

# Pleasant View R-VI



## Student/Parent Handbook 2019-2020

(660)359-3438

(660)359-6925 (fax)

Website: <http://www.pleasantviewr6.org>

Dear Parents and Students,

Welcome to Pleasant View R-VI School! We are excited that you have chosen to share your child/children with us for the next year! Pleasant View R-VI has a proud tradition of outstanding academics as well as intense character education that together help transform your child/children into successful young adults.

In the learning equation at Pleasant View R-VI, decisions are made based on what is best for students. The administrator and teachers are partners with each other, parents, and the community to provide a safe and positive learning environment for all students. The small class size at Pleasant View R-VI promotes individualized instruction to students to maximize their learning. Students will be challenged through rigorous and relevant coursework which will establish a love of learning and lay the foundation for the students to succeed in their future as productive members of society.

Parents and community members play a vital role in the success of our students and ultimately of our school. I strongly encourage all parents to become an active participant in the Community Club. Each year the Community Club raises funds to sponsor all class field trips and provide necessary supplies to the school. The Community Club eliminates the need for each classroom to conduct a fundraiser, and instead asks that each parent donate two hours of their time to help with concession stands at ballgames or the Missouri Days Festival. Because of the Community Club, we are able to offer our students experiences that enhance their learning beyond the classroom level.

It is our goal at Pleasant View R-VI to strive to increase the quality of education of all students through retaining quality teachers and challenging students to perform at their highest level. Students will be shown the value of learning and will use hands-on learning to bring education to life. As administrator, I will encourage and motivate students to do their best and create a positive learning environment. I will insure that students have a safe and up-to-date learning environment. I will embrace diversity in students and strive to have a diverse faculty that can meet the needs of all students so that learning will occur to its fullest potential.

I look forward to working with each and every one of you to further the education of your child/children. If you ever have any questions, comments, or concerns, please stop by my office, give me a call, or send me an email. Your child's/children's education and safety are my top priority! I, along with all of the staff at Pleasant View R-VI, am looking forward to a very successful school year!

Sincerely,

A handwritten signature in black ink that reads "Rebecca Steinhoff". The signature is written in a cursive style with a large, looping initial 'R'.

Rebecca Steinhoff, Superintendent  
Pleasant View R-VI School

[\(660\) 359-3438](tel:6603593438)

# Pleasant View R-VI School

## 2019-2020

### School Calendar

August 19						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 19						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- August**
- 19 Teacher PD  
Open House - 6:00 p.m.  
Mrs. Lake - 8th Grade
  - 20 All Staff In-service
  - 21 First Day of School
  - 26 K.E.Y.S. 1st Day of School
  - 30 Early Out- 1:20 p.m.  
Teacher PD

- October**
- 17 Early Out - 1:20 p.m.  
Teacher PD
  - 1st Quarter Ends (41 days)
  - 18 No School
  - 23 Grade Cards Issued

- December**
- 13 Christmas Program - 7:00 p.m.
  - 20 Early Out - 1:20 p.m.  
Winter Break
  - 2nd Quarter Ends (42 days)
  - 12/23 - 1/3 Winter Break

- February**
- 7 Midterm 3rd Quarter
  - 12 Midterm Reports Issued
  - 14 Early Out - 1:20 p.m.  
Teacher PD
  - 17 No School - President's Day

- April**
- 3 Spring Program - 7:00 p.m.
  - 9 Early Out- 1:20 p.m.  
Midterm 4th Quarter
  - 10 No School- Good Friday
  - 13 No School
  - 15 Midterm Reports Issued
  - 24 Early Out- 1:20 p.m.  
Teacher PD

- September**
- 2 No School - Labor Day
  - 13 Early Out - 1:20 p.m.  
Teacher PD
  - 20 Midterm 1st Quarter
  - 25 Midterm Reports Issued
  - 27 Early Out - 1:20 p.m.  
R-XI Homecoming

- November**
- 8 Early Out - 1:20 p.m.  
P/T Conferences
  - 15 Midterm 2nd Quarter
  - 26 Midterm Reports Issued  
Early Out - 1:20 p.m.
  - 27-29 Thanksgiving Break

- January**
- 6 Classes Resume
  - 8 Grade Cards Issued
  - 17 Early Out - 1:20 p.m.  
Teacher PD
  - 20 No School - MLK Jr. Day

- March**
- 6 3rd Quarter Ends (43 days)
  - 11 Grade Cards Issued
  - 20 Early Out- 1:20 p.m.  
Teacher PD

- May**
- 8 Early Out - 1:20 p.m.  
Last Day of School  
4th Quarter Ends (43 Days)

September 19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 19						
Su	M	Tu	W	Th	F	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 20						
Su	M	Tu	W	Th	F	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 20						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

✕ School Closed

□ First & Last Day of School

◇ Inservice Day

○ Early Release Day

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## Welcome to the Pleasant View R-VI School District.

### **District Mission Statement** (Refer to Board of Education Policy AD.)

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.

### **Educational Beliefs/Vision** (Refer to Board of Education Policy AD.)

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

### **District Goals** (Refer to Board of Education Policy AD.)

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.

### **District Philosophy** (Refer to Board of Education Policy AD.)

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."



## **Board of Education**

President Danny Westcott	Member	Jen Belvel
Vice President Damien Little	Member	Laurie Frisbie
Secretary Luke Gibson	Member	
Treasurer Jack Bethards		

## **Faculty & Staff**

Administrator	Rebecca Steinhoff	Classroom Aide	Amy Bethards
K.E.Y.S. Preschool	Carrie Rogers	K.E.Y.S. Preschool Aide	Sara Bertram
K.E.Y.S. Preschool	Kayla Orndorff	K.E.Y.S. Preschool Aide	Crystal Stretch
Preschool	Janet Lake	K.E.Y.S. Preschool Aide	Courtney Deaver
Kindergarten	Heather Olmstead	K.E.Y.S. Preschool Aide	Kayla Smith
1 <sup>st</sup> grade	Lindsey Bond	Library	Penny Tolle
2 <sup>nd</sup> grade	Kimberly Ray	School Nurse	Tracy Simpson
3 <sup>rd</sup> grade	Kim Foster	Speech Pathologist	Cyndy Munday
4 <sup>th</sup> grade	Hayley Anderson	Preschool Aide	Lori Jarrett
English/Reading	Kylie Davis	Bookkeeper/Secretary	Brenda Allnutt
Math/Band/Music	Shani Kinney	Head Cook	Valeri Kitchen
Reading Recovery/Title I	Kaley Williams	Cook	Regina Koon
Science/Social Studies	Naomi Meinecke	Maintenance/Custodian	Stacy McLain
Art	Phoebe Duff	Bus Aide	Tammy Paulus
P.E.	Abigail Herrold	Bus Driver	Leroy Huffstutter
Special Education	Jamie Whitney	Bus Driver	Roger Antle
Counselor	Dorothy Allnutt		

## **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.

## **Before and After-School Activities**

Students should not arrive at school any sooner than **7:15 a.m.** Students who arrive at school prior to 7:55 a.m. must remain in the gym 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 the school. All parents picking up their child should wait in the front driveway and students will be escorted to their parents or the person designated for pickup. Parents, we ask that if you plan on coming into the building to meet with your child's teacher, please park in the parking lot on the east side of the building. This will keep the front pickup lane moving steadily and provide necessary safety to the car riders. Bus riders will load on the east side of the building at the cafeteria doors. 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. The doors will be locked from 8:30 a.m. to 3:00 p.m. Anyone needing in the building between these times will need to use the buzzer at the front door.

## **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.

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; or 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.)

### **Attendance**

Missouri Statute (RSMo. 167) mandates regular school attendance for youngsters between the ages of 7 and 17 years of age. The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Pleasant View R-VI School District. 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.)

### **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 - 2<sup>nd</sup> 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.

### 3<sup>rd</sup> – 8<sup>th</sup> 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.)

### **Absences**

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. When an absence is not reported and no prior notice has been given, the office personnel will attempt to contact the parent. 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.)

Excused Absence: Absence from school shall be excused by the administrator for such reasons as: personal illness, serious illness, death in the family, religious observances, planned appointments with prior notice, and other situations judged legitimate. After the 10<sup>th</sup> excused absence, any illness would need a doctor's note. The administrator is given wide discretionary powers in deciding what constitutes a legitimate absence.

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 unexcused 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.

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. Work assigned when a student is present and due when absent is due upon the student's return. Students suspended may complete make-up work, but it is due on the first day of the student's return. Students absent for school activities and scheduled absences should make arrangements for work to be completed before leaving.

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.

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)

\*If a student will not be in attendance, the parent may leave a message before school hours on that day at 660-359-3438 (press 1 when prompted).

### **Breakfast/Lunch**

The breakfast period starts at 7:30 a.m. and continues through 7:50 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 meal times. Gum, soda pop, and candy are NOT allowed during school meal times. 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.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **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 chickenpox 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 mucus 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

Students will be excluded from school for 24 hours if they vomit two times in a 24 hour period, have a temperature of 100 degrees or more, and/or have diarrhea. Students excluded for a temperature of 100 degrees may return to school when they have been fever free for 24 hours without the use of any fever reliever.

\*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 two calendar years.

### **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, 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; date and place of birth; parents' name; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records 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 modified. (Refer to Board of Education Policy JO.)

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The district will extend the same access to records 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 modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

## **Grading Scale**

Students in 2<sup>nd</sup> through 8<sup>th</sup> grade will utilize the district grading scale

A	97-100%	C	75 – 79.9%
A-	94 – 96.9%	C-	70 – 74.4%
B+	90 – 93.9%	D+	66 – 69.9%
B	87 – 89.9%	D	63 – 65.9%
B-	84 – 86.9%	D-	60 – 62.9%
C+	80 – 83.9%	F	0 – 59.9%

Students in Kindergarten and 1<sup>st</sup> grade utilize a standards-based grading scale that is appropriate for each grade level.

## **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 online 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. Students may be excluded from extracurricular activities or groups as a disciplinary action, as a consequence for poor performance in school or otherwise as determined by the district administrator. Students and/or their parents/guardians are not entitled to a hearing solely on the basis of exclusion from an extracurricular activity or group that is not required for a course in which the student is enrolled. Therefore, students shall exhibit standards of behavior, which bring credit to the student, the activity, the school, and the community. (Board of Education Policy IGD)

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 5<sup>th</sup> - 8<sup>th</sup> 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 stations KCTV 5, KMBC 9 and FOX 4. 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. 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, bus evacuation 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.)

### **Electronic Devices**

iPod, MP3 players, radios, CD players, tape recorders and other musical devices are not allowed in school for any reason unless the administrator 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 who possess a cell phone or other telecommunication device will leave the device turned off and in their respective locker or cubby during the duration of their time at school. Telecommunication devices are not to be used during the school day, on the school bus, or at after-school activities, unless the use is part of the instructional program or otherwise permitted by the building principal. 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.

### **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.

### **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.

### **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.)

### **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

### **Lockers**

Students in 7<sup>th</sup> & 8<sup>th</sup> grade will be assigned a locker by the school administrator. Students in 4<sup>th</sup> - 6<sup>th</sup> grade may be assigned a locker depending on enrollment numbers each year. A lock is not required, but will be provided by the district if requested. Lockers are to be kept clean and not crowded with unnecessary articles. Stickers, tape or any other such items are not permitted anywhere on lockers. Students and staff may use magnets to attach papers to the inside or outside of the lockers. The locker is the property of the school and is subject to search as deemed necessary. Periodic checks will be done throughout the year to ensure that students are following the rules of locker usage, and students may lose locker privileges if such rules are not followed.

### **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.)

### **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. Only children participating in the field trip may attend the event. Children will learn the most by experiencing the field trip with their peers. 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.

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 that the district transports to, which currently is the Trenton R-XI High School.

### **Bus Conduct**

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. 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 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.

Bus drivers 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. Drivers are to pay particular attention to the care and protection of the younger students. Continued disorderly conduct will be reported. 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.

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. 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.)

\*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, and press 1 when prompted). 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.
- Dresses and shorts that are fingertip length or reach no less than mid-thigh are appropriate.
- 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 any time 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)

## **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.)

## **Corrective Actions for Misbehavior**

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

1<sup>st</sup> Disruption - Reminder issued

2<sup>nd</sup> Disruption - Name on board and lose 10 minutes of recess

3<sup>rd</sup> Disruption - Work away from group and/or loss of recess time and/or written work

4<sup>th</sup> Disruption - Sent to administrator, parents contacted, loss of class reward (ex. movie party)

**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.)

### **“Study Lab” 5<sup>th</sup> – 8<sup>th</sup> 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.  
5<sup>th</sup> and 6<sup>th</sup> 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.  
7<sup>th</sup> and 8<sup>th</sup> 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.)

### **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.)

### **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.)

### **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.)

### **Gum**

Chewing gum is only permitted when supplied and permitted by classroom teacher. Under no circumstances is chewing gum permitted on the 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.

### **Impact on Grades**

Students who are suspended from school will not be allowed to earn credit for course work completed during the term of the suspension. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

### **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. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent 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 Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

Subsequent Offense: Restitution. Detention or in-school suspension.

**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: 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.

### **Harassment, 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 items such as toys, games, and portable media players that are not authorized for educational purposes. (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.

**Sexing 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 personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

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. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

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.

The Board recognizes the importance of preserving a safe educational environment for student, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. School property is defined as: property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following: a firearm, a blackjack, a concealable firearm, a firearm silencer, an explosive weapon, a gas gun, a knife, knuckles, a machine gun, a projectile weapon rifle, a shotgun, a spring gun, or a switchblade knife, Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in 18 U.S.C.921 or 571.010, RSMo on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the administrator to the Board of Education.

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Act of School Violence/Violent Behavior shall include but not be limited to the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities must be reported immediately by the school administrator to the appropriate law enforcement agency. (Refer to Board of Education policies JFCJ and JGF.)

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

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

The Board also prohibits retaliatory actions including, but not limited to; acts of intimidation, threats, coercion or discrimination against those who make complaints of prohibited discrimination or harassment, report prohibited discrimination or harassment, or participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment; aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions; and discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

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

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

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

Behaviors that could constitute sexual harassment include, but are not limited to: sexual advances and requests or pressure of any kind for sexual favors, activities or contact; conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact; punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact; graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex; physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing; comments about an individual's body, sexual activity or sexual attractiveness; physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or

battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol; or genderbased harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

The Pleasant View R-VI School District policies manual has defined grievance procedures to register a complaint. Copies of the policy may be obtained from the superintendent's office. (Refer to the Board of Education policy AC.)

### **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. Sexual advances and requests or pressure of any kind of sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures, or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the district's compliance officer, the district Administrator. If the student's administrator 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 and will follow district policy. 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 administrator. (Refer to the Board of Education policy AC.)

### **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, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. 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 Superintendent of Schools, 128 Southeast 20th Street, Trenton, MO 64683, 660-359-3438. (Refer to Board of Education Policy AC.)

### **Public Notice**

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All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Pleasant View R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional



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

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

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

The Pleasant View R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed by contacting the school district to set up a time and location.

This notice will be provided in native languages as appropriate.

### **Programs for Homeless Students**

The Pleasant View R-VI School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence. (Refer to Board of Education Policy IGBCA.)

### **Programs for Migrant Students**

The Pleasant View R-VI School District Board of Education directs the administration to identify migratory children in the district, as required by law, and ensure that migrant students receive services for which they are eligible. (Refer to Board of Education Policy IGBCB.)

### **Programs for English Language Learners**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. (Refer to Board of Education Policy IGBH.)

The board designates the following individual to act as the district coordinator for all Homeless, Migrant, and ELL Programs:

Rebecca Steinhoff  
128 SE 20<sup>th</sup> Street, Trenton, MO 64683  
Ph: 660-359-3438; Fax: 660-359-6925

This notice will be provided in native languages as appropriate.

### **Parent Involvement Policy**

The Pleasant View R-VI School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component.

Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

### **Parent/Family Involvement Goals and Plan**

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including: keeping parents/families informed of opportunities for involvement and encouraging participation in various programs; providing access to educational resources for parents/families to use together with their children; keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

### **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 6<sup>th</sup> 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 Every Student Succeeds Act Program**

The Federal Every Student Succeeds Act of 2015 (ESSA), 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 ESSA 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 ESSA 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 **30th** of each month. After the **30th** 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 **30th** 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 2019-2020 school year are as follows:

Breakfast PK-8 \$1.40 per meal

Lunch PK-8 \$2.55 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 \$365 per month for full day preschool and \$150 per month for students in Kindergarten – 8th grade would need to be paid to take care of one month worth of charges. Full day preschool requires 9 payments per year and K-8th grade accounts require 8 payments per year. The first tuition bill will be due by August 30<sup>th</sup>. 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-8 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 **30th** of each month. After the **30th** 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 **30th** 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.

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 May, 2019**