

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, by 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 PCMS.

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

* Our school song was written
by a former music teacher
at Pierce City-Margaret Dunton
from Arcadia, Kansas

School Colors: Green & White
School Emblem: American Eagle

ASBESTOS NOTICE

A notice regarding the presence of asbestos and any inspections, re-inspections, surveillance and response or post-response action taken is available in the superintendent's office

DISTRICT ACCOUNTABILITY

The board will maintain a program of accountability. A notice of the accountability objectives is on file in the superintendent's office.

SCHOOL RECORD

It is important that every student establish as good a record as possible while attending school. Your record become part of you and remains with you the rest of your life. The grades, conduct marks, attitudes displayed, test results and attendance records become a part of your permanent record and can never be changed.

SCHOOL DAY (New)

Students are not to be in any school building before 7:30a.m. or after 4:00p.m. unless involved in a supervised school activity. Students need to go to the cafeteria if they arrive before 8:00 a.m. 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 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. Students are provided with a school calendar and bell schedule.

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. Also the school information system will be utilized to call individual student homes in case of a school closing.

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

TRANSFER OF STUDENT

Students transferring from PCMS 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.

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 or teacher's request. Parents may also contact the counselor in regards to any issues they feel may be pertinent to their child's educational needs.

LOCKERS

Lockers will be assigned when students enroll. Students are to use only their assigned lockers throughout the year. Lockers are school property and are subject to search by administration. **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 but will need to give a copy of the key or combination to the office.

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. Parents have the right to inspect instructional material used as a part of the curriculum. 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 PCMS 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 for lost books.**
5. Students who allow the bindings on books to become ruined will be charged for rebinding of the books.

ATTENDANCE POLICY

It is the philosophy of this school that students need to be in regular attendance of all of their classes in order for learning to be maximized. The development of good attendance habits, prepare students to become responsible and competent employees/post-secondary students/service personnel and citizens. Through the cooperative efforts of parents and the school, each student will develop positive attendance habits and attitudes which will be helpful to his/her present and future endeavors. It is the feeling of the Board and District staff members that academic success is directly related to the amount of time spent in class, and there are valuable lessons that are lost when a student is not in attendance. Each student has the responsibility to contribute to the academic exchange that occurs in the classroom. When any student is absent, a loss occurs for the student. Also, fellow class members are deprived of this important aspect of the overall instruction. Students are encouraged to use absences as designed in the work place, for illness and family emergency.

Middle School Attendance Policy

*Any class missed more than six times per semester will result in the student being required to make up any hours beyond the six, during detention or tutoring. The student will be required to complete a time log which will be documented by the teacher. (For Example: if a student misses English six times a semester, any subsequent absence, they will be required to make up their time missed). Also, excessive absences will be reported to Juvenile services.*At the end of the year, any student that has not made up their hours will be required to attend summer school or face possible retention.

GRADING SYSTEM

4 = 94-100%	Academic Excellence
3 = 80-93%	Meeting the Standard
2 = 70-79%	Progressing toward the Standard
1= 69 & below	Area of Concern
N=	No Evidence

SUMMER SCHOOL

If a student has an "N" in a core class for a semester they will be required to attend summer school to avoid retention.

PROGRESS REPORTS

Progress reports will be sent to parents every five weeks. These notices are to inform parent's throughout the grading period.

REPORT CARDS

A student at PCMS will receive a grade on their report card at the end of each semester in each subject taken. School marks are affected particularly by attendance, preparation of assigned work, class participation, tests and citizenship.

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 extracurricular event. This also includes school-sponsored dances.

At the end of each 5 weeks report, any student with an N on their progress report will become ineligible to compete. If a student brings their grade up above an N at the reporting period they may regain their eligibility at that time.

Students may not have an N in ANY subject on their progress reports to recover eligibility. This documentation must be provided by the student to the building administrator in order for eligibility to be re-instated. Students may attend extra-curricular practices with approval of sponsor during their ineligibility. Ineligible students may not travel with their organization or represent them in any way until their eligibility is re-instated.

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. 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.
13. Schoolwork that will be missed because of a school activity should be made up prior to the activity.

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.

PEP ASSEMBLIES

PCMS 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.

ATHLETICS

The major sports at PCMS are volleyball, football, basketball, 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 PCMS 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 be promoted to the next grade or next higher level at the close of the preceding school year.
 3. 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 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. Law, in this situation, binds parents 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.

Students participating in activities during the day, at night, and weekends are still expected to park in the student lots.

STUDENT PLANNERS

Students who have business outside their regular classroom or hallways must have their planners signed by their teacher permitting them to leave. Teachers are not to permit students outside their classroom without a planner.

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. The school suggests that if a student is going to be absent three (3) or more days, parents contact that principal’s office (476-2842) and request homework.

TARDINESS

If you arrive late to school, you must report to the office for an admit slip. If you arrive late to class, your teacher will submit a detention slip to the office. All tardies are unexcused unless the office or a teacher has detained you. Be sure to ask for a slip signed

DRESS CODE

Pierce City Middle School expects student dress and grooming to be neat, clean and good taste, so that each student may share in promoting a positive, health 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. Hats, caps, chains, (at principal's discretion), gang related attire, or bandanas are not to be worn by boys or girls inside the school building or on school property. Letters on clothing that suggest vulgarity or advertise alcohol or tobacco products will not be permitted. **Clothing with holes or ripped and tattered jeans is prohibited.** All students must wear shoes, boots, or some other type of footwear. Hair color of unnatural color (ex. blue, green, purple, etc.) is not permitted.

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 will result in student being provided an alternate form of clothing or student will be sent home.

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. To function to everyone's satisfaction, including your own, common sense and self-control are usually all that is required. 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 PCMS. 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 3:10.

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 games and tape/CD players safely at home.
10. Keeping clean lockers and staying in assigned lockers.
11. Students are encouraged to secure their locker with a lock to avoid unnecessary loss of items.

SEXUAL HARASSMENT

PCMS 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.

SCHOOL PHOTOGRAPHS

During the course of the year your son/daughter may be photographed during instructional setting. If you are opposed please notify the school office.

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 gun, water pistols, bean shooters, sling shots, knives, hardballs, etc., if brought to school these items will be confiscated and not returned. Parents are requested to help children understand the necessity for such regulations. Students are not permitted to use cellular phones during class. Students are not permitted to use "walk-man" type radios, cell phones, pagers, tape players or walkie-talkies during class. Students are not allowed to bring containers of soda or other liquid refreshment, other than water in the building. Students are not allowed to chew gum during or after school while on school property.

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 s 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 of the student or student's parent.
 - b. Mental or psychological problems of the student or the student's family.
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incrimination 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.

3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instruments 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

NONDISCRIMINATION

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)

Pierce City School believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district

In keeping with the requirements of federal and state law, PCMS 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.

IMMUNIZATION 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, Tetanus, Poliomyelitis, Rubella, Measles and Mumps, Pertussis 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.

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. The district will periodically search lockers and other school property; drug-sniffing dogs may be used.

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.

STUDENT HEALTH SERVICE

Notice and procedures for opting out of any non-emergency invasive physical exam or screening administered by the district or its agent, not necessary to protect the immediate health or safety of the student or required as a condition of attendance is available in the superintendent's office. This notice does not apply to hearing, vision or scoliosis screenings or any physical exam or screening permitted under state law.

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 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 and physician's 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.

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 JGR)

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 must return with assignments completed in order to gain credit. Parents will be notified when the assignments will be available for them to pick up from the office.

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. This code includes, but is not limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement:

It is the policy of the Pierce City R-VI School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with the law.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy. In addition, the superintendent shall notify the appropriate division of juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access, to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with the law, any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the district supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property for his or her residence.

If a student violates the prohibitions in this section, her or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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: 1-10 in-school suspension, 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, 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.

Bullying and Cyberbullying (Board Policy JFCF)-

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.

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First Offense: 1-10 days in-school suspension, detention or 1-180 days out-of-school suspension.

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

3. **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.

4. **Cell Phones** Any student caught with a cell phone while in class will have the phone confiscated and brought to the office.

First Offense: Detention and phone will be confiscated until the end of the day.

Second Offense: Student will receive detention and parent must come to the office to claim cell phone.

Third Offense: Student will receive detention on Friday from 3:15 – 7:15 and parent must come to the office to claim cell phone.

5. **Dishonesty**- Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Nullification of forged document, detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.

6. **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, 1-10 days in-school suspension, 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.

7. **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 or 1-10 days in-school suspension, or 1-10 days out-of school suspension

Subsequent Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

8. **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, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.

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

9. **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.

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 202 of the Controlled Substances Act.

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

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

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

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

11. **False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports; communication a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation of closure of district property.

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

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

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

First Offense: 3 days of out-of school suspension and possible documentation in student's discipline record.

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

13. **Harassment, including Sexual Harassment (see Board Policy AC)**

- a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal

harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristics.

First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

- b. Unwelcomed physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: 1-10 days in-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, and 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 or stressful position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

Subsequent Offense: 1-180 days of 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, 1-10 days in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

- 17. **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**- Student s may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Second Offense: Confiscation, Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

18. **Sexual Activity**- Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Second Offense: detention, or in-school suspension, or 1-180 days out-of school suspension, or expulsion.

19. **Technology Misconduct (see Board policy EHB and regulation EHB-R)**

1. 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 tool,” or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. There is no privacy in the use of district computers or other technology.

First Offense: Restitution. Principle/Student conference, loss of user privileges, detention, or 1-10 days in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-10 days in-school suspension, 1-180 days out-of-school suspension or expulsion

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during instructional class.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, or in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1), or (2) above.

First Offense: Restitution. Principle/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-10 days in-school suspension, 1-180 days out-of-school suspension or expulsion

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, or in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Detention, 1-10 days in-school suspension, 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.

21. **Threats or Verbal Assault-**

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion

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

22. Tobacco –

- a. Possession of any tobacco products on district property, district transportation or at any district activity.

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

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

- b. Use of tobacco products district property, district transportation or at any school activity.

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

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

23. Truancy or Tardiness – Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

Subsequent Offense: Detention, in school suspension, or 3-10 days of out of school suspension, and removal from extracurricular activities.

24. Vandalism (see Board policy ECAB) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: 1-180 days in-school suspension, 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.

25. 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.

AFTER SCHOOL DETENTION

Student misbehavior at times requires punishment. For most instances of bad conduct on the part of students, a minimum of sixty 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 to attend an assigned after school detention, will result in Friday Night School or OSS.

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.

Excessive detentions could result in additional discipline at the principal's discretion.

DETENTION RULES

1. Detention begins promptly at 3:14 or designated time
2. Detention ends at 4:14
3. Bring something to read or work on
4. Students who do not attend, are late, or are removed from detention will be assigned Friday Night School.

IN SCHOOL SUSPENSION GUIDELINES

1. Students will report to the ISS room and be ready to begin by 8:15. If students are late for ISS they will remain standing for the day.
2. 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**.
3. When the 8:15 bell rings, students are to stand up and write a 300 word essay answering the following questions:
 - o Why are you in ISS?
 - o What could you have done to avoid ISS?
 - o What will you learn from ISS?
 - o Why are rules necessary in society?
4. 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.
5. 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.
6. 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.
7. 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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 will result in principal referral.

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 classroom discipline, such as zero credit, as well as discipline from the office.

I have read and understand the student handbook policies and procedures.			
Student Signature	Date	Parent/Guardian Signature	Date

Complaint Resolution Procedure

Missouri Department of Elementary & Secondary Education NCLB COMPLAINT

PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C.

Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible.

Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers

and other members of the general public, provided by the LEA, free of charge, if requested, and

7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. **Record.** Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. **Notification of LEA.** Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. **Report by LEA.** Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. **Verification.** Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s).

Verification will include direct contact with the complainant.

Appeals

Appeal to the SEA

1. **Record.** Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. **Investigation.** The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. **Hearing.** If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. **Record.** The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. **Decision.** The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. **Appeal.** The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. **Second Appeal.** An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

Randy Rook
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Missouri Department of Elementary & Secondary Education
573/751-3468 (phone) 573/526-6698 (fax)
<http://dese.mo.gov/divimprove/fedprog/grantmgmnt>

**SUCCESSFUL PCMS STUDENT
TOP 10 LIST**

BE AT SCHOOL EVERY DAY

HAVE A POSITIVE AND READY TO LEARN ATTITUDE

RESPECT OTHERS

ACCEPT RESPONSIBILITY FOR YOUR OWN ACTIONS

IF YOU DON'T UNDERSTAND SOMETHING—ASK

SET A REGULAR TIME TO STUDY AND READ EVERYDAY

BE PREPARED WITH BOOK, PENCIL, AND PAPER

BE ON TIME FOR CLASS

LISTEN TO INSTRUCTIONS CAREFULLY

KEEP TRYING—DON'T GIVE UP!