher is to lock all doors and windows until further instructions are given.

Building and campus maps outlining these emergency procedures are displayed in each classroom. Please notice and become acquainted with the maps.

LOST AND FOUND

Students are responsible for the care of their own personal property. They should also be considerate of property belonging to others. If articles belonging to others are found, turn them in to the office. If you lose anything, inquire at the

office. **Do not bring valuable articles to school.** If something of value is brought to school, the student may bring it to the office for safekeeping.

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. Misbehaving on a school bus is cause for bus suspension. Parents are bound by law, in this situation, to provide transportation to and from school during the time of suspension. If a student rides a bus on which he is not assigned, special permission must be given by the office. Written permission from a parent or guardian will be required.

DRIVING AND PARKING

Driving to school is a privilege, not a right. A permit to drive must be on file in the principal's office. Students may lose their privilege to drive to school for parking violations.

Students who have permits to drive their vehicles to school must park in designated student parking areas.

Upon arrival at school, the student will park his/her vehicle and leave it until the end of the day. Only in certain predetermined situations will students be allowed to use their vehicles during school hours. **Students are not to go to their cars during the school day without permission from the office.**

STUDENT PASSES

Students who have business outside their regular classroom or hallways must be issued a pass by the teacher permitting them to leave. Teachers are not to permit students outside their classroom without a pass.

ATTENDANCE POLICY

Students will be allowed 6 class periods per semester to take care of minor sickness, doctor/dentist appointments, short vacations, or any other personal needs or responsibilities. No penalties will be assessed for the classes missed up to six.

The class periods are to accommodate:

1. Personal illness
2. Death or illness in the family
3. Doctor or dentist appointments
4. Injuries
5. Religious holidays
6. Drivers license tests
7. College visits
8. Court appearances

In the event a student misses more than the allotted 6 classes per semester, NO credit will be earned for any class from which the student has been absent more than the allotted 6 class periods. The only exceptions would be an extended illness or injury under a doctor's care and verified by medical documentation.

Appeals committees will be available for any student who exceeds the 6 day limit and feels that extenuating circumstances were present. This committee will be comprised of three individuals. This committee will convene at the request of the student. At that time the student and parent or guardian will present to the committee any conditions that might be justifiable reason for any excessive absences. The decision of this committee will be considered final; however, further appeal can be made to the Pierce City R-VI School Superintendent and then to the Pierce City Board of Education.

SEMESTER EXAMINATIONS

Comprehensive semester exams shall be given each semester to all students of the high school. There shall be an adequate, but not excessive review of the material by the teacher with the students to assist them in organizing their material for the semester examinations.

Examination dates shall be established each semester by the principal.

Examinations shall not be given in advance of the date scheduled, except in emergency cases as determined by the principal. Students who are unable to take the examination as scheduled because of illness shall make an appointment with the teacher or principal to take the examination at a later date.

All semester finals are to be worth a total of 10% of the total semester points for each class (example: total points for semester =750 points, final is worth 75 points) and be figured into the semester grade.

FINALS EXEMPTION POLICY

In an attempt to reward exemplary attendance, the following policy shall be in effect:

1. Students who are absent from school no more than fourteen (14) cumulative blocks of class time, (including excused and unexcused absences, but not including absences due to attendance at school sponsored events) **and** are passing all classes (for the semester) enrolled in with no grade lower than a C- may be exempt from semester examinations. Test exemption is a decision for individual students and parents to make. Students eligible for test exemption may elect to take semester examinations without risk of lowering their grade. Students who qualify for finals exemption will be dismissed from school during finals. Absences will still be counted during the finals schedule if a student is not at school but will not be assessed a penalty. Finals are to be figured as part of the total semester grade.
2. Students failing to meet both exemption criteria must take **ALL** final exams.

3. A student, who misses more than four (4) cumulative blocks of class time in any one class, will also be required to take finals in all classes that the student is currently enrolled.
4. Students who are enrolled as part-time are allowed two blocks of absence per block enrolled to be excused from finals. Part-time students who miss more than four blocks in any one class will be required to take finals in all classes they are enrolled.
5. Scott Tech students are not exempt from taking finals at the Career Center. Scott Tech students may miss up to 8 blocks (number enrolled at PCHS) and be exempt from finals at PCHS. Students are responsible for completing requirements set forth by the Scott Technical Career Center. Our policy does not excuse students from finals at the Career Center.
6. Finals exemption does not apply to dual credit courses or EOC courses.

MAKE-UP WORK

Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments must be completed. THIS IS THE STUDENTS RESPONSIBILITY! Students will be given two (2) school days to make up work for each day of absence. Any work not turned in by the required date will be recorded as a zero. The school suggests that if a student is going to be absent three (3) or more days, parents contact the principal's office (476-2515) and request homework.

TARDINESS

If you arrive late to school, you must report to the office for an admit slip. All tardies are unexcused unless the office or a teacher has detained you. Be sure to ask for a slip signed by the person who detained you before going to your next class.

TARDY POLICY

3rd Tardy in one class/semester = after school detention

6th Tardy overall/semester = Friday School

Every tardy after 3 per class or 6 overall = Friday School

DRESS CODE

Pierce City High School expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Students are expected to dress appropriately for school and in a manner that will not disrupt the teaching/learning process or cause undue attention to an individual student.

Items of clothing such as muscle shirts, tank tops, halter tops, shirts that show the bare midriff, and other types of sleeveless shirts, including spaghetti straps, are

not allowed. Skirts and shorts should be at an appropriate length that does not interrupt the learning environment. Leggings or tights must be accompanied by a skirt, shorts or top that is appropriate length.. Hats, caps, chains, (at principal's discretion), gang related attire, or bandannas are not to be worn by boys or girls inside the school building. Letters on clothing that suggest vulgarity or advertise alcohol or tobacco products will not be permitted. All students must wear shoes, boots, or some other type of footwear.

When, in the judgment of the staff member, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Violation of the dress code policy can result in an after school detention. Subsequent offenses may result in detention, Friday school or ISS.

STUDENT CITIZENSHIP

A school is in a true sense a community, with many of the advantages and some of the problems, of society in general. Part of your education is for you to learn to use good judgment in dealing with various situations. You should be responsible for your actions. The staff is here to counsel and assist you in this area.

Our hallways will be kept free of running, scuffling, loud talking or boisterous behavior. Any student participating in these activities will be subject to disciplinary action

SCHOOL LUNCH PROGRAMS

The lunch program operates for the welfare of our students. Since it operates on a non-profit basis, and considering the fact that the government shares somewhat in the cost of the operation, our lunch program provides balanced meals at a reasonable price.

1. Students will obtain a lunch card from the office.
2. At the beginning of designated lunch periods, students will proceed in an orderly manner to the cafeteria, line up in the proper line, and proceed past the serving counter in an orderly manner.
3. Students will return plate, table service, and milk containers to the appropriate place.
4. Students who bring their lunches must eat them in the cafeteria. Sacks and waste material must be placed in the receptacle provided for that purpose.
5. Students will not leave the campus to obtain lunch elsewhere. We have a closed campus.
6. All food will be eaten in the cafeteria- not elsewhere in the building.

VISITORS

Parents of students, former students, and others may wish to visit the school. All visitors shall report to the office immediately to pick up a Visitor's Pass. Classroom visits are welcome if the teacher involved has given his/her approval. Visitor's passes will not be issued to anyone whose presence may interfere with the goals of PCHS. Students from other schools will not be issued a pass.

LIBRARY

In order to gain maximum and proper benefit from our library facilities, the following regulations pertain to its usage:

1. All persons coming into or leaving the library during a class period must sign in and out.
2. Quiet and order must prevail at all times.
3. Do not remove material from the library unless it has been properly checked out. Fines are assessed for overdue and damaged material.
4. Most books are due two weeks after being checked out. Reserve books may be checked out for one period or overnight only.
5. Everyone should exercise reasonable care in using magazines and other paperbound materials so they will remain usable as soon as possible.
6. At the end of each period, all library materials used must be returned to the proper shelf or rack. Do not leave magazines, references books, etc., on the library tables.
7. Keep in mind that the library is a laboratory, which helps prepare students to go into life activities with knowledge of present-day conditions.
8. Students must return to class from the library by 3:30..

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Pierce City have the right to feel safe at school, to attend class, to have the opportunity to learn, and to be accepted as they are.

Students at Pierce City are RESPONSIBLE for:

1. Attending school and classes every day.
2. Arriving at school and classes on time and being seated when class begins.
3. Bringing books and materials to class and participating in activities.
4. Treating students and adults with respect.
5. Taking care of school property
6. Being friendly and helpful to guests in the building.
7. Wearing appropriate clothing.
8. Keeping the building clean by putting trash in wastebaskets and consuming food and beverages in the cafeteria.
9. Leaving expensive jewelry, electronic devices and large sums of money safely at home.
10. Keeping clean lockers and staying in assigned lockers.

FREE PUBLIC EDUCATION REQUIREMENT

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Pierce City High School 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.

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

Pierce City High School 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).

Pierce City High School 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 in the Special Education Coordinator's Office between 8-3 daily.

This notice will be provided in native languages as appropriate.

SEXUAL HARASSMENT

PCHS is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, will be implemented.

STUDENT RECORDS (Board policy JO-AF1)

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

1. The right to inspect and review the student’s education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student’s privacy. If the school decides not to amend 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to : Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.
5. Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or

eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want the directory information disclosed, the district may still disclose information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers, or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is directory information.

The school district designates the following items as 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; parent's name; grade level; enrollment status (e.g. , full time or part time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; artwork or course work displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion privacy.

Limited Directory Information- In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

The student's address, telephone number and e-mail address and the parent's addresses, telephone numbers and e-mail addresses.

CHILD ABUSE REPORTING

The Pierce City Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law. The building principal will make the superintendent aware that a report is made and will keep him or her aware of the status of the case.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooters, sling shots, knives, hardballs, etc. , if brought to school as playthings are undesirable and will be confiscated and not returned. Parents are requested to help children understand the necessity for such regulations.

SURVEYING, ANALYZING OR EVALUATING STUDENTS (JHDA)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any program shall be available for inspection by the parents or guardians of the students. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose

SURVEYING, ANALYZING OR EVALUATING STUDENTS

The Protection of Pupil Rights Amendment affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - a. Political affiliations or beliefs of the student or student's parent.

- b. Mental or psychological problems of the student or student's family
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating or demeaning behavior
 - e. Critical appraisals of other individuals with whom respondents have close family relationships.
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student's parents.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
- a. Any other protected information survey, regardless of the funding source.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.
3. Inspect, upon request and before administration or use:
- a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor.

The Pierce City R-VI school district has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or here child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

Steve Garner
300 Myrtle
Pierce City, MO 65723
476-2515
476-3516 Fax

Parents who believe their rights have been violated may file a complaint with:
Family Policy compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

NONDISCRIMINATION

Pierce City High School believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of our school to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships.

In keeping with the requirements of federal and state law, PCHS strives to remove a vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials.

IMMUNIZATON CERTIFICATE

All students, by law, must have an up-to-date immunization record certified from a licensed physician stating that the student has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps and rubella, and hepatitis B.

ILLNESS OR INJURY

If a student becomes ill or is injured, he/she should come to the principal's office. If he/she is unable to get to the office, the illness or injury should be reported immediately. No student is to leave the school premises without notifying and receiving permission from the office.

EMERGENCY MEDICATION

The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

Parents not wanting their student to receive epinephrine or asthma-related rescue medications should write a letter stating this to the high school office. A current copy of the list of students that should not receive the medications will be kept with the devices at all times.

STUDENT ALCOHOL/DRUG ABUSE

The Pierce City Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Pierce City R-VI School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

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, Section 195.010, RSMo.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternative location.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspensions, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or

expulsion if they are found to be in violation of this policy. All parents and students shall be provided with this information.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. This district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

ADMINISTERING MEDICINES TO STUDENTS

See School Policy JHCD

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

Prescription Drugs

The medication shall be in the original container labeled with the physician's prescription. If it is necessary for a student to take a daily prescription medicine, a request with the parent's and physician's signatures must be provided annually.

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. Students are not allowed to carry medication with them at school. If it is medically necessary for a student to carry certain medication (e.g. an asthmatic's bronchodilator), a request with the parent's and physicians signatures must be provided. The student will then be allowed to keep the specified medicine with himself/herself to facilitate use. In such instances, the district does not assume any responsibility for the medication or the student's use of it. All medication that is to be given at school must be hand carried by a parent or guardian to and from school.

Non-Prescription Drugs

Oral medication that is nonprescription may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent. Students are not to carry medication with them at school.

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication.

Non-prescription drugs will not be given longer than three (3) days at school

without a physician's written order. All medication that is to be given at school must be hand carried by a parent or guardian to and from school.

Procedures

The school nurse and/or principal's designee will follow the procedures listed below regarding the dispensing of personal medication:

1. Inform appropriate school personnel of the medication.
2. Keep a record of the medication administered.
3. Keep medication in a locked cabinet.
4. Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject requests for administering 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.

COMMUNICABLE DISEASE

The Pierce City Board of Education recognizes its responsibilities to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue to attend school, and to be treated in nondiscriminatory manner.

Section 167.191, RSMo makes it "unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease, or while liable to transmit such diseases after having been exposed to it ... The teacher or board of directors may require any child to be examined by a physician, and exclude the child from school so long as there is any liability of such disease being transmitted by the pupil."

The statute is routinely applied to common childhood diseases and parasitic infestations such as mumps, measles, chicken pox, strep throat and lice, which are readily transmitted through casual contact of the type most likely to occur within a school setting. Application of the statute to children with chronic infectious or contagious diseases not likely to be transmitted in a school setting such as AIDS, hepatitis B, herpes, and tuberculosis is more problematic.

A student will not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with a liable to transmit any contagious or infectious disease unless the Board or its designee has determined, based upon medical evidence, that: (1) The student is no longer infected or liable to transmit the disease; or (2) The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. Any student permitted to attend school with a chronic

infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such students will be informed.

BULLYING POLICY

General

In order to promote a safe learning environment for all students, the Pierce City R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts

the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which

the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have

significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.

4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

STUDENT DISCIPLINE

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violations of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and all sub coded policy codes. This includes, but is not limited to, the following policies and regulations: JF-R, JGA, JGB, JBD, JGE, and JGF. A copy of the district's comprehensive discipline policy will be available in the superintendent's office during normal business hours.

SUSPENSION

(From Board Policy Manual, Policy JGD)

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend fee public schools carries with it the responsibilities of the child to attend school regularly and to comply with the lawful policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights or others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period.

Students who are suspended from school may complete homework assignments. All work must be turned in no later than the first day back from suspension. Parents will be notified when homework may be picked up from the high school office. Students serving a suspension may not be within 1000 feet of district buildings.

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Pierce City R-VI School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent’s report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student’s parents, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

CARE OF YOUR SCHOOL PROPERTY

A good way to show respect and consideration for other people in your school is to help keep the building where you all meet together as clean as possible. Do your best to keep the classrooms, hall and restrooms as well as the school grounds, looking this way throughout the year. A Board of Education ruling says, “Any pupil guilty of willfully defacing or injuring school property shall pay for the damages caused thereby.” Lockers are school property and should be treated with care.

STUDENT DISCIPLINE

Policy JG-R

The Student Code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

1. **Arson** – Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

Subsequent Offense: Expulsion, notification to law officials, and documentation in student’s discipline record.

2. **Assault**—
 - a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: Friday School, ISS, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student’s discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, ISS, possible notification to law enforcement officials, and documentation in student’s discipline record.

- b. Attempting to kill or cause serious physical injury to another

First Offense: Expulsion, notification to law enforcement officials, and documentation in student’s record.

3. **Automobile/ Vehicle Misuse** – Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices

on and around school property. Building principals shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. All student motor vehicles parked on school property must be registered with the school. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials. **Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.**

4. **Bullying (see Board policy JFCF)** – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: Friday School, ISS, or 1-180 days out-of school suspension

Subsequent Offense: ISS or 1-180 days out-of-school or expulsion

5. **Bus Misconduct** - Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

6. **Dishonesty** – Any act of lying, whether verbal or written, including forgery

First Offense: Nullification of forged document.

Principal/Student conference, detention, Friday School, ISS, or 1-180 days out-of-school suspension.

Subsequent offense: Nullification of forged document, detention, Friday School, ISS, or 1-180 days suspension, or expulsion.

7. **Disparaging or Demeaning Language**- Use of words or actions, verbal, written symbolic meant to harass or injure another person, i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/Student conference and/or detention, Friday school, ISS, or 1-10 days out-of-school suspension.

Subsequent Offense: Friday school or 1-180 days out-of-school suspension, ISS, or expulsion, and possible documentation in student's discipline record.

8. **Disrespectful Conduct or Speech** - Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member.

First Offense: Principal/Student conference and or detention, Friday school, ISS or 1-10 days out-of-school suspension.

Subsequent Offense: Friday school, ISS, 1-180 days out-of-school suspension or expulsion, and possible documentation student's discipline record.

9. **Disruptive Speech or Conduct** – Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference and/or detention, Friday school, ISS, or 1-10 days out-of-school suspension.

Subsequent Offense: Friday school, ISS, 1-10 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

10. **Drugs/Alcohol (See Board policies JFCG and JHCD)**

- a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

First Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia, including controlled substances and

illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 2020 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

11. **Extortion** – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference and/or Friday school, ISS or 1-10 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

12. **False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/Student conference and or detention, Friday school, ISS or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: Friday school, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

13. **Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference and or detention, Friday school, ISS, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: Friday school, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

14. **Hazing (see Board policy JFCF)** – Any activity 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 purpose of initiation, affliction, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all student involved are willing participants.

First Offense: 1-180 days out-of-school suspension

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

15. **Public Display of Affection** – Physical contact that is inappropriate for the school setting.

First Offense: Principal/Student conference and or detention, Friday school, ISS, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: Friday school, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

16. **Sexual Harassment (see Board Policy JBA)**

- a. Use of verbal, written symbolic language that is sexually harassing.

First Offense: Principal/Student conference and or detention, Friday school, ISS, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: Friday school, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

- b. Physical contact that is sexually harassing.
First Offense: Friday school, ISS, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

17. **Technology Misconduct**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer

“viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

- b. Violation other than those listed in “a” or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution, loss of user privileges (minimum of two weeks), detention, Friday school, ISS, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution, loss of user privileges, detention, Friday school, ISS, or 1-180 days out-of-school suspension.

- 18. **Theft** – Theft, attempted theft or willful possession of stolen property.

First Offense: Friday school, ISS, or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student’s discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

- 19. **Threats or Verbal Assault**- Verbal, written, pictorial or symbolic language or gestures that creates a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, Friday school, ISS, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

- 20. **Tobacco** –

- a. Possession of any tobacco products on school grounds, bus or at any school activity.

First Offense: Principal/Student conference, Friday school, ISS or 1-3 days of out-of-school suspension.

Subsequent Offense: Friday school, ISS, or 1-10 days out-of-school suspension.

- b. Use of tobacco products on school grounds, bus or at any school activity.

First Offense: 1-3 days out-of-school suspension.

Subsequent Offense: 1-10 days out-of-school suspension.

- 21. **Truancy** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: Principal/Student conference, Detention, Friday school, ISS, or 1-3 days out-of-school suspension or In-school suspension.

Subsequent Offense: 3-10 days of out of school suspension.

- 22. **Vandalism (see Board policy ECAB)** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Friday school, ISS, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline records.

- 23. **Weapons (See Board Policy JFCJ)**

- a. Possession or use of any instrument or device, other than those defined in 18U.S.C.921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: 1-180 days of out-of school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Possession or use of a firearm as defined in 18 U.S.C.921 or any instrument or device defined in 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

24. **Cell Phone Policy/Electronic Devices-** Cell phones/Electronic Devices are permitted before 8:10a.m., between classes, lunch and after 3:10 p.m. Electronic devices should not be used during class.

First Offense: The student may pick the device up in the office at the end of the day. Student will also receive detention.

Second Offense: The device will be held in the office, a parent must pick it up and a detention will be issued.

Subsequent Offense: The device will be held in the office, a parent must pick it up and a Friday school or ISS will be issued.

- Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy JGF will be documented in the student’s discipline record.

AFTER SCHOOL DETENTION

Student misbehavior at times required punishment. For most instances of bad conduct on the part of students, a minimum of forty minutes after school will be required. Teachers may assess the penalty for any act of misconduct, including failure to have assignments completed on time. Failure by a student to attend an assigned after school detention will result in a more severe consequence.

The after school detention will be supervised by the assigning teacher or another staff member of Pierce City Schools. Students are expected to spend their time studying or working.

Students exceeding three After School Detentions or students who skip detention may receive a Friday School Detention or ISS as directed by the Principal.

After school detentions will be held on Tuesday and Friday from 3:45 until 4:45.

DETENTION RULES

1. Detention begins promptly at 3:45 or designated time
2. Detention ends at 4:45 or at designated time
3. Bring something to read or work on
4. Students who do not attend, are late, or are removed from detention will be assigned a Friday school or ISS.

FRIDAY SCHOOL

Friday school is designed for those students that have earned a more severe form of punishment than after school detention. Friday school will start at 3:45 P.M. on the assigned Friday and run for four (4) hours.

Friday school will be assigned by the principal as an alternative for after school detention, or for severe rule infractions.

Friday school may be rescheduled only with extreme emergency just cause, and may be rescheduled only by the principal with advanced notification of two days. Teachers will assign work for the student to complete during Friday school. In the event the student has insufficient work to complete, the Friday school supervisor may assign more.

FRIDAY SCHOOL RULES

1. Hours are 3:45 P.M.-7:45 P.M.
2. To be served at the designated location.
3. Failure to attend will result in a two (2) day out-of-school suspension.
4. Students **MUST** arrive on time. Students arriving late will not be allowed to enter and will be suspended for two days. The detention will start according to the supervisors watch. Therefore, it is suggested that the student arrive two (2) minutes ahead of schedule.
5. Student **MUST** work on school related materials or appropriate reading materials.
6. No TALKING
7. No SLEEPING.
8. One restroom break at 5:15 P.M. (5 minutes)
9. One warning will be issued in case of an infraction. Second reprimand will result in immediate dismissal, which will result in a two (2) day out-of-school suspension.

IN SCHOOL SUSPENSION GUIDLINES

- Students will report to the ISS room and be ready to begin by 8:00. If students are late for ISS they will remain standing for the day.
- Students are responsible for bringing all **books, assignments, and school related materials/supplies** with them before entering the ISS room. There will be **no locker visits**.
- When the 8:00 bell rings, students are to stand up and write a 300 word essay answering the following questions:
 - Why are you in ISS?
 - What could you have done to avoid ISS?
 - What will you learn from ISS?

- Why are rules necessary in society?
- The ISS teacher will inform all teachers of the students serving ISS via e-mail during first hour. Those teachers are required to forward school work/assignments for their students.
- Students will be given one assignment at a time to ensure productivity in classroom assignments. As the student completes an assignment he/she will raise their hand and the ISS teacher will supply them with another assignment. Each completed assignment needs to have a complete heading including the student's name, date, and teacher's name. This will ensure that the correct teacher receives the completed work.
- Students must be working on classroom assignments at all times. Once all assignments are completed the ISS teacher will provide work until the suspension is complete or more work is sent.
- Students will remain in their assigned seats sitting up straight, keeping their feet and chair on the floor, and facing forward for the entire day. Students must receive permission from the ISS teacher before leaving their assigned seats for any reason. Leaving the assigned seat without permission will result in standing the remainder of the day.
- Students are to raise their hand to ask a question or when an assignment has been completed. Talking, making noises, putting their head down/sleeping, and communication with other students is strictly forbidden and will result in standing for the remainder of the day.
- Lunch will be eaten in the ISS room at the student's assigned desk. Students will remain facing forward and there will be no talking during lunch. When a student has finished their lunch they are to raise their hand and the ISS teacher will remove the tray.
- There is no food, candy, gum, or drinks allowed in the ISS room for any reason. If a student is caught with any of the mentioned items it will result in standing for the remainder of the day.
- Restroom breaks will be provided at 10:30 am and at 1:30 pm. Students will not be permitted to leave the ISS room at any other times.
- No electronics of any kind, excluding calculators, are allowed in the ISS room. Any electronic item brought in will be taken and will result in another day of ISS.
- Students will be dismissed from ISS each day after the ISS teacher has inspected their area for cleanliness. All trash and debris must be picked up, and the assigned desk cannot be damaged in anyway.
- Instructions and/or directions of the ISS teacher are to be followed at all times. Students will conduct themselves in an appropriate fashion during the entire suspension. Normal classroom behavior is expected and the Student Handbook rules apply. Failure to comply with any of the ISS rules could result in standing or additional days in ISS.

ACADEMIC DISHONESTY

Academic dishonesty, such as plagiarism or cheating on assignments, exams, or other school work will not be tolerated. Students are to do their own work and not attempt to take credit for the work of others.

Students who are academically dishonest are subject to discipline, such as detention, Friday school, or ISS. Students will be given an alternative assignment and receive 80% of the points earned for the alternative assignment. The original assignment will not be recorded in the grade book.

TECHNOLOGY USAGE

The Pierce City R-VI School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Prohibited Uses of Technology Services

1. Use that violates Federal or State law or use that violates the MORENET Acceptable Use Policy or any part of the Pierce City R-6 Technology Usage Policy
2. Use that interferes with the proper functioning of the technology services or that interferes with the ability of others to make use of the technology services.
3. Use which attempts to gain or gains unauthorized access to a computer system or data of another.
4. Use that infringes upon the intellectual property rights of others.
5. Use to conduct commercial or for-profit business, except as permitted under the mission or policies of the Pierce City R-6 School District.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in

temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 05/31/2007

Revised: 03/27/2008

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment
IGDB, Student Publications
IGDBA, Distribution of Noncurricular Student Publications
JO, Student Records
KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal Refs: §§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.
Chapter 109, RSMo.
Chapter 573, RSMo.
Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2520
Stored Communications Act, 18 U.S.C. §§ 2701 - 2711
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
Children's Internet Protection Act, 47 U.S.C. § 254(h)
Federal Rule of Civil Procedure 34
Reno v. ACLU, 521 U.S. 844 (1997)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)
FCC v. Pacifica Foundation, 438 U.S. 726 (1978)
Ginsberg v. New York, 390 U.S. 629 (1968)
Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)
Henerey by Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)
Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)
Urofsky v. Gilmore, 216 F.3d 401 (4th Cir. 2000)
Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)
J.S. v. Bethlehem Area Sch. Dist., 757 A.2d 412 (Pa. Commw. 2000)

School District of Pierce City R-VI, Pierce City, Missouri

**PIERCE CITY HIGH SCHOOL
STUDENT HANDBOOK**

Student Name: _____ Grade: _____

Please Print

We (I) _____
Parent/legal guardian (Print)

Parent(s)/legal guardian of _____

Enrolled at Pierce City High School, hereby acknowledge by our (my) signature that we (I) have received and understand the contents of the foregoing Student Handbook.

Parent/guardian signature

Student signature

CONSENT OF RELEASE OF DIRECTORY INFORMATION

Occasionally companies will request student rosters and addresses.
i.e.: college recruiters, and promotional businesses;
(Photography Studios, Prom and Tuxedo stores)

_____ Yes _ No – I give my permission to release my child’s
name and address to promotional businesses.

- _____ Yes No- I give permission for my child's name and picture to be placed in the Pierce City R-VI yearbook.
- _____ Yes No- I give permission for my child's name and picture to be placed in area newspaper's and the Pierce City R-VI web site.

** See Student Records, page 19, for more specific guidelines

Please return this to the High School office. If we do not receive this letter back, we will assume that you are giving permission for us to release your child's information.

Parent/guardian signature

Junior/Senior and Parents

Congress has passed legislation that requires high schools to provide military recruiters upon request the names, addresses and phone numbers of junior and seniors. The new requirements are contained in the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002. Both laws override any previous restrictions found in the Family Educational Rights and Privacy Act about disclosing student information to military recruiters. School must notify parents at the beginning of the school year of their intention

to designate certain "directory information" about students, including names, addresses and phone numbers. Parents may "opt out," or reject, to the information being released to recruiters without their prior written consent. There was a page in the student handbook for parents to sign and turn back into the high school office at the beginning of this year, but several were not turned back in. We are now separating the directory information release and the military release.

Please check your option.

_____ I am giving the school permission to release my child's name address and phone number to military recruiters.

_____ I am giving the school permission to release only my child's name and address to military recruiters.

_____ I am opting out of having my child's information released to military recruiters.

Please return this to the High School office. If we do not receive this letter back, we will assume that you are giving permission for us to release your child's information.

Any question call 417-476-2515

Student Name: _____

Student Signature: _____

Parent Signature: _____

STUDENT NAME: _____ GRADE: _____

1ST SEMESTER:

2ND SEMESTER:

1ST PERIOD: _____

2ND PERIOD: _____

3RD PERIOD: _____

4TH PERIOD: _____
5TH PERIOD: _____
6TH PERIOD: _____
7TH PERIOD: _____

1ST PERIOD: 8:00-8:58
2ND PERIOD: 9:02-10:00
3RD PERIOD: 10:04-11:02
4TH PERIOD: 11:06-12:35
5TH PERIOD: 12:39-1:37
6TH PERIOD: 1:41-2:39
7TH PERIOD: 2:43-3:41

Pierce City High School E-Mail Directory

| | | |
|--------------|------------------|--|
| Mrs. Adams | Music | badams@pcschools.net |
| Mr. Allen | Foreign Language | dallen@pcschools.net |
| Mr. Charles | Special Services | jcharles@pcschools.net |
| Mrs. Charles | History | ccharles@pcschools.net |

| | | |
|----------------|--------------|--|
| Mrs. Corbett | Library | pcorbett@pcschoools.net |
| Mr. Curry | History | bcurry@pcschoools.net |
| Ms. DeOrnellis | Ag | hdeornellis@pcschoools.net |
| Mr. Frey | Math | jfrey@pcschoools.net |
| Mr. Garner | Principal | sgarner@pcschoools.net |
| Mrs. Halfaker | English | jhalfaker@pcschoools.net |
| Ms. Hill | Science | chill@pcschoools.net |
| Mr. Hill | Business | zhill@pcschoools.net |
| Mr. Hocker | P.E. | bhocker@pcschoools.net |
| Mrs. Jelinek | Art | ljelinek@pcschoools.net |
| Mr. Kaiser | Ag | dkaiser@pcschoools.net |
| Ms. Lawrence | Secretary | klawrence@pcschoools.net |
| Ms. Nelson | Counselor | jnelson@pcschoools.net |
| Mrs. O'Hara | Food Service | cohara@pcschoools.net |
| Mrs. Parrigon | English | janparrigon@pcschoools.net |
| Mr. Pham | Math | apham@pcschoools.net |
| Ms. Pilcher | Science | mpilcher@pcschoools.net |
| Mr. Street | P.E. | mstreet@pcschoools.net |
| Mrs. Velten | Food Service | javelten@pcschoools.net |
| Mrs. Whitley | Business | kwhitley@pcschoools.net |