

Pleasant View R-VI



Student/Parent Handbook
2011-2012

Dear Parents and Students:

Pleasant View R-VI School welcomes you! We are excited to have you and your child/children here this year. Pleasant View R-VI has a reputation for being a high quality academic school, with dedicated staff members who work with parents to provide the best learning experience for all students. We are glad you and your student are a part of the Pleasant View R-VI School's fine tradition of learning. We are committed to building a solid foundation in the basic skills of reading, writing, language arts, mathematics along with content areas in science and social studies. Our curriculum and instructional practices build skills and thinking strategies that will empower students to be independent and successful throughout their lives. Just as important as building a strong academic foundation is the formation and strengthening of good citizenship. Students are encouraged to be responsible and be fully engaged in their own learning.

As parents, we welcome involvement in your child's education. I invite each of you to visit our school and your child's classroom, meet our staff and to participate in activities throughout the school year. Volunteers are welcome in the classrooms and at our various programs and activities. Contacts can be made through the classroom teacher or office to determine where and how your contributions could best benefit the class. We have an active and wonderful parent support group, Community Club. Because of the hard work of the Community Club, each student's education is enhanced beyond what even the school can provide. As educators we love to see the growth in learning that these wonderful students achieve during the course of a year. Our dedication is to further this growth and develop a full partnership with the home in doing so.

Encourage your student to give their very best effort at all times and to take responsibility for their own learning. Students will amaze themselves and their parents at what they can do with a positive learning attitude. Please take some time to read through the handbook and discuss the information with your child. The information contained in this handbook will help you and your student understand our programs and our expectations. If, after reviewing this booklet, you still have questions, please feel free to call the school for assistance or clarification.

My door is always open to both parents and students, and I welcome the opportunity to visit with you about our school. On behalf of the entire staff, I sincerely hope this will be a very successful year for your student. We look forward to a challenging and exciting year working with you as partners in your child's education.

Sincerely,

Tiffany Otto, Superintendent
Pleasant View R-VI School
(660) 359-3438

I have received a copy of the Pleasant View R-VI Parent/Student Handbook, and I understand the procedures and expectations apply to all students of the Pleasant View R-VI School. A student's grade card will be held until this form is signed and returned. Your cooperation is greatly appreciated.

Student(s) Name(s)

Student's Signature

Signature of Parent/Guardian

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Welcome to the Pleasant View R-VI School District.

District Mission Statement

The Pleasant View R-VI School District is committed to providing a successful educational experience for all students. As students leave Pleasant View R-VI, they shall have the skills, knowledge base, and ability to become productive, responsible citizens of society. Pleasant View R-VI students shall continue to be lifetime learners, able to apply acquired skills to communicate and achieve in an ever-changing world. (Refer to Board of Education Policy AD.)

Educational Beliefs/Vision

The Pleasant View R-VI School District believes:

1. That each child is an individual and that each child can learn.
2. That the educational process provides an opportunity for the maximum development of each individual child.
3. That in a democratic society, education must help the student realize worth as an individual and should lead to becoming a productive member of society. Strong emphasis must be placed upon democratic values that are important for an effective and satisfying personal and social life.
4. That the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of ability.
5. That parents/guardians have definite responsibilities in the educational program.
6. That the student has responsibilities in the educational program.
7. That the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of:
 - Communication Arts
 - Mathematics
 - Science
 - Social Studies
 - Health and Physical Education
 - Fine Arts

(Refer to Board of Education Policy AD.)

District Goals

To achieve the mission of the Pleasant View R-VI School District, the faculty and staff will:

1. Develop curriculums (lessons), which are implemented, monitored, and revised regularly to meet the needs of the students and community.
2. Provide resources that meet the needs of the students, faculty, and community.
3. Provide instruction that meets the needs of the individual student.
4. Provide a climate that is conducive to learning.
5. Encourage two-way communication between school, home, and community concerning curriculum, standards, policy, assessment, and achievement.
6. Establish and utilize an assessment (evaluation) plan that identifies needs of the students and community, the achievement of the students, and the success/failure of the curriculum and instruction.
7. Provide for the enhancement of student learning activities in addition to regular school curriculum and instruction such as field trips, yearbook clubs, and other special interests. (Refer to Board of Education Policy AD.)

District Philosophy

1. Every adult (certified, non-certified, or volunteer aide) has the responsibility for all students in the district.
2. Students are taught respect--respect for adults, for peers, for themselves, and for school property.
3. Students are provided with a hassle-free learning environment regardless of social standing, faults, habits, or other outside problems.
4. Students are taught social skills. These include, but are not limited to, accountability for actions, making informed decisions, and manners (speak to people you meet, "Good Morning," "Thank You.")
5. Students are expected to work to their ability and are held accountable for their schoolwork.
6. Students are encouraged to live a safe, responsible, and healthy lifestyle.
7. Students are encouraged to be good citizens.
8. Students are taught leadership skills, thinking on their feet, and a willingness to assume leadership roles.
9. Students are encouraged to develop a feeling of self-worth, they are important as individuals who can achieve. They are encouraged to be aware of "who they are." (Refer to Board of Education Policy AD.)

Community Club

The Pleasant View R-VI Community Club is an active parent-teacher-school support organization that urges all parents to participate in the partnership of helping every student to perform successfully. The Community Club meets quarterly throughout the school year. Direct communication between parents and the school is an integral part of the successful education of the children. The Community Club offers parents and teachers a quarterly forum to discuss the educational performance of the school and to provide suggestions to improve student performance. The Community Club also offers the students and staff additional support through projects, trips, purchases, and other financial support. The Community Club raises needed funds through concession stands at basketball games, a Missouri Day fundraising activity, and family donations. All parents and patrons are urged to become involved in the successful education of students enrolled at Pleasant View R-VI by active participation in the R-VI Community Club.

Attendance

Missouri Statue (RSMo. 167) mandates regular school attendance for youngsters between the ages of 5 and 17 years of age. The benefits of regular classroom instruction cannot entirely be regained when lost. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose. (Refer to Board of Education Policy JEA, JED.)

Before and After-School Activities

Students should not arrive at school any sooner than **7:30 a.m.** Students who arrive at school prior to 7:55 a.m. must remain in the cafeteria area until they are dismissed to their classroom. Students not riding the bus or participating in an extracurricular activity should be picked up at 3:30 p.m. at the front door of the school. Students are not to be in any other part of the building prior to 7:55 a.m. and after 3:30 p.m. unless they are under the direct supervision of a staff member.

Tardiness

We expect students to be in class ready to begin instruction by 8:00. Research indicates that time on task increases learning. We want to make sure that students get to school on time. What appears to be only a few minutes of tardiness adds up to hours and days over the course of the school year.

- 5 minutes a day equal 15 hours a year or about 3 school days
- 15 minutes a day equals 45 hours a year or about 9 school days

After 8:00 a.m. tardy **students must report to the office with their parent to check in** before going into their classroom. Parents who provide personal transportation are expected to have their child in school on time every day.

Kindergarten - 2nd Grade

1. After three (3) unexcused tardies in a quarter, the teacher will report the total to the office and the administrator will contact the parents.
2. Following the fourth unexcused tardy in the quarter the individual classroom teacher will oversee appropriate discipline and a conference will be held between the parents and the administrator.

3rd – 8th Grade

1. After three (3) unexcused tardies in a quarter, the teacher will report the total to the office and the administrator will contact the parents.
2. Following the fourth unexcused tardy in the quarter the student will receive a ½ day of in-school suspension and a conference will be held between the parents and the administrator.
3. For every four unexcused tardies per quarter after the fourth (8,12,16, etc.), the student will receive ½ day of in-school suspension. (Refer to Board of Education Policy JED.)

Absenteeism

Students who miss 10 or fewer days during a semester will be allowed to make-up work missed for full credit. Students who miss 11 or more days during a semester will not receive credit for make-up work missed beginning with the 11th day, but are required to complete work missed during their absence. Students may receive credit for a class **ONLY IF ALL REQUIRED WORK IS COMPLETED**.

A student may lose special privileges such as assemblies, programs, field trips, play days, or other events if excessive absences continue.

Illness requiring hospitalization or a prolonged stay at home will be considered as an exception to this policy and will be handled on an individual basis by the administrator.

Work due during all absences, regardless of reason, will be recorded a “0” until make-up work is completed. Students who are truant may not receive credit for work missed, but are required to complete all work missed during the truancy. Students will be allowed two days for each day absent to make up work missed.

Students must attend school the day of an event in which they intend to participate. If students are not present at least the last half of the day, they will not be allowed to attend the activity unless excused by the principal.

The Board of Education established a policy dated January 8, 1985, that absenteeism in excess of five (5) days per quarter could be used for the basis for retention. Parents will receive warning letters after the 7th absence and 10th total absence during a semester. (Refer to Board of Education Policy JED.)

Request for Excused Absence

In the event of a student's absence, the office and teachers are to receive written notification or phone call from the parent that the student will not be in attendance or the student must present a written note from the parent explaining the absence upon their return to school. Absence from school shall be excused by the administrator for such reasons as: personal illness, serious illness, death in the family, religious observances, and other situations judged legitimate. The administrator is given wide discretionary powers in deciding what constitutes a legitimate absence. The office should also be notified. Assignments will be listed on a "Make-Up Memo" (See appendix for form), which will be available from the office by 3:20 p.m. or earlier if requested. Parents will be notified of the total absences in a quarter and on the 10th absence. (Refer to Board of Education Policy JED.)

Leave Permits

Any time it becomes necessary for a student to leave the school grounds during the school day, the office and teacher(s) will be notified. The student should bring a note to the office and teacher(s) before school begins for the day or the parents should call the school as early in the day as possible. Teachers will be notified in advance of standing doctor or dentist appointments by the student and/or parent. In the case of a planned absence, all class work should be turned in to the teacher before the student leaves school. (Refer to Board of Education Policy JEDB.)

Breakfast/Lunch

The breakfast period starts at 7:40 a.m. and continues through 7:55 a.m. This program is provided for any child enrolled in the Pleasant View R-VI District preschool through eighth grade.

The lunch period will be closed which means that all students will eat a hot school lunch in the cafeteria or a sack lunch carried from home. Carbonated beverages are NOT permitted during the lunch period. Gum, soda pop, and candy are NOT allowed during school lunch time. Please do not include them in sack lunches. Microwave ovens are not available for student use and foods requiring heating should not be included in student-brought lunches. All students are responsible for cleaning up after eating. Extra milk is available by purchase.

Financial assistance for school breakfast/lunch is available where a need is established. An application for free and reduced lunches is made available to each family at the beginning of school or they may be obtained at a later date from the school office. These forms are confidential and do help the financial stability of the food service program for your children. Parents are strongly encouraged to complete these forms and return them to school as the District's Free and Reduced Lunch Count Information is used to provide financial support for several of the District's Federal Education Programs. (Refer to Board of Education Policy EFB.)

*Effective August 13, 1998, a charge of 1 ½% a month after 30 days delinquent will be applied to all lunch payments.

Immunizations

Maintaining a safe and healthy school environment requires the cooperation of every parent. Missouri Law prohibits school attendance by students who do not meet immunization guidelines. Only medical or religious exemptions will be permitted. All students attending school in the district shall be in compliance with state laws and regulations requiring immunization against DPT (diphtheria/ pertussis/tetanus), MMR (measles/mumps/rubella), polio, hepatitis B, and chicken pox (or proof of chicken pox disease). In addition, students attending preschool must also have had the Hib vaccine. (Refer to Board of Education Policy JHC, JHCB.)

Medications

Students are required to bring all medication and instructions for dispensing of medicine to the office upon their arrival at school. Parents are required to have the proper medication form on file with the school in order for the child to receive medication. Prescription and Non-prescription forms are available through the office. The school is NOT allowed to give either of the above types of medication without the signed permission form. (See appendix for form.) (Refer to Board of Education Policy JHCD.)

Contagious and Communicable Diseases

In compliance with Missouri school laws, a student SHALL NOT ATTEND school or school-sponsored activities while afflicted with any contagious or infectious disease, or while the possibility of disease transmission is still present, unless the Board or its designee has determined, based on medical evidence, that (a) the student is no longer infected or liable to transmit the disease; or (b) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. The school may require a child to be examined by a physician and may exclude the child from school as long as there is any danger of the disease being transmitted by the child.

Signs of contagious conditions are recognized and the exclusion of pupils from school will be determined on the basis of any of the following:

- 100 degrees of temperature or above
- Unidentified rash or skin eruption
- Red, inflamed eyes with thick mucous discharge
- Excessive sore throat
- Excessive stuffy or running nose, sneezing, tearing
- Persistent cough
- Unrelieved headache
- Nausea, vomiting
- Diarrhea, complaints of abdominal pain
- Unusual behavior, sleepiness, irritability, listlessness

*The Pleasant View R-VI District's Health Policy notes that students found having live head lice shall be sent home until use of medication has been proven effective or a doctor's signed clearance is presented to the office. (Refer to Board of Education Policy JHC, JHCC.)

Physical Examinations

The school district shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school. The medical certificate is valid for a period of one calendar year.

Student Data

Parents are required to provide the school with data concerning the students served. This information may include, but is not limited to, legal name, birthdate, immunization records or exemption certificate, birth certificate number, social security number, parent or guardian name, complete address, home and parent work phone, physician's name and phone, medical alert information, and other information as required by law. This information shall be readily available to appropriate school personnel, be accessible to the student's parents or legal guardians, or to the student, in accordance with the law, and shall be treated as confidential information. Parents should also notify the school if there are changes in their place of residency, phone number, place of employment, marital status, emergency contact person, etc. (Refer to Board of Education Policy JO.)

Directory Information

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name; parents' name; date and place of birth; grade level; bus assignment; enrollment status; participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

If a parent, guardian or guardian does not want the district to release the directory information, they must notify the district in writing within ten (10) days of receiving this handbook. Unless notified to the contrary in writing, the district may disclose any of those items designated as directory information without prior written consent. (Refer to Board of Education Policy JO.)

Parent Access to Student Records

All parents will have the right to inspect their child's education records as allowed by law. A "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. (Refer to Board of Education Policy JO.)

Grade Reporting

Grade cards are issued per quarter usually in October, January, March, and May. Mid-quarter grades are also sent home. Parents will have access to view their child's grades on the Lumen student information system and teachers will keep students informed of their progress. A district-wide parent/teacher conference will be scheduled at the end of the first quarter. Parents are encouraged to keep in touch with their child's teacher throughout the school year. Administrators and teachers are always willing to visit with parents concerning their student's school performance. Please call the student's classroom teacher(s) to make arrangements for a conference appointment. (Refer to Board of Education Policy IK.)

Extra-Curricular Eligibility Policy

Participation in student activities is a privilege and not a right. Therefore, students shall exhibit standards of behavior, which bring credit to the student, the activity, the school, and the community.

Extra-curricular activities shall be defined as those activities that take place before or after the regular school day--basketball, cheerleading, etc. Students participating in extra-curricular activities must maintain a C (-) average with no failures. A student's eligibility may be appealed to the administrator.

United States and Missouri Constitutions

Beginning no later than seventh grade, regular instruction in the United States and Missouri Constitutions, and American History and Institutions will be provided (as required by Section 170.011, RSMo) by the Pleasant View R-VI school district.

Promotion, Acceleration, and Retention of Students

Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration. (Refer to Board of Education Policy IKE.)

Guidelines for the Promotion/Retention of 5th - 8th Grade Students

Through the district's methods of student evaluation and parent/guardian/student/teacher communication, the district's guidelines are as follows:

1. Parents/guardians are to be informed regularly, at least four times a year, as to the progress their child is making in school.
2. Parents/guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows a noticeable or sudden change. Parents/guardians of a student with consistent under-achievement in a class will also be notified.
3. Insofar as possible, distinctions will be made between a student's attitude and academic performance.
4. At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.
5. When grades are given, the school staff will take care to explain the meaning of the marks and symbols to students and parents/guardians.
6. Grades will be recorded on a student's permanent record by quarters.
7. A student failing any 2 (two) quarters of a class(es) will be required to repeat the class to earn the appropriate credit before being promoted to the next higher grade. Credit may be earned by repeating the entire school year or through an Individualized Academic Plan (IAP). This determination will be made in the best educational interest of the student involved and will be made on a student-by-student basis. The final decision, however, will rest with the school administration.

(Refer to Board of Education Policy IKE.)

School Closings for Inclement Weather

In case of bad weather, school dismissals or cancellations will be broadcast over the local radio station, KTTN and on the tv station KCTV 5. Parents may also sign up for Community Connection at <http://www.onlinefarmersbank.com>, sponsored by Farmers Bank of Northern Missouri to receive important, community-related information sent as text messages directly to your mobile phone, wireless PDA or page. Morning announcements will usually be made by 6:00 a.m. or as soon as possible during the school day. Parents should contact the school if special instructions for your child are to be followed on days of early dismissal.

Civil Disaster and Fire Instructions

Fire, tornado, and earthquake drills are designed to acquaint students with the safety measure appropriate for each concern. These will be scheduled at regular intervals as required by law and are an important safety precaution. The procedures to be followed in each of these situations are posted in each classroom. Please acquaint yourself with these instructions and discuss the importance of such drills with your children. While visiting the school please note these areas for your own reference. (Refer to Board of Education Policy EBC.)

Visitors Report to the Office

All visitors to the school must report to the school office upon entering the building. For the safety of the other children, the office must know who is in the building at all times, who is picking up children, and who is visiting in the classrooms. If you need to pick up your child prior to the regular dismissal time, please come to the office first. No students will be dismissed without the request coming through the office. (Refer to Board of Education Policy JEDB, KK.)

Loitering

The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the district premises upon request, the superintendent, building principal or designee may contact the proper legal authorities or file a complaint on behalf of the district. (Refer to Board of Education Policy KK.)

Musical Devices, Cell Phones, Pagers, etc...

Ipods, MP3 players, radios, CD players, tape recorders and other musical devices are not allowed in school for any reason unless the principal gives approval in advance. Such devices will be confiscated and kept in the office if students fail to secure approval of their usage in advance.

Students are not permitted to possess a Cell Phone, Beeper, Pager, Text Messenger, or other Telecommunication Device on school property at any time. Those in violation of this policy will have their devices confiscated by the building principal.

Student Phone Use

Students should plan well enough in advance that telephone calls will not be necessary during the school day unless an emergency situation occurs. Students will be allowed to use the telephones located in their individual classrooms with the permission of their supervising teacher. The teacher may ask the purpose of the telephone call before giving or denying permission.

Lost and Found

Lost and found items are kept in the office. Students who find items that have been left unattended should turn them into a staff member. Students who lose personal belongings should check the lost and found. Items turned in that are labeled with a student's name will be returned as soon as possible. Items not claimed after two weeks will be disposed of or donated to charity.

Protection of Private Property

The chances of losing personal property can be reduced by using common sense and by being careful. It is suggested that students;

1. Bring to school only those items that are necessary for school.
2. Leave valuables at home.
3. Carry only the amount of money needed at school.
4. Leave coats, caps, etc. in their designated area
5. Write their name in all textbooks, notebooks, etc.
6. Mark gym shoes, coats, etc. with name.
7. Keep personal items on your person when in classes and at lunch.

Care and Use of School Property

Students who willfully deface or destroy school property will face disciplinary action and shall make complete restitution. (Refer to Board of Education Policy JG-R.)

Library Regulations

The library will be a place for quiet study and reading. Reading, preparing lessons, book reports, catching up on newspapers and magazines, and even some private thinking are all activities that belong in the library.

The library is open for use from 8:00 a.m. to 3:30 p.m., although a staff member may not be present. Students may use the library during the day when permission is obtained from their classroom teacher. Library classes are regularly scheduled in the library every week for all classes kindergarten through eighth grade. This library class is for instruction, quiet reading, studying, and lesson preparation.

Books may be checked out for two weeks and may be renewed. All books must be checked out if they are taken from the library. Students are responsible for the care of the materials they check out and/or use. If materials are lost or damaged, the student who is responsible may be charged for their replacement. We emphasize

student responsibility not parent responsibility for all grades. Students may check out two books one of which is at a reading level that is appropriate for the student to read independently. The other book may be a “read to me” book.

It is responsible and courteous to care for all library materials so others may also enjoy their use. Students are advised of library procedures and they are trusted to observe these procedures whether a staff member is present or not. (Refer to Board of Education Policy IIAC.)

Textbooks

All textbooks will be furnished by the school district. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

New book to one year old	-----100% of replacement cost
Two-year old book	-----80% of replacement cost
Three-year old book	-----60% of replacement cost
Four-year old book	-----40% of replacement cost
Five or more years old	-----20% of replacement cost

Field Trips

Field trips may be scheduled at various times throughout the school year. These trips are designed to supplement various aspects of the classroom curriculum and to introduce students to various educational experiences. Parents are required to return, by the deadline stated, a signed permission slip prior to each trip giving approval for their child to participate. **NO TELEPHONE CALLS FOR PERMISSION WILL BE ACCEPTED.** All rules and regulations affecting students at school shall apply to students on any school-sponsored trip. Adult/parent supervision will be determined on a trip-by-trip basis by the supervising teacher(s) and the administration. All extended trips will be approved by the administration and Board of Education.

Recess

The Pleasant View R-VI School believes that fresh air and exercise are necessary for children to perform successfully. All pupils are scheduled P.E./recess periods each day on the playground, or, in case of extreme inclement weather, in their room or gymnasium.

Parents are reminded to dress children so they are prepared to go outside for recess during cold weather. Parents who do not wish for their child to go outside for recess due to illness or injury should send that request in writing. The note should specify the reason for the child’s exclusion from recess and the day(s) the child is to remain inside. This is for the purpose of recovering from an illness or injury only. All children are required to participate in P.E. unless they are ill or injured. Students who request not to participate in recess for an extended period may be required to present a physician’s statement.

Note: Due to the Pleasant View R-VI Recess Policy, no student shall lose more than one recess on any given school day unless deemed appropriate by the classroom teacher and / or the district administrator. (Refer to Board of Education Policy JG.)

Bus Transportation

The laws of the state of Missouri authorize the Board of Education to provide or furnish transportation for pupils living more than one mile from the school. School bus capacities are rated at three persons per seat.

The laws of Missouri empower the school district to establish regulations relative to school bus transportation. Buses carrying school children will be considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his or her right to school bus transportation suspended for such period of time as deemed proper by the administrator.

Transportation for participants on school-sponsored trips and competitive activities shall be by bus to and from the event or other properly insured vehicle. Students are representing the school and must travel by means provided. There must be a faculty representative in each bus or other authorized vehicle. Parents are required to sign a release form if a child is not riding the bus back to the school following a school-sponsored trip or competitive activity. The same rules and regulations governing student behavior while at school apply to those riding school buses. (Refer to Board of Education Policy EEA, JG-R.)

Transportation is offered only to students enrolled in the Pleasant View R-VI School and to high school students who reside in the Pleasant View R-VI school district and are attending the board designated high school which the district transports to, currently this is the Trenton R-XI High School.

Bus Conduct

While state law requires the district to provide bus transportation for certain eligible students, it does not relieve parents or students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

In view of the fact that a school bus is an extension of the classroom, the Board of Education shall require pupils to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The Board of Education has the authority to deny transportation to those who refuse to cooperate with the driver or who may endanger others.

Bus drivers are to assume control of all students while they are being transported, requiring from them respectable and orderly behavior. Drivers are to pay particular attention to the care and protection of the younger students. Continued disorderly conduct will be reported.

Bus drivers are in control of the bus in the same manner as a teacher in the classroom and are empowered to discipline students within limits as established by law. Drivers are empowered to assign seats and ask students to move, if in the driver's judgment it is best for all concerned. In emergency situations, requiring drastic action, the driver may stop the bus and contact the administrator by radio or by sending a responsible pupil or adult to notify the district administrator or school secretary whom in turn may call parents to pick up their children. In the event parents cannot be reached or refuse to the request, the county sheriff will be notified. In severe cases, the driver may notify the student that they cannot ride the next day. In such cases the administrator will be notified immediately by phone or radio. If the driver's decision is upheld by the administrator, the parents will be notified by phone and a conference arranged.

First Offense: the driver is to file a Bus Conduct Report within 24 hours with the district administrator and furnish the student with a copy at the time of the conference.

Second Offense: a conference between the student, driver, and administrator will be held. Following the conference, a written response from the administrator is to be sent to the student's parents or

guardians with a copy placed in the student's file.

The administrator has the power of suspension of bus riding privileges for up to 10 days. Following suspensions, parents or guardians will be required to attend a parent conference with the administrator before the student is reinstated on the bus. Children who become a threat to the safety of others will have their riding privilege suspended or revoked. In severe cases, the first set of consequences may be bypassed and the student may be suspended immediately. The Board of Education may revoke a student's riding privileges permanently if necessary. (Refer to Board of Education Policy EEA, JGF, JG-R.)

Bus Regulations

The local administration has a measure of responsibility in training pupils to be good bus passengers and observing certain rules for good discipline and safety. The following regulations for pupil safety will serve as a guide.

1. The driver is in charge of the pupils and the bus. Students must obey the driver promptly and courteously.
2. Students should avoid loud noises, arguments, or other behaviors that would distract the driver.
3. Students must be on time; the bus will not wait beyond its regular schedule for those who are tardy.
4. Students should never stand in the roadway while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by students while riding in the bus. Students should remain seated and facing forward at all times riding the bus.
7. Students must not at any time extend arms or head, or throw objects out of the bus windows.
8. Gum, soda pop, and candy are NOT allowed on the bus.
9. Students must not try to get on or off the bus, or move about within the bus, while the bus is in motion.
10. Students must observe the directions of the driver when leaving the bus.
11. Any damage to the bus should be reported at once to the driver.

*If a student is **not** riding the bus, the parent is asked to contact the school by 6:00 a.m. on that day (660-359-3438 ex #26). This will allow the driver to know ahead of time and to avoid unnecessary stops for safety concerns. (Refer to Board of Education Policy EEA, JG-R.)

Proper School Dress and Appearance

Student appearance and neatness are a direct reflection not only upon each student but also upon our school district. Students who take pride in their appearance also take pride in themselves. The primary purpose of dress requirements is to insure that improperly dressed students do not detract from the learning environment and that appropriate clothing is worn. Improperly dressed students will be asked to change clothing (put on school sweatshirt and/or pants), confined to a designated area for the school day, and/or issued detention or in-school suspension. Formal education is a serious matter. The attire students wear should not suggest an indifferent or frivolous attitude toward school life. Any clothing or manner of dress drawing undue attention to the student will not be accepted.

Styles and type of clothing change from time to time. The school recognizes this fact and will make allowances for such changes within limitations. The teachers and administration will determine the limits. (Dress that materially disrupts the educational mission of the school or promotes the use of drugs, alcohol, tobacco or criminal or sexual activity will be prohibited). If a teacher feels that a student's dress is provocative or inappropriate, the student may be referred to the office. The administration will then determine the appropriate action to be taken with the student.

The following guidelines are to be followed:

- Students are to wear their own clothes and not exchange with students.
- All students must wear shoes, boots or other types of footwear.
- Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- Extremely oversized and baggy clothes should not be worn.
- Halter tops, tube tops, open back shirts, “spaghetti strap” tops (shirts with straps less than 1 inch wide), shoulder-cut tank tops, and shirts open on the sides are not to be worn.
- Bare midriffs are not allowed. Blouse and/or shirt length must be worn so that the bottom of the blouse or shirt comes to the top of the pants.
- Pants must be worn at normal waist height.
- "Net" shirts and shirts with large openings around the arms are not to be worn unless it is over other suitable clothing.
- Spandex pants (clothing) can only be worn underneath other suitable clothing.
- Clothing which permits visibility of under garments is not to be worn.
- Hats, bandannas, sunglasses or other forms of headgear are not to be worn at any time.
- Chains and chains attached to wallets are not allowed.
- Piercing is permitted to be visible only on the ears and clothing at all times must cover tattoos.
- Hair, regardless of style, must be kept clean and neat and not interfere with the student’s work or bring undue attention to themselves.
- Adherence to the student dress code is mandatory unless the principal designates a special day or occasion to promote school spirit and/or improve school climate (e.g., “spirit day”, a special ceremony, etc.).

Any extra-curricular group may require a more stringent dress code, and students wishing to participate will abide by the code for that sport or activity.

Additions or modifications regarding the student dress code may be made at the discretion of the principal.

Students who come to school dressed inappropriately will be sent to the office to either call home for clothes or to wear something provided by the office.

Student Code of Conduct

The Pleasant View R-VI School District is committed to providing a successful educational experience for all students. It is our belief that successful education is best achieved in a supportive environment where students have a set of rights and their related responsibilities. To ensure that students understand these rights and responsibilities, the school publishes this Student Code of Conduct

All students have the right to:

- Be treated with courtesy, kindness, and respect.
- Work and play in an atmosphere of harmony and cooperation.
- Feel secure and safe in a caring and supportive environment.
- Be valued for their individuality, including that of race, gender, cultural, physical or intellectual diversity.

The following responsibilities support these rights:

- Treat others with courtesy, kindness and respect.
- Model and support school rules.
- Develop responsibility for your own actions.

- Value others for their individual differences.
- Work to achieve your personal best.
- Learn about leadership and strive to be a leader.

The rights and responsibilities are best fostered by following these General School Rules.

General School Expectations

1. Act in a friendly and respectful manner toward all.
2. Complete all schoolwork in a prompt and thorough manner.
3. Follow all rules for good conduct on bus, school grounds, in classrooms, in hallways, cafeteria, and school sponsored activities.
4. Obey all staff members promptly and willingly.
5. Keep hands, feet and objects to yourself.
6. Show respect for school property and all personal property.
7. Demonstrate honesty in your words, actions, and school work.
8. Solve problems and settle conflicts so that everyone wins.
9. Dress in good taste for a learning environment.
10. Do not use tobacco in any form, alcohol, or other illegal drugs at anytime on school property or at school sponsored activities.
11. Do not bring weapons or any devices used to intimidate or inflict physical harm to another person to school or to school sponsored activities.

Note: In addition to the General School Rules, the Board of Education of the Pleasant View R-VI School District has adopted the following policy regarding student discipline. (See Policy JG-R)

Corrective Actions for Misbehavior

Although each class has their specific corrective actions, the following are general in nature and more directed toward 5th – 8th grade. Each student is provided with specific corrective action steps from their teachers.

- | | |
|------------------------------|---|
| 1 st Disruption - | Reminder issued |
| 2 nd Disruption - | Work away from group and/or loss of recess time |
| 3 rd Disruption - | Work away from group and/or loss of recess time and/or stay in class after the bell rings |
| 4 th Disruption - | Work away from group and/or loss of recess time and/or stay in class after the bell rings and/or write in behavior journal and call parents |
| 5 th Disruption - | Loss of class reward (ex. movie party), and/or send to principal |

NOTE: In cases of severe misbehavior, the student loses the right to proceed through the hierarchy of corrective actions and will be removed immediately from the classroom.

(Refer to Board of Education Policy JG.)

Note: Due to the Pleasant View R-VI Recess Policy, no student shall lose more than one recess on any given school day unless deemed appropriate by the classroom teacher and / or the district administrator.

(Refer to Board of Education Policy JG.)

Classroom Discipline Plans

All teachers will have a classroom discipline plan based on the age and grade level of the students. This shall be approved by the district administrator and posted in the classroom. (Refer to Board of Education Policy JG.)

Administrator's Discipline Plan

Most discipline will be handled by the teacher, but in more serious or habitual cases where the student has been sent or is brought to the administrator, the following consequences will apply.

- 1st referral - The Administrator will counsel child about behavior and possible in-school suspension - Parent contacted.
- 2nd referral - In-school suspension 1-3 days - and parent / administrator conference.
- 3rd referral - In-school suspension for up to 3-10 days.
- 4th referral - Out-of-school suspension as assigned by administrator and/or any additional consequences as assigned by the administrator.
- 5th referral - Out-of-school suspension or expulsion by Board of Education. (Refer to Board of Education Policy JG, JGB, JGD.)

Due Process

A student has a right to an education and any disciplinary measure which deprives him/her of this right must be applied with great discretion. The student has responsibilities that are inseparable from and inherent to his/her rights. One of the most important responsibilities is obedience of a school policy or guideline. Suspension or expulsion are measures which may be used as a last resort in the discipline of students. Administrative personnel will use all other procedures, techniques, and resources at their disposal before suspending students. Prior to any out of school suspension or expulsions a student shall receive oral or written notification of the charge against him/her, shall have the right to an explanation of the evidence supporting the charge, and an opportunity to present his/her side of the story. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school provided that, as soon as practicable thereafter, the student shall be informed of the nature of the charge against him/her, the evidence supporting it, and be given the opportunity to present his/her side of the story and the parent is contacted. (Refer to Board of Education Policy JGE, JGD.)

In-School Suspension

In-school suspension (ISS) is an intermediary step before suspension from school. Usually a student will be assigned to ISS for one day but may receive up to five consecutive days. A student assigned to ISS will report to the office on arrival at school, will do his/her class work in the ISS room during the school day and will be dismissed directly to the bus after school. There is no opportunity for socialization with others. Class work completed in ISS earns full credit.

A student may be assigned to ISS for any of the following reasons: incomplete daily assignments, failure to stay for a study lab, chronic misbehavior in class, truancy, chronic tardiness to class, insubordination (refusal to cooperate with a staff member), scuffling/fighting, disrupting a class, theft, failure to complete a punishment assignment and any other offence where ISS is deemed necessary by the school administration.

If a student is assigned to ISS and is uncooperative while in ISS, he/she may be subject to an extension of the time to be served and/or a suspension from school.

Short-Term Suspension

The administrator of the school in accordance with the policies of the Board of Education shall have the right to suspend temporarily, for cause, for a period of up to 180 school days, any student in the school under his/her direction.

The primary purposes for a suspension from school are to protect the learning environment and to change behavior. In most cases a suspension from school is a last resort. Students who are suspended from school do not earn credit for assignments made on a suspension day.

Offenses for which a student may be suspended from school include: chronic misbehavior in class, insubordination (refusal to cooperate with a staff member), possession of tobacco, alcohol, or drugs. distributing or selling tobacco, alcohol, or drugs, being under the influence of alcohol or drugs, sexual harassment, bringing a weapon to school, using a weapon, fighting, vandalism, theft, chronic tardiness or truancy, indecent behavior, verbal or physical harassment of students or staff members, disrespect toward a staff member, any physical abuse of a staff member, disrupting the learning environment, possession of or use of an explosive device, unacceptable language and any other offence where short-term suspension is deemed necessary by the school administration.. A serious offense may result in a request for a long-term suspension.

Before suspending a student, the administrator must tell the student, either orally or in writing, what misconduct he/she is accused of; if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his/her version of the incident. A student whose presence in school poses a continuing danger to persons or property or an on-going threat of disrupting the academic process may be immediately removed from school provided that, as soon as practicable thereafter, the student shall be informed of the nature of the charge against him/her and the evidence supporting it and be given the opportunity to present his/her side of the story. In extreme cases such as this, a 90-day suspension may be implemented. (Refer to Board of Education Policy JGD.)

Long-Term Suspension: Expulsion

Suspension for more than one hundred eighty (180) days may be made by the Board of Education. (Refer to Board of Education Policy JGD.)

“Study Lab” 5th, 6th, 7th, and 8th Grades

The “Study Lab” program is used to isolate on a short-term basis those students who are failing to make social or academic adjustments.

Specific Objectives:

- A. To keep students in school in a restricted learning environment while in suspension.
- B. To modify unacceptable behavior.
- C. To provide academic instruction to the student while he is being disciplined.
- D. To allow reinstatement to the regular classroom after an adjustment period.
- E. To reduce out-of-school suspension.

Study Lab Regulations

- A. The first time a student comes to class with an incomplete assignment, he/she receives a warning of the following consequences.
- B. The second time for an incomplete assignment from the same class he/she will be assigned not more than (1) recess period.
- C. The third time earns one day in the “study lab”, which will meet after school from 3:30 to 4:30 p.m.

5th and 6th Grade

- D. The fourth time earns one (1) additional day in the “study lab”.
- E. Further assignment infractions will result in the student being placed in the “study lab” for one (1) additional day.

7th and 8th Grade

- D. The fourth time earns three (3) days in the “study lab”.
- E. Further assignment infractions will result in the student being placed in the “study lab” for (5) days.
- F. Further assignment infraction will result in the student being placed in ISS (in-school suspension) for a minimum of one day. If the student had previously been assigned to ISS during the current quarter he/she would be assigned time according to the schedule. *ISS - students will be placed in an isolated area but will be supervised by instructional staff.
- G. Study labs are assigned from classes on an individual class basis rather than collectively.
- H. Students assigned to study lab will report by 3:30 p.m. with all study materials prepared to study until 4:30 p.m. If none is brought, study materials will be provided by the supervisor.
- I. Students will meet in the study lab the day following the assigning unless arrangements are otherwise made with the teacher assigning the study lab.
- J. Failure to comply with the above guide will result in the student being placed in ISS.
- K. After a student has been assigned to the study lab repeatedly and ISS and then returns to regular classes and fails to have an assignment completed he/she will be assigned one study lab, omitting the warning step and step B of these regulations.
- L. Students whose parents are unable or unwilling to provide transportation after study lab, will be assigned to ISS, at the rate of 1/2 day for each assigned study lab. (Refer to Board of Education Policy JGB.)

Gum

There is to be no gum in the school building or on school buses.

Tobacco

To promote the health and safety of all students and staff, and to promote the cleanliness of the facilities, the Pleasant View R-VI School District bans the use of all tobacco products in all school facilities, buildings, and school transportation. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This ban extends to all employees, students, and patrons attending school-sponsored events and/or meetings, as well as to individuals and/or groups renting or using the school district buildings. (Refer to Board of Education Policy AH)

Interview at School by Law Enforcement Agencies, or Officials

1. School children will be released by the administrator if such a request is made by the Juvenile Officer or other law enforcement officials.
2. The administrator ordinarily will make reasonable efforts to notify the student's parents/guardians prior to the interview, however, if the interviewer has a valid or legal objection to the notification, parents will not be notified.
3. The law enforcement official(s) will be permitted to question students in the school privately, or with the district administrator or designee being present.
4. Child abuse and neglect cases shall be conducted by the Division of Family Services. Upon obtaining proper identification, the administrator shall permit the investigating authority to conduct the interview only with the district administrator or designee present. The parents shall be contacted either by the law enforcement agency or the school. (Refer to Board of Education Policy JFG.)

Corporal Punishment

No person employed by or volunteering on behalf of the Pleasant View R-VI School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. (Refer to Board of Education Policy JGA.)

Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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, any aggravated circumstance of any offense, or any 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 necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a school 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 Pleasant View 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 law. A list of crimes the district is required to report is included in policy JGF. 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 the 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.

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 must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

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

Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

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

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

Automobile/Vehicle Misuse - Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) - Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

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

Bus or Transportation Misconduct (see Board policy JFCC) - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

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

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances 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(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances 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(c) of the Controlled Substances Act.

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

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

Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

Fighting (see also, "Assault") - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

Gambling - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harrassment, including Sexual Harassment (see Board policy AC)

1. 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 characteristic.

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

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

2. Unwelcome 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: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Hazing (see Board policy JFCF) - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the 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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

Incendiary Devices or Fireworks - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

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

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students 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.

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

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, in-school suspension, or 1-180 days out-of-school suspension.

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 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 the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

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

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

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

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

Theft - Theft, attempted theft or knowing possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Tobacco

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

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

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on district property, district transportation or at any district activity.

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

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) - Absence from school without the knowledge and consent of parents/guardians and 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, or 1-3 days in-school suspension.

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

Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

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

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

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

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

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

2. 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(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

SAFE SCHOOLS ACT

The Safe Schools Act passed by the Missouri Legislature in 1996, requires school administrators to report to the appropriate law enforcement agency any student who commits an act of school violence, distributes drugs on school premises, or possesses weapons on school premises. The Safe Schools Act has other provisions designed to create a safe school environment for students and school employees.

Sexual Harassment or Indecent Conduct

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of Pleasant View R-VI School District to maintain a learning and working environment that is free from sexual harassment. Examples of harassment may include, but are not limited to the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling clothes, students "making out" on school premises;
2. Unwanted sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is abnormal for enrolling in the class.
4. Purposely limiting or denying student's access to educational resources because of their gender.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal. If the student's building principal is not of the same sex as the student, or the student for any reason would prefer to report the student's concern to another adult within the school district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Consequences: Consequences will be determined on a case-by-case basis. It is the policy that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely.

Many problems can be solved by a meeting with the parties and principal. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment then the alleged victim should file a signed written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted.

Nondiscrimination Notice

The Pleasant View R-VI School District believes in the right of every student to receive equal opportunities in all education programs and activities conducted by the school district. It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color national origin, or organizational memberships. This policy will prevail in all matters concerning the staff, the students the public, the educational programs and services of the district and individuals with whom the board does business. If you have any questions regarding compliance with Title IX, please contact the Chief Administrative Officer, 128 Southeast 20th Street, Trenton, MO 64683, 816-359-3438. (Refer to Board of Education Policy AC.)

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected

of having a disability and in need of special education even though they are advancing from grade to grade. The local school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific: learning disabilities, speech or language impairment, traumatic: brain injury, visual impairment/blindness and young mild with a developmental delay.

The local school district assures that it will provide informational and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The local school district has developed a local Compliance Plan for the implementation of State Regulations for the individuals with Disabilities Education Act: (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). If you wish to review these plans, please contact your local school district for the time and location for the review process.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school please contact the Director of Special Education at your local school district.

This notice will be provided in native languages as appropriate.

Change of Procedure

In our efforts throughout the years to provide safety in coming to and leaving school, we have requested a note from the parent any time the student is going somewhere other than where he/she would go normally. This would include:

- * someone picking up children for birthday parties, 4-H meetings or other group activities.
- * someone other than the parents or legal guardians picking up the child from school.
- * the child leaving with a staff member
- * the child leaving early from school with someone other than the parents or legal guardians.
- * riding the bus to a different location other than the normal one (even if for a 4-H project meeting or birthday party, etc.).

This becomes more important as we approach the season of snowstorms and early school dismissals. In the past due to snow or ice, we have had to deliver children home in emergency-type weather. We want to be sure that the student is delivered where the parent expects them to be. For the safety of our students, this small inconvenience for parents is a necessity.

If for ANY REASON, the normal routine is to be changed, please send a note to the office with your signature. This information must be in writing, phone calls shall be honored only if the caller can be positively identified as the student's parent or guardian. The district will release a student to either parent unless the district has a valid court order directing otherwise. It is for the protection and safety of your children that we request this information. Your cooperation is greatly appreciated. (Refer to Board of Education Policy JEDB.)

Special Notice

You as a parent, or legal guardian, have the right to inspect any educational records relating to your child. You also have the right to request that those records are on file in the school office. Records will be destroyed in compliance with state regulations. Parents of students attending a school receiving Title I funds may request information regarding the professional qualifications of the students classroom teacher

The goal of the Pleasant View R-VI School District census program is to locate and report all handicapped and severely handicapped children, between the ages of birth through twenty (20) years of age. The School District will insure that personally identifiable information will be kept confidential, and will inform the public of the access rights of parents to personally identifiable data pertaining to their children. (Refer to Board of Education Policy JO-R.)

Resolution of Conflict

When people are together differences will always arise. We request that you first try to resolve your differences with the individual. If the problem still exists, the district chain of command must be utilized. The problem is addressed in the following order: staff, administrator, and then the Board of Education unless the problem is resolved. Remember we are all working together to give your child the best education possible.

Cheerleading Policy

All seventh (7th) and eighth (8) students attending Pleasant View R-VI will be invited to become a cheerleader. Each will be responsible for his/her uniform that will consist of:

1. District cheerleading top and skirt
3. Black or blue briefs and tights (for girls)
4. White socks
5. White low top tennis shoes

Cheerleaders will cheer at all 7th and 8th grade games and all 5th and 6th grade games, with the inclusion of any interested 6th grade students.. They will be courteous and cheerful at all times, considerate of all team members, coaches, and referees, be organized, and hospitable to all guests in our school. They will promote school spirit and represent our school proudly. The school's conduct rules shall be observed for all cheerleading activities.

The cheerleader will:

1. Be cheerful, poised, and show good sportsmanship at all times.
2. Cheerfully accept the decisions of the sponsor.
3. Keep clothing, hair and shoes neat at all times. (If wearing makeup, wear it lightly and neatly. For safety, do not wear necklaces or dangling earrings. No chewing gum or candy.)
4. Be on the line before the buzzer rings and the game begins or resumes and remain on the line until the play is over. Stay inside the school building at all times.

5. Attend all practices and events. Excuses will be granted upon parental request as long as it is not in excess (to be determined by sponsor).
6. Provide a parent's signed and dated note if the cheerleader is not riding the bus from the game, or if someone other than the parent is picking student up from a practice or a game. (Refer to "Bus Transportation" pages 11 & 12)

If a cheerleader fails to comply with these rules they will be required to sit beside the sponsor, district administrator, or parent for the remainder of the game. If continuous behavior persists they may be removed from the squad.

The sponsor(s) will strive for all practice sessions to be safe; however, the sponsor(s) cannot be responsible for injuries to any child.

Parent / Student Handbook Revisions

Sections of the Pleasant View R-VI Parent / Student Handbook may be revised at any time during the school year. Revisions to the handbook will be made with school board approval or to maintain conformity with newly adopted or revised school board policies. The Pleasant View R-VI school administrator is responsible for making such modifications.

Standard Complaint Resolution Procedure For No Child Left Behind Act Program

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.

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.

District Student Financial Accounts

The school very much appreciates the cooperation of the vast majority of parents or account holders who pay school student accounts promptly. In fairness to them, the school board has instituted a firm policy towards those who do not pay on time.

Breakfast, Lunch, Extra Milk

The Pleasant View R-VI school board supports the school lunch and breakfast program. In accordance with the provisions of the school breakfast and lunch program, administrators will inform and assist families in making use of all lunch payment options permitted by board policy. Parents or guardians will be given advance information annually regarding the school lunch program. Free lunches and reduced price lunches are available for those students who qualify under federal guidelines.

Parents are encouraged to prepay their student's meal accounts. For parents that want to maintain a positive balance in their accounts, a minimum of approximately \$25 for breakfast, \$45 for lunch, and \$7 for one extra milk (total of \$77) per student would need to be paid to take care of one month's worth of charges.

Parents are the responsible party to see that all payments are properly made. Prompt payment of lunch/breakfast/milk fees is important to maintaining the quality of our lunch/breakfast program.

School Breakfast and Lunch Procedures

Account statements are sent home by the **17th** of each month.

All accounts with a balance due are due *in full* by the **7th** of each month. After the **7th** of each month a 1.5% late fee penalty will be assessed to all overdue account balances.

Parents that continue to have an account balance due after the **7th** will again be notified in writing so as to have an opportunity to bring the account back to a positive balance. The notice will be accompanied by a student statement report and an application for free or reduced lunch benefits.

If the account continues to have a balance due after the **14th** of the month the student will not be denied lunch, but will receive lunch from a modified menu consisting of a sandwich, milk, and proper accompaniments. Students will be called to the office to see if they brought lunch payments. If no payments are brought students will be informed that they need to go to the back of the lunch line where they will receive a modified lunch. The cost of these modified lunch meals will continue to accrue to the student's account.

These procedures are intended to prevent a student from having an alternative lunch served to them. By working together, hopefully we can allow the student to continue to have a positive experience at lunch.

The costs for meals for the 2011-2012 school year are as follows:

Breakfast PK-8	\$1.30 per meal
Lunch PK-8	\$2.00 per meal
Extra Milk	\$.30 per carton (breakfast and lunch include one carton of milk)

Please deliver or mail payments to Pleasant View R-VI School, 128 SE 20th Street, Trenton, Mo 64683

Full Day Preschool (Mrs. Lake's full day preschool) and K-8th Tuition

The Pleasant View R-VI school board is pleased to be able to provide a full day preschool and education for nonresident students in Kindergarten thru the 8th grade.

Parents are encouraged to prepay their student's full day preschool and K-8 tuition accounts. For parents that want to maintain a positive balance in their accounts, a minimum of \$338.33 per month for full day preschool and \$100 per month for students in Kindergarten – 8th grade would need to be paid to take care of one month worth of charges. Both full day preschool and K-8th grade accounts require 9 payments per year. Accounts can be prepaid.

Parents are the responsible party to see that all payments are properly made. Prompt payment of full day preschool and K-8th grade accounts fees are important to maintaining the quality of our educational opportunities.

Full Day Preschool (Mrs. Lake's full day preschool) and K-8th Tuition Procedures

Account statements are sent home by the **17th** of each month.

All accounts with a balance due are due *in full* by the **7th** of each month. After the **7th** of each month a 1.5% late fee penalty will be assessed to all overdue account balances.

Parents that continue to have an account balance due after the **7th** will again be notified in writing so as to have an opportunity to bring the account back to a positive balance. The notice will be accompanied by a student statement report and an application for free or reduced lunch benefits.

If the account continues to have a balance due after the **14th** of the month the student will not be allowed to return to the school and should enroll in the school of their residence. Students will be called to the office to see if they brought tuition payments. If no payments are brought students will be asked to call home so a parent may pick them up or deliver payment *in full*.

These procedures are intended to prevent a student from having to be removed from the roster of the school. By working together, hopefully we can allow the student to have a positive educational experience.

Please deliver or mail payments to Pleasant View R-VI School, 128 SE 20th Street, Trenton, Mo 64683

Additional Procedures

The Pleasant View R-VI School has instituted a \$40.00 Charge for Any Check Returned for Insufficient Funds.

After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future student account payments.

After two regular monthly billing cycles of continuous negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is judged that the usual methods to collect the money owed the district have failed, then action will be taken to collect by the following measures *starting on the 21st of the month*.

- Students Grade Cards will be held.
- Students will not be allowed to participate in extra curricular activities.
- Students will not be allowed to go on nonessential school trips.

Nonresident student accounts with balances over \$20.00 left at enrollment time for the next school year (preschool or K-8) will not be admitted to the Pleasant View R-VI school.

Effective June, 2007

Revised July, 2009

MAKE-UP MEMO

To: _____

From: _____ Date: _____

While you were absent on _____ you missed the following classwork assignments.

Language Arts: _____

Math: _____

Science: _____

Social Studies: _____

Spelling: _____

Reading: _____

Computer: _____

Art/Band/Music: _____

Other: _____

REMEMBER the make-up policy states: you have 2 days for each 1 day missed to turn in assignments (excused absence). It is YOUR responsibility to bring them to us for grading/credit.

Parent/Guardian Signature

Pleasant View R-6 School District
Authorization for In-School Administration of Medication
Prescription & Non-Prescription
Please fill out form completely.

Name of Student: _____ **Grade** _____

THIS AUTHORIZATION IS FOR THE DATES FROM _____ **TO** _____

Prescription Medication *MUST be stored in its original container from the pharmacy (A pharmacist will provide properly marked containers upon request.) plainly marked with:*

- Student name
- Physician's name
- Name of medication
- Dosage
- Time of administration

Parents should supply no more than one week's supply at a time, unless the school nurse approves other arrangements.

Non-Prescription Medication - The school district will not provide over-the-counter medication, including, but not exclusive to Tylenol, aspirin, Tums, and cough drops. Over-the-counter medication for colds, coughs, headaches, etc. will be provided by the parent or guardian and given at school when accompanied by a written request from the parent or guardian. ***Over-the-counter medicine MUST be stored in its original container.*** The school will notify the parent, in advance if possible, that the medication is to be given so the parent is aware of their child's complaint. If the dosage requested is contrary to what is recommended on the label, the medication will be administered as stated on the label.

If it is necessary for a child to take a daily non-prescription medication such as aspirin for rheumatoid arthritis, a request from the parent or guardian and also the physician must be provided.

Parents are not to send any medication in envelopes, plastic wrap, Baggies, lunch boxes, etc.

Prescription Non-Prescription Name of Medicine: _____

Required Dose _____ Time to be given _____

Reason for Medication: _____

Possible Adverse Reactions _____

Emergency Instructions _____

Special Storage Instructions: _____

Physician's Name: _____

Prescription Non-Prescription Name of Medicine: _____

Required Dose _____ Time to be given _____

Reason for Medication: _____

Possible Adverse Reactions _____

Emergency Instructions _____

Special Storage Instructions: _____

Physician's Name: _____

Signature Parent/Guardian

Date

NOTE: Schools can only administer **ONE DOSAGE DAILY** of a medication. (We request that the time be after lunch.) This will not be a problem as with most medication the dosage directions are either three or four